

CITY OF NORTH PLAINS

www.cityofnp.org

Employee Handbook

Revised 2/1/16

This document is a public record, and may be distributed to any member of the public.

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Introduction

Welcome to the City of North Plains.

You are joining an organization that values both our employees and our residents.

As you begin your service to our community please read this document. It highlights policies and procedures used in the City of North Plains. If you have any questions or concerns about a policy please contact your supervisor, Department Head or City Manager. We want you to understand all the policies contained in this document and will be happy to provide clarifications as needed.

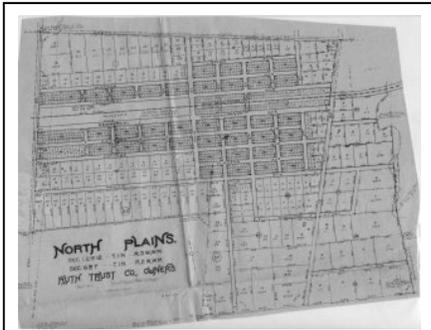
Please be advised this document is subject to revision as the City's policies evolve. You will be notified of changes as they occur. An electronic copy of this manual is available on the City's website.

Again, welcome aboard,

Blake Boyles
City Manager

History

The City of North Plains, Oregon was incorporated in 1963. It operates with a Home Rule Charter under the Oregon Constitution. The adopted 2007 Charter defines the powers and offices of the city. A copy of the charter is included in this handbook for your reference.



Ruth Trust Company map of North Plains from 1910.

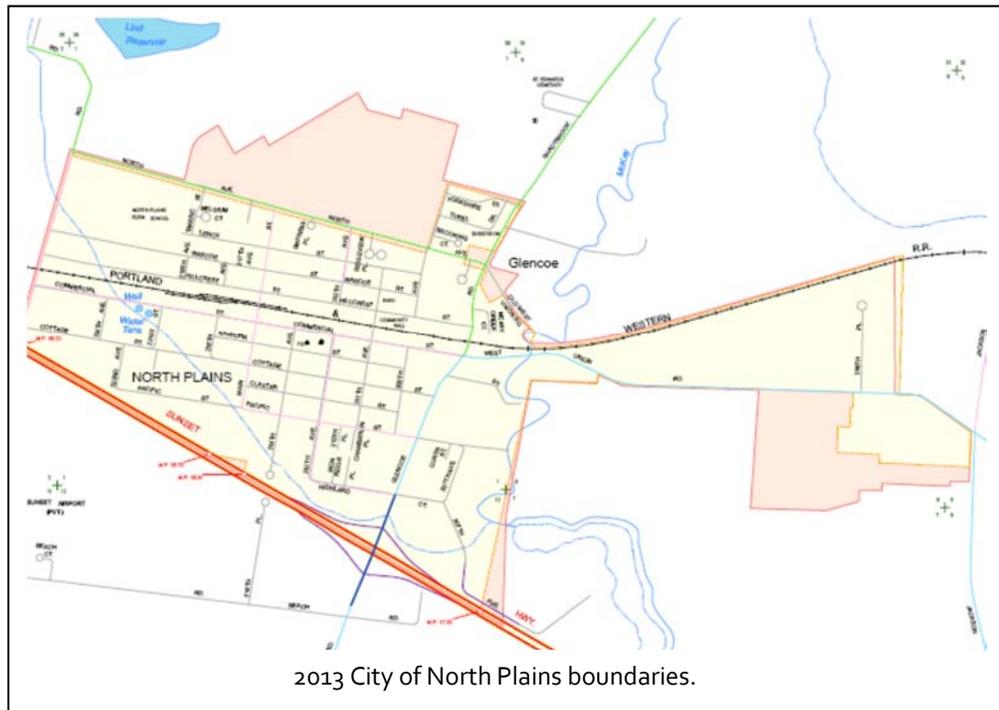
North Plains (2011) population is estimated at 1,954 persons. Additional up-to-date statistical information about North Plains can be found at <http://www.city-data.com/city/North-Plains-Oregon.html>

The City of North Plains was conceived in 1910 when Newell Gossett & Walsh Engineers drew the first map the city for the Ruth Trust Company (see image). It would be another 53 years before the City formally incorporated. North Plains City Council approves the annual budget, sets policies and determines fees charged by the City. They appoint a City

Manager who directs the day-to-day staff activities. The City Council also sits as the Board of the Urban Renewal Agency which can fund improvements to the City's infrastructure.

The City has an approved Urban Growth Boundary which helps determines the City's future size and shape (see image).

The City includes a mix of residential, commercial and industrial properties. Community zoning is determined by the Planning Commission and the City Council. The City also has master plans for its infrastructure including the park system, water, and streets.



2013 City of North Plains boundaries.

About this Handbook

This Employee Handbook is a guide to our employment provisions and expectations. It outlines many of the programs and benefits that affect you as an employee of the City of North Plains. Nothing in this Handbook is meant to limit the discretion of the City of North Plains in managing and supervising employees, and we reserve the sole discretion and right to amend, delete, or otherwise revise the Employee Handbook at any time.

The City of North Plains may add to the policies in this handbook or revoke or modify them from time to time. The City will try to keep the manual current, but there may be times when policy approved by the City Council or City Manager will change before this handbook can be revised. Significant changes to the handbook will be communicated to employees as soon as possible. All previously issued handbooks as well as policies, memos, and verbal or written agreements are superseded as of that date of this Handbook. While this Handbook is distributed to all employees of North Plains, certain employment policies and practices may be different or will not apply to those working in exempt positions per the Fair Labor Standards Act (FLSA), part-time positions, on-call, or temporary positions.

By its nature, this Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies and procedures of the City of North Plains. The information provided in this Handbook is based on the belief that common sense, good judgment, respect and consideration for the rights of others are paramount to our ability to serve our members and ourselves. We have tried to anticipate many of your questions, but in no way do we believe that this document will provide every answer. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your manager. For the purposes of this Handbook, "manager" means either a manager or supervisor to whom you report.

The City recognizes that employees differ in their skills, goals, perceptions, and values. Conditions and conflicts may arise because of that diversity; and those conditions and conflicts may not be sufficiently addressed within this Handbook. When that occurs, the City of North Plains management team will endeavor to make decisions that are fair and equitable; while at all times ensuring that the best interests of the City of North Plains are served.

Neither this Handbook nor any other organization document confers any contractual right, either express or implied, to remain in City of North Plains' employ. Neither does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated by City of North Plains, or you may resign with or without reason or notice at any time.

Some subjects described in this Handbook (such as benefit plan information) are covered in detail in evidence of coverage documents. You should refer to these documents for specific information, since this Handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies or coverage documents are controlling.

In addition to the policies outlined in this Handbook, the City of North Plains has administrative policies and procedures that are posted on the City's website: www.northplains.org. You should familiarize yourself with those policies.

You are encouraged to offer suggestions for improvement to this Handbook, procedures, employment practices or working conditions. Please read through this Handbook carefully. You may want to share it with your family members so that they will also understand your work environment. Should you have additional questions, or need further detail, please talk with your manager who can advise you or refer you to the appropriate resource.

If you have any concerns regarding your employment with the City of North Plains, please discuss this with your manager. We want your experience with us to be challenging, rewarding, and enjoyable.

Employment Relationship

As an employee of the City of North Plains, you are engaged in an “at will” employment relationship. This means that either you or the City of North Plains may terminate the employment relationship at any time with or without reason or notice. Our at-will provision extends to all employees unless otherwise exempted by a collective bargaining agreement. The Grievance Solving Procedure and Discipline guidelines are subordinate to the employment at-will policy.

No one other than the City Manager has the authority to enter into any employment agreement contrary to the provisions outlined in this Handbook. The Handbook cannot be altered except in writing and when signed by the City Manager. The City of North Plains is also not bound by any oral promises concerning your length or conditions of employment.

Terms of Employment

It is the goal of the City of North Plains 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 age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, non-supervisory family relationships, or any other protected class or work relationship.

Our policy is to always try to select the most qualified person for each available job; we recognize current employees’ experience and familiarity with the City of North Plains as an important qualification, and we encourage current employees to apply for openings in which they are interested. Usually, you must have completed your initial introductory period before transferring to a new position, and to be eligible for a transfer you may not be under any disciplinary action.

You may from time to time be temporarily transferred or assigned to perform work outside of your regular job classification, schedule, shift or department. Depending upon the circumstances, when transferred, you may be subject to a corresponding wage adjustment.

Hiring of Relatives (Nepotism)

Relatives of current employees or individuals involved in a romantic relationship with a current employee are eligible for hire at the City of North Plains subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired or promoted into positions in which one family member (as defined by Oregon law), or person involved in the romantic relationship, would fall under the

direct line of supervision of the other family member or person involved in the romantic relationship.

Hiring of Minors

Generally the City of North Plains does not hire persons under 18 years of age to perform regular work. If a minor is hired on a temporary basis in the future the City shall observe all State and Federal limitations on the number of hours a minor may work and on the types of work permissible. In addition, prior to hiring minors the City must have applied for and obtained an [annual employment certificate](#) from the Child Labor Unit of the Bureau of Labor and Industries (BOLI), (971) 673-0836.

New Employee Orientation

In order to help you fit into the City of North Plains' operations, and to ensure new employees quickly have a productive and satisfying employment relationship, managers are responsible for ensuring that all new employees are scheduled for a general orientation organized by the City Manager within the first month of employment. Your manager may provide a detailed job-specific orientation.

Introductory Period

As a new employee, you are hired into an introductory training period which generally lasts a minimum of one calendar year (12 months). 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 your manager. 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 also provides an opportunity to determine if your knowledge/skills/abilities (KSAs) and the requirements of the position match. It is also a chance to decide if we meet your expectations as an employer.

At the end of the introductory period, a decision about your employment status will be made. If you successfully complete the introductory period, you may be moved to regular status. If your KSAs border on satisfactory but fall short of expectations, the introductory period may be extended if there is reason to believe that your KSAs will improve within a reasonable amount of time. If expectations are not met or demonstrated, and/or KSAs are not satisfactory, it is unlikely employment will be continued.

Employment may be terminated at any time and for any reason during this period at the discretion of the City Manager or yourself, should either party regard it as necessary or

appropriate. Completion of the introductory period does not alter the “at will” employment relationship.

Promotions and Transfer Training Period

The City of North Plains encourages upward mobility and will consider employees for promotions as opportunities develop or vacancies occur. Employees are encouraged to regularly and frequently discuss your career interests with your manager.

If you are promoted or transferred to a new position, you must also complete a reasonable period of training to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined the job change is unsatisfactory during this period, you may be returned to your original job; you may be assigned to another vacant position, or you may be terminated. If you are placed in a job other than your original job, the pay and benefits may also be adjusted.

Employment Classifications

The status of each employee’s position is placed into distinct classifications for benefits and other employment conditions and to aid in a better understanding of employment relationships within the City of North Plains. For the purpose of this section “Regularly Scheduled” is calculated as the average number of hours per week, when averaging a calendar year.

The following status definitions apply:

Introductory Employment: Newly hired or promoted employees within the introductory period.

Benefits-eligible: Qualified employees who are hired into regular full-time or regular part-time positions as defined below.

Regular Full-time: An employee who has successfully completed the introductory employment period and is regularly scheduled to work 60 hours or more in a biweekly pay period. Benefits-eligible.

Regular Part-time: An employee assigned to an allocated position who has completed the introductory period and is regularly scheduled to work less than 40 hours per week in a position designated as receiving pro-rated benefits.

Regular Part-time No Benefits: An employee assigned to an allocated position who has completed the introductory period and is regularly scheduled to work less than 30 hours/week. No benefits.

Interns: Interns may or may not receive a stipend or hourly compensation, and are not eligible for any benefits.

Part-time: An employee who is scheduled to work less than 30 hours/week, and is not assigned to an allocated position. No benefits.

Temporary: An employee who is hired for a specified period of time. Generally, temporary employees will not work more than 599 hours during a calendar year. No benefits.

On-Call: An employee who does not have a set schedule and works only when called upon. Generally, On-Call employees will not work more than 599 hours during a calendar year. No benefits.

Positions are further classified according to federal and state wage and hour laws into the two additional categories of exempt and non-exempt as is defined in the paragraphs which follow. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your manager.

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

Non-exempt: An employee whose job duties do not meet federal/state definitions for "Exempt" status.

Classification Plan

All job descriptions, salary ranges and position histories are assembled in a document called the "Classification Plan." The City of North Plains maintains job descriptions for every position allocated by the City Council. The essential and ancillary duties of any position can be modified by the City Manager based on the needs of the City organization. Job descriptions can be found on the City's website. The salary schedule can be found in the approved budget or on the City website.

Ethics

At the City of North Plains we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of the City of North Plains and its residents, or situations that may compromise the employees' reputation or integrity.

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

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

If you have questions about whether an activity meets the City of North Plains' or Oregon's ethical standards, please talk with your manager.

Confidentiality

Employees working at the City of North Plains have access to highly confidential, legally protected, and proprietary information. Confidential information includes all information acquired by an employee during the course of employment that is of economic value to the City of North Plains and not generally available to the public, including legally protected information. Payroll information and employee enrollments are typical examples of information that the City of North Plains considers to be confidential. Our residents and other employees entrust the City of North Plains with confidential information. The unauthorized disclosure of such information would have a material adverse impact on the integrity of the City of North Plains and would have an adverse impact on our relationships with our residents and employees.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City of North Plains) may be removed from our premises without permission from the City of North Plains management. Additionally, the contents of records or information otherwise obtained in regard to City of North Plains business may not be disclosed to anyone, except where required for a business purpose. Employees are subject to appropriate disciplinary action up to, and including, termination for revealing information of a confidential

nature. Since many times it is difficult to distinguish between common and confidential information, the best rule to follow is not to discuss business information with persons outside of the City of North Plains unless employees have received prior approval from their manager.

All confidential information acquired by an employee during the course of employment is to be used solely for the benefit of the City of North Plains and, through the City of North Plains, for the benefit of our residents. The use of such confidential information for personal advantage or disclosure to others is strictly prohibited. Likewise, any materials developed by our employees in the performance of their jobs, is the property of the City of North Plains. Employees may not take confidential material with them when they leave our employment, remove it from our offices for non-work related reasons, or copy or distribute it to persons or companies, other than as required in the course of business, without written approval from the City Manager.

Misrepresentation

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

Outside Employment

Outside employment that creates a conflict of interest is prohibited. Employees are prohibited from receiving any income or material gain from individuals or organizations outside the City of North Plains for materials produced or rendered while performing their jobs for the City of North Plains.

Employees may hold outside employment if the additional work does not interfere with, or adversely affect their performance at the City of North Plains; does not create a conflict of interest; does not use the City of North Plains time/equipment/property/premises; does not discredit the prestige or influence of one's position; does not involve actions that may be subject to review or control by the City of North Plains; and does not otherwise detract from, or discredit the City of North Plains.

An employee proposing to accept outside employment must submit written notification requesting permission to his/her manager in advance of accepting any outside employment. If the manager believes that the proposed outside employment may represent a conflict with the employee's City of North Plains duties, the manager must provide the employee with written notice to that effect. Such notice may set forth the reasons the manager believes the proposed activity to be in conflict with the employee's duties.

Off Duty Conduct

As a general rule, the City of North Plains regards the off-duty activities of employees to be their own personal matter. However, there are certain types of off-duty activities that are of concern because of the potential negative impact on the City of North Plains' reputation within the community we serve. For that reason, employees who either engage in, or are associated with, criminal acts or other conduct, the nature of which adversely affects the City of North Plains or their own ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including termination.

For purposes of this section, off-duty activities also includes participation in online activities, including, but not limited to, forms of online publishing and discussion such as blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks.

Criminal Acts

If an employee is arrested for a criminal act the employee must report the arrest to the City Manager within 48 hours. The City of North Plains will review the underlying facts of the matter; any action taken will be on a case-by-case basis, taking into account the totality of the circumstances. Employees subject to arrest may be placed on paid administrative leave if the nature of the criminal charge may have an impact on the employee's ability to perform his or her regular duties, and/or if the City must conduct an investigation to evaluate the circumstances of the arrest.

Employees are required to report if they are convicted of or plead no contest to any misdemeanor or felony, including a traffic violation or DUI. Upon conviction, the employee must report the matter to the City Manager, within 48 hours and must submit documentation concerning the conviction.

Conviction of a crime is not an automatic bar to continued employment. The City of North Plains will review the underlying facts of the matter; any action taken will be on a case-by-case basis, taking into account the totality of the circumstances. At the City of North Plains, actions may range from no action to disciplinary action including termination.

Failing to report a conviction constitutes grounds for termination. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for termination.

Employees who are unavailable to report for work due to incarceration as a result of an arrest or conviction will be deemed absent without an excuse and may be subject to disciplinary action.

Prohibited Political Activity

Oregon law provides that “No public employee may solicit money, influence, or otherwise promote or oppose any political committee, or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.”

Records Retention

Please refer to the City of North Plains’ records retention schedule; please ask your manager or the City Recorder for your department’s schedule.

Non-Discrimination and Retaliation

All employees of the City of North Plains have the responsibility to follow and carry out the policies outlined in this section. Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. Employees are expected to bring any questions, issues, or complaints to the attention of their manager. If you believe you have been discriminated against or harassed, or if you witness or suspect any violation of our policies, you should report the matter immediately to any member of management or to the City Manager or the City Attorney. If the complaint is in regard to an alleged violation of these policies by the City Manager, the complaint may be directed to the City Attorney. City of North Plains will not retaliate against you for filing a complaint or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

Equal Employment Opportunities

The City of North Plains is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities. Individuals still need to be “qualified” for the job, and not pose a “direct threat.”

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

- They currently have a physical or mental impairment that substantially limits a major life activity.
- They have a record of such an impairment, physical or mental, that substantially limits a major life activity; or;
- They are perceived to have such impairment.

An episodic or in-remission condition may meet the definition of a disability if it would substantially limit a major life activity when active.

Temporary, non-chronic impairments of short duration, with little or no residual effects usually are not considered disabilities under ADA. Examples of, but not limited to, impairments that typically would not meet the ADA definition of a disability: common cold, seasonal or common influenza, joint sprain, minor and non-chronic gastrointestinal disorders or broken bones that are expected to heal completely.

The use of ordinary eyeglasses or contact lenses that are intended to fully correct visual acuity or eliminate refractive error, typically are not considered disabilities under ADA.

Pregnancy is not considered impairment under the ADA.

Individuals who currently engage in illegal use of drugs are excluded from ADA protection.

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

City of North Plains offers equal employment opportunities for qualified individuals who may have a physical or mental disability, but are still able to perform the essential functions of the job. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought by a disabled individual. 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 the function is so highly specialized that an expert must be specially hired to perform it.

Reasonable accommodation may be available to employees and applicants, as long as the accommodation doesn't cause undue hardship for the City of North Plains. Individuals

protected by the ADA should discuss their need for possible accommodation with their manager or City Manager.

Harassment

- a) **Harassment:** the City of North Plains prohibits harassment based on disability, race, color, national origin, religion, sex, sexual orientation, veterans status, military status, retaliation for opposing unlawful employment practices, association with members of a protected class, marital status, injured worker status, non-supervisory family relationships, or any other protected class, regardless of whether that harassment is targeted specifically at the employee.

Behavior such as telling ethnic jokes, making religious slurs, using offensive "slang" or other derogatory terms denoting a person's speech, accent or disability, are examples of prohibited conduct and will not be tolerated at the City of North Plains.

- b) **Sexual Harassment:** Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal communication or physical conduct of a sexual nature where:
1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
 2. Submission or rejection of such conduct by an individual influences any employment-related decisions affecting the individual; or
 3. The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

The conduct prohibited may be verbal, visual or physical in nature. It may be directed by a manager to a subordinate, manager-to-manager or co-worker-to-co-worker. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g. pay, promotions, time off) in response to the sexual conduct. More subtle forms of prohibited behavior, such as offensive posters, cartoons, caricatures, comments and jokes, language or innuendoes, hugging, or kissing may also constitute sexual harassment when they create or contribute to a hostile or offensive work environment.

If an employee believes he or she is being harassed, or has witnessed what appears to be harassment in the workplace, he or she should report it as soon as possible to his or her supervisor, the department head, the City Manager or City Attorney. Any supervisor or manager who becomes aware of complaint of harassment must immediately report it to the

City Manager or City Attorney. (It should be noted the City Attorney oversees the investigation of any complaint concerning the City Manager, member of Council or other person not employed directly by the City.) A report can be made verbally or in writing.

Genetic Information Non-discrimination Act (GINA)

The City of North Plains does not discriminate against applicants or employees based upon the employee's or the employee's familial genetic information; nor does the City of North Plains use genetic information in employment decisions.

Once a condition manifests itself, the GINA no longer applies. More detailed information about GINA is available on the EEOC poster placed on the employee bulletin board at City Hall.

Genetic information and Wellness Programs: Employees may be asked to sign voluntary waivers in which the employee acknowledges that his/her genetic information will only be provided to licensed health care professionals or board-certified counselors involved in the wellness program. There is no penalty for non-participation.

Employment Eligibility Verification (I-9 Form)

In conformity with the Immigration Reform and Control Act of 1986 (IRCA), we hire only those who are eligible to work in the United States. Verification documentation is required of all new hires, and employees are expected to inform the City of North Plains immediately if their eligibility changes.

After an individual is employed by the City of North Plains (as allowed by law) he or she may choose to use the federal E-Verify program to validate social security numbers, or the City of North Plains may use other methods for verifying social security numbers.

Expired documents are not valid documents for I-9 purposes.

Veterans' Preference in Hiring

The City of North Plains may give preference to veterans, when making hiring decisions; the City of North Plains does not discriminate against individuals based on current or prior military service.

Whistleblower

City of North Plains does not discriminate against employees who report in good faith alleged violations of state or federal laws, rules, or regulations.

Meeting Participation

City of North Plains does not take adverse employment action against employees who choose not to attend the City of North Plains-sponsored meetings where the City of North Plains' "position" regarding religious or political matters will be presented.

Religious Accommodation

City of North Plains may provide reasonable accommodation for religious observances or practices of employees, unless providing the accommodation would impose an undue hardship on the City of North Plains; this may also include accommodating the wearing of religious clothing.

With management approval, an employee may use vacation or other available leave for religious activities; if accrued leave is not available, then an employee may request to take unpaid leave.

Police Officer Bill of Rights

The State of Oregon adopted procedural rights that apply to sworn police officers. The City of North Plains will provide protections to police officers in accordance with State and Federal laws.

Domestic Violence

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

Reports and Retaliation

If you believe you have been discriminated against or harassed, or if you witness or suspect any violation of our policies, you should report the matter immediately to any member of management or to the City Manager or City Attorney. If the complaint is in regard to an alleged violation of these policies by the City Manager, the complaint may be directed to the City Attorney. The City of North Plains will not retaliate against you for filing a complaint or

cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

The City of North Plains will not tolerate unlawful retaliation against employees for engaging in protected activity. Federal Laws such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and The American with Disabilities Act, all prohibit an employer from retaliating against an employee engaged in a protected activity.

A protected activity is defined as: opposing an unlawful practice prohibited by employment discrimination laws, or participating in any way in an investigation, proceeding, or hearing of an Equal Employment Opportunity charge.

Any act of retaliation by a manager and/or coworker may result in serious adverse disciplinary action up to and including termination. Any staff member may file a complaint with the City Manager or the City Attorney if he/she feels that they have experienced retaliation in any form. Complaints regarding the City Manager may be presented directly to the City Attorney.

Privacy & Confidentiality

The City of North Plains recognizes our employees' right to privacy. In achieving this goal, the City of North Plains adopts these basic principles:

1. The collection of employee information typically is limited to information the City of North Plains needs for business and legal purposes.
2. Personal information and information in confidential records ordinarily will not be disclosed, except as permitted or required by law, or as authorized by the employee.
3. Verifications of employment dates, job title, and wages may be provided without written approval.
4. Internal access to employee records will be limited to those employees having an authorized need-to-know.
5. You are permitted to review your personnel file, and you may correct inaccurate factual information or submit written comments in disagreement with any material contained in your personnel records.
6. All employees have a responsibility not to accidentally disclose information about employees through overheard conversations, mislaid documentation, faxes, e-mails and hard copies of correspondence sent to a wrong destination. Unauthorized communication of confidential information is regarded as a serious matter.
7. The City of North Plains' IT contractor maintains reasonable safeguards to ensure the security, confidentiality, and integrity of personal identifying information stored in the City of North Plains network systems.
8. All employees are required to follow these principles, as well as any other the City of North Plains policy or practice related to confidential information. Violations of this may result in corrective action, up to and including termination.

Public Records and Personnel Files

Oregon law provides that "every person has a right to inspect any public record of a public body in this state." "Public body" includes cities and counties and other public entities, such as the City of North Plains including its committees and boards. Although there are some exceptions (such as personnel files), most records in a public body are available to the public for inspections. It is the intent of the City of North Plains to be responsive to requests for public records. Employees are to forward all requests for public information to our City Recorder or City Manager.

Background Screening

City of North Plains stores background screening information in access-protected files. This file is not considered part of a personnel file, so it is not available for review.

Medical Records

City of North Plains stores employee medical records in access-protected folders, separate from master personnel files.

Generally, employees “own” their medical information, which means that without the employee’s permission, the City of North Plains does not typically inform other employees of an individual’s medical condition(s).

Personnel Records

The City Manager maintains personnel files for each employee. Access to these files is on a need-to-know basis and is restricted to authorized persons only.

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

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

Change in Personal Data

Since personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in their details (name, address, phone number, exemptions, dependents, beneficiary, etc.). Keeping personnel records current can be important with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify the City Manager and Finance Department to assure that the proper updates/paperwork is completed as quickly as possible:

- Name

- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only)
- Address
- Telephone number
- Dependents
- Person to be notified in case of emergency
- Other information having a bearing on your employment
- Tax withholding

Social Security Numbers

Social security numbers may not be printed on materials that will be mailed, unless an employee has requested the mailing and all but the last four digits have been removed. This does not apply to records required by state or federal law (examples: W2s, 1099's, etc.).

Also, social security numbers may not be printed on a card used to access products or services, nor will the City of North Plains publicly post or display employees' Social Security numbers, such as on a website.

If computer files containing this personal information have been subject to a breach, then the City of North Plains will notify you as soon as we are reasonably able to do so.

Communications

Conversations: Please be careful when discussing confidential information about employees in public areas where it might be overheard, or when talking on the telephone.

Written information: Please use care not to leave written information about employees where unauthorized persons can view it. This includes leaving confidential documents sitting in printer trays or placing such documents in open recycling bins. Please send internal "mail" in sealed envelopes, marked "confidential."

Rules and Expectations

The City of North Plains 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, we have clearly identified performance expectations so that everyone can act in accordance with our workplace standards. ***Courtesy and common sense should always prevail.*** The following work rules are not all-inclusive, but serve as guidelines to demonstrate work behaviors considered important to the City of North Plains.

1. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you. If you are unable to be at work on time, you are expected to contact your manager prior to the start of your work shift. If that individual cannot be reached, you are expected to contact an alternate managerial representative.
2. You are expected to regard your workplace with respect and attention. City of North Plains' records, equipment, and property are to be treated carefully and appropriately. City of North Plains' equipment is not to be utilized for personal use, and anything created with the use of such equipment is the sole property of the City of North Plains. You are responsible for those items in your care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of North Plains or outside regulatory bodies.
4. You are expected to conduct yourself in a professional and respectful manner, exhibiting a high regard for our members, 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 or drug consumption when representing the City of North Plains in a business or social capacity.
5. You are expected to maintain the confidentiality of the City of North Plains information or member information in your possession (i.e., personnel information, trade secrets, etc.).
6. Your personal appearance at work should be neat and consistent with professional atmosphere, keeping in mind the impression made on members, visitors, and other employees, and the need to promote the City of North Plains and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what appearance at work is appropriate.
7. Any other action an employee takes that is not in the best interest of the organization.

This information regarding unacceptable practice/behavior may help in providing guidance for employee actions. You are urged to use reasonable judgment at all times and to seek advice from your manager in any doubtful or unclear situation. By everyone doing his or her best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. ***As a matter of policy, the City of North Plains seeks to resolve conduct and performance problems in the most informal and positive manner possible.*** However, when someone does not conduct her/himself within the intent of the work rules, action may be taken to correct the situation promptly and completely. Violations of workplace rules may result in corrective action, up to and including immediate termination.

We also believe all City of North Plains employees should be given an opportunity to be heard in matters involving discipline if termination is the likely outcome. We have adopted a policy of allowing an employee to present his/her perspective prior to the imposition of termination.

We encourage all employees to become familiar with the non-discrimination policy and complaint procedures outlined in this handbook.

Inclement Weather/Emergency Closing

Except for regularly scheduled holidays, the City of North Plains City Hall will be open for business on Mondays through Fridays during business hours. The City of North Plains recognizes that there may be circumstances beyond its control, such as inclement weather, national crisis, or other emergencies, that may make one or more of our office locations inaccessible. On such occasions, one or more City of North Plains locations may be closed for all or part of a regularly scheduled workday. In such an event, the City Manager (or his/her designee) will make a decision and will endeavor to notify all managers for the purpose of contacting employees; you may also contact your manager. To access City of North Plains closure information, please call 503-647-5555, check the City's website at www.northplains.org, and/or your City email for a notice.

In the event of extreme inclement weather conditions, it is recognized that each staff member's ability to safely reach the office may be different. Staff who cannot report to work in such circumstances should contact their manager. To the extent that staff cannot reach the office and are able to serve members from home, they should do so. Safety and a responsible approach should be your guide.

Communications and Software Systems

City of North Plains systems, equipment, hardware, software and other information (hereinafter referred to as "systems") in any form are considered an asset of the City of North Plains and thus must be properly used and adequately protected. This includes the transmission of information over computer communication networks.

Systems include but are not limited to, computers, software, electronic mail (e-mail), copiers, fax machines, telephones, voice mail, interoffice mail, communication tools, various on-line services, and protected health information. All of these systems are operated and managed based upon this policy.

The City of North Plains-provided systems are intended to be used primarily for business purposes. Without your manager's approval, you are not allowed personal use of the City of North Plains' systems. Any approved personal use must not interfere with normal business activities, involve solicitation, be associated with any for-profit outside business activity, or potentially embarrass the City of North Plains.

The City of North Plains reserves the right to monitor employee use of our systems at any time. Employees should not consider their usage of the City of North Plains systems to be private.

Within the bounds of current and future laws, the City of North Plains reserves and intends to exercise the right to review, audit, intercept, access, and search any of these systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the City of North Plains.

All data and messages maintained on the City of North Plains systems may be subject to public records law and disclosed to the public, except for limited exemptions.

Any improper use or violation of this policy may result in disciplinary action up to and including termination. Any violation of this policy should be brought to the attention of the City Manager.

Communication Courtesies

You are reminded to be courteous to other users of the system and always conduct yourself in a professional manner. Some examples of inappropriate systems use includes, but is not limited to: installing non-business software; sending chain letters or other material that can be construed as spam; playing games; displaying sites with inappropriate sounds or visuals; transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; and displaying, downloading, or distributing sexually explicit material.

Only authorized employees may communicate on the Internet on behalf of the City of North Plains. Employees may not express opinions or personal views that could be misconstrued as being those of the City of North Plains. Any information posted to the City of North Plains internet or intranet sites must first be approved by the respective department manager.

Copyrights

Any software or other materials downloaded into the City of North Plains' computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. City of North Plains honors all licenses, copyrights, patents, restrictions and terms and conditions associated with commercial proprietary computer software. Systems users are not authorized to use, copy, modify, or transfer purchased computer software in whole or in part except as expressly provided in the applicable software license, contract or purchase agreement. "Pirating" (making unauthorized copies of software or music) is a violation of federal copyright law. Any approved material that is posted should obtain all proper copyright and trademark notices if applicable.

Applications developed while employed by or under contract with the City of North Plains are the property of the City of North Plains, not the developer.

Electronic Mail System

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 the City of North Plains letterhead.

**E-mails are considered public records,
and employees should not have any expectation of privacy.**

Please be aware that even if a message is erased through e-mail it is still possible to retrieve and read that message. Even though the City of North Plains reserves the right to retrieve and read any mail messages, those messages are to be treated as confidential by other employees

and accessed only by the intended recipient. We expect employees will respect others' privacy and, unless authorized to do so, will not retrieve or read electronic messages not intended for them. The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the IT contractor if you are instructed by a Department Head or City Manager to disclose them.

Personal use of e-mail may occur, but is to be kept to a minimum. Such emails will be treated as public records, so please ensure no confidential information or inappropriate communication is contained in sent or received emails. For example, City email should not be used to exchange off-color jokes, political parodies or inappropriate pictures. If you receive such emails:

- 1) if applicable, unsubscribe from the service
- 2) block the sender and/or domain using "junk mail" management features
- 3) notify sender that such email is not to be sent to City email addresses, and
- 4) immediately delete it

Forwarding such emails electronically for any purpose is a clear violation of City policy and may result in corrective action. Notify your supervisor if inappropriate emails are being received and you need assistance with stopping them.

Software Installation

In an effort to protect the integrity of our systems, all software used on the City of North Plains computers must be registered with the IT contractor. Personal or downloaded software may only be installed after written authorization from the IT contractor or City Manager has been received. A complete virus check of all such software must be made immediately before it is installed on any City of North Plains computer. A virus check must be made on any disk or files originating from outside the City of North Plains prior to its use in the City of North Plains computer. Copying or transferring of the City of North Plains-owned software may be done only with the written authorization of the City Manager and IT contractor.

Telephone Usage (Landline)

The City of North Plains recognizes employees must occasionally make and/or receive personal telephone calls. 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 City of North Plains, may result in corrective action, up to and including termination.

Telephone Usage (Cellular)

The City of North Plains may provide a cellular telephone to employees in designated positions who regularly make City business calls while away from the office. Employees provided with a City of North Plains-owned cellular telephone⁷ must restrict the use of the telephone to City business. All cellular phone bills are public records.

Oregon law prohibits the use of cell phones while driving, unless use of the cell phone is: (a) an integral part of individual's job duties, (b) a one-way communication device used within the scope of their employment, or (c) employees are using a "hands-free accessory." Please note, the use of a speaker phone is not considered a "hands-free" accessory.

Employees are prohibited from sending and receiving text messages while driving. Employees must also refrain from reading messages or browsing the internet while driving.

Voice Mail System

The voice mail system is the property of the City of North Plains and has been provided for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City of North Plains' records and the property of the City of North Plains. This voice mail system is to be used for the City of North Plains business only, and use of the system for personal purposes is discouraged. You have no personal privacy rights pertaining to any information stored in, created, received, or sent over, the voice mail system. The City of North Plains, in its discretion as owner of the voice mail system, reserves and may exercise the right at any time to monitor, access, retrieve, and delete any message stored in, created, received or sent over the system for any reason, and without the permission of any employee. You are not authorized to retrieve or listen to any voice mail messages that are not sent to your personal attention. Any exception to this policy must receive prior approval from the City Manager.

Archiving Electronic Communications

Employees must follow federal and state law with regards to archiving electronic communications. Generally, you should follow the same archiving timeframes for electronic records, as you would for paper records.

Typical public records examples:

- Policies and directives
- Correspondence or memoranda related to official business
- Work schedules and assignments
- Agendas and minutes of public meetings
- Drafts of documents that are circulated in public for comment or approval
- Any document that initiates, authorizes, or completes a business transaction

- Final reports or recommendations meetings

Typical non-public records examples:

- Personal messages or announcements
- Solicitations by private companies
- Copies of extracts of documents distributed for convenience or reference
- Announcements of social events
- Messages received via listserv
- Spam

Please refer to the City of North Plains' Records Retention Schedule for specific information.

Communications and Use of Social Media

Social media tools such as Facebook, Twitter, YouTube, and blogs help citizens interact with their government in the individual's preferred method and time schedule, encourage two-way communication, and foster a culture of greater transparency.

Although social media is an efficient, timely and cost effective way to reach new and existing audiences, it is also a very public, open, dynamic and real-time forum.

Terms of Service/Use

Department employees should be aware of the Terms of Service or Use of the particular form of social media at issue. Each form of social media has its own unique terms that regulate how users interact using that particular form of media. Any employee using a form of social media on behalf of the City should consult the most current terms in order to avoid violations. If the terms contradict City policy then the Department Head should be made aware and a decision should be made about whether use of such media is appropriate.

Postings

City of North Plains employees approved to participate in social networks on behalf of a department should adhere to the following policies and guidelines:

- Employees and volunteers representing the department through social media must conduct themselves at all times as representatives of the City of North Plains and adhere specifically to all City policies.

- Employees that fail to conduct themselves in an appropriate manner shall be subject to the disciplinary actions.
- Do not cite vendors, suppliers, clients, citizens, co-workers or other stakeholders without their approval.
- Communicating in your official capacity constitutes conducting City business.
- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City's workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
- Be professional, responsible, and credible. Correct your mistakes immediately. Frame any comments or opposing views in a positive and respectful manner.
- Understand that communication via social media sites is a public record. Posts of employees, site administrators, and any feedback or comments by other employees and non-employees, including citizens will become part of the public record.

Inappropriate Post Topics

The City of North Plains' social networking content and comments containing any of the following shall not be allowed for posting:

- Comments not related to the department, or not related to the particular post or blog article being commented upon.
- Profane language or content.
- Comments from an individual not-consistent with the stated positions of the City documentation.
- Comments of a subject which are not allowed by other existing city policies or state laws including but not limited to those of a religious or political nature. This prohibition specifically applies to conduct that is a violation of the state ethics and/or election laws.
- Content which promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
- Sexual content or links to sexual content.
- Information which may tend to compromise the safety or security of the public or public systems.
- Content which violates a legal ownership interest of any other party (such as copyrighted material, unless sources is cited).

- Other conduct or content which violates the terms of use of the social media site at issue.

Timing/Frequency

Facebook and Twitter should be updated on a regular basis, and at the most once per day. If a relevant, time-sensitive issue arises, a second post will be allowed with approval from the Department Head or designee.

Monitoring and Responding to Public Posts/Comments

Social media is a real-time, two-way communication forum with the public and posts with comments and/or questions from the public will appear on our official social networking pages or in general within social media forums. The City's guidelines for responding to public posts of various natures are listed below. A Department Head or his or her designee is the only authorized responder in all cases and is responsible for monitoring and/or receiving notifications of posts daily (including weekends and holidays).

If there are repeated violations of the City's Social Media Policy or the social media site's terms of use by certain individuals or entities, the department director may take steps to exclude those content posters.

IT Information Security Policy

In addition to the requirements below, this policy may also apply to electronic information required to be compliant with the federal Health Information Portability and Accountability Act (HIPAA) and has been secured according to HIPAA guidelines. Technology resources are critical assets of the City of North Plains. These policies have been designed to help ensure the confidentiality, integrity, and availability of City of North Plains' technology resources, protected health information, and in particular, information and the systems used to store, process and access the information.

General Information Security Policy

City of North Plains' information must be protected in a manner commensurate with its sensitivity, value, and criticality. Security measures must be employed regardless of the media on which information is stored (paper, overhead transparency, electronic, etc.), the systems that process it (microcomputers, servers, networks, voicemail systems, etc.), or the methods by which it is moved (electronic mail, face-to-face conversation, etc.). Such protection includes restricting access to information based on a "need-to-know" basis.

Responsibilities

Individuals accessing the City of North Plains' technology resources must comply with information security policies, standards, guidelines, and procedures.

Access Control Mechanisms and Individual Accountability

Individuals at all levels are responsible for the secure operation of their activities. All system users must take reasonable actions to guarantee this security, maintained primarily through access control mechanisms (user IDs and passwords). Individually assigned user IDs and passwords must not be shared. Automated sign-on scripts should not be used.

Requests for access to technology resources require documented management (or designee) approval as well as any other required approval and user agreements (depending upon the information classification and owner/approver's requirements).

Documents and/or data created by users should not be stored on the local drive of the computer they are using, but on the appropriate network drive to allow for greater security and regular backup. Generally, information stored on a computer's local drive is not backed up. If you are unsure what constitutes the "local drive," please contact the IT contractor.

If you will be away from your computer for an extended period of time (meetings, lunch, etc.) you are required to log off or otherwise secure your computer.

Virus Prevention

Anti-virus software with up-to-date virus definitions must be actively in use on all workstations connected to the City of North Plains' technology resources. Software, utilities and files from outside sources, including the Internet, must be scanned using virus detection software prior to use or installation on the City of North Plains' technology resources if not certified virus-free by the vendor.

Communications and the Internet

Firewalls (hardware/software security interfaces between the internal network and the outside Internet) and other methods may be used to control, filter and monitor Internet access. Subscriptions to services designed to block access to inappropriate web sites also may be used. Internet use will be actively monitored and reports may be provided to management.

Remote and External Access Controls

Any and all remote or external access to the City of North Plains' technology resources will be provided through a centrally administered remote access control system, or other approved secure connection. Connection via the Internet for purposes of electronic commerce requires special attention to security and privacy issues in order to protect our business and that of our members. Installations of such remote access systems or other external connections require the approval of the IT contractor(s).

Remote computers connected to the City of North Plains' technology resources must be actively protected by anti-virus software with up-to-date virus definitions.

Policy Exceptions

Exceptions or waivers to these policies require the approval of the City Manager. Appropriate documentation providing business justification for non-compliance is required, as well as full documentation of the business and technical reasons for granting the waiver. The City Manager will notify the IT contractor of all approved exceptions.

Contact Information

Questions about this policy or related information security concerns should be directed to the IT contractor.

Bulletin Boards

The City of North Plains maintains a bulletin board which is located in City Hall to provide up-to-date information to employees concerning government notices, safety reminders, announcements and other information the City wants to communicate to all employees. It is also used to announce activities and other items of interest to employees. Employees are asked to check the bulletin board regularly.

Employees may not post items on the city bulletin boards unless the following conditions are met:

- Posting may be made by city employees only;
- Postings may not be used for personal messages or solicitations; and
- The City Manager must approve posting or removal of information.

Solicitation and distribution of literature

In order to ensure efficient operation of the City's business and to prevent disruption to employees, the City has established control of solicitations and distribution of literature on City properties, as follows:

- No employee shall solicit or promote or support for any cause or organization during his or her working time, or during the working time of the employees at whom such activity is directed.
- Employees who would like to solicit or distribute literature to other employees by or on behalf of any individual, organization or club, may do so only during times when the employee is on a break.
- The distribution of literature in work areas is prohibited.
- No solicitation is allowed by for-profit representatives on City property, unless specifically invited by staff.

Performance Management

To ensure a meaningful performance evaluation system upon which the City of North Plains can monitor the effectiveness of our organization and its operations, employees typically receive periodic performance evaluations. Managers can determine the frequency of evaluations, and if formal written or informal conversations are appropriate.

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

- To ensure each person in our organization knows how he/she is performing against established performance standards;
- To determine how well the City of North Plains managers are performing in assisting employees with work performance and objectives;
- To ensure communication and two-way feedback;
- To provide a consistent, objective, and fair method for making compensation decisions;
- To identify areas where an employee may need more training;
- To provide a tool for career planning; and,
- To provide a record of employee performance and contributions.

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

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

The performance appraisal program is intended to be participatory, involving your input as much as that of your manager, thereby helping you to contribute to the growth and improvement of the City of North Plains. You are encouraged to:

- Inquire about your performance from time to time;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement; and,

- Learn about training available to assist you in improving your skills.

Performance evaluations serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, and retention. Written reports identify performance levels, acknowledge the merit of above standard performance, and prescribe the means and methods for correcting performance deficiencies to the required level of performance if needed.

It should be noted that any substandard performance levels must be documented in writing and shared with the employee and the Department Head or City Manager. Employees who are receiving counseling to improve performance should be given specific and realistic objectives to improve performance. Objectives should be created when substandard performance is identified and reviewed frequently with the employee and supervisor.

Corrective Action

The City of North Plains has high performance expectations because we strongly believe everyone benefits when we all work together and conduct ourselves in a manner which mutually reflects the best interests of co-workers and our organization. It is the philosophy of the City of North Plains to take corrective action measures when needed for the purpose of correcting performance deficiencies or to deal with violations of policies and work rules.

You will be informed by your manager of any necessary corrective action as soon as possible after any performance problem has been identified. Your manager will discuss the situation with you, explaining the policy and the necessity of corrective action to avoid other disciplinary actions.

Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective action may be taken at the discretion of management and may include, but is not limited to, the following examples:

- Verbal counseling with you, which will be confirmed in writing for your personnel file
- Mandatory participation in training and/or counseling
- Written warning, which will be placed in your personnel file
- Suspension, which will be confirmed in writing for your personnel file (Suspension is normally used to remove an employee from the premises during an investigation, or as a disciplinary action. This may be paid or unpaid. If you are suspended, it will be documented in your personnel file.)
- Termination

The corrective action process will not always commence with a verbal counseling or include a sequence of steps. Some acts, particularly those that are intentional, serious, or involve illegal conduct, warrant more severe action on the first or subsequent offense. Consideration may be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in which the offense took place.

The above are only examples of possible corrective action(s) which may or may not occur.

If you as an employee witness an action or lack of action by another employee which may merit review by a manager for corrective action, please report the event to your manager or the City Manager as soon as is practical.

Pay Administration

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

The pay of a new employee may be established based on the pay level of current employees in the same or similar positions, and the new employee's previous experience, education, and skills.

You may be eligible for future pay increases based on the approved budget and your performance.

Merit Salary Increases

It is City of North Plains' policy to reward you with increases in pay for your dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis or at any preset interval. Your manager may determine if an increase is warranted at the time of your performance review. Salary increase recommendations must be approved by the City Manager.

To the extent allowed by law, information pertaining to your rate of pay and increases in pay, if any, is deemed to be a confidential personal matter between you and your manager and we request that you exercise great discretion and care regarding any discussion about pay.

Paydays

Employees are paid biweekly. Paydays are on the Friday subsequent to the end of the two-week pay period.

Payroll Deductions

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck information. Only those deductions mandated by law or those you have authorized in writing are made, provided such deductions are not otherwise prohibited by state regulations.

Salary Advances

The City of North Plains does not permit salary advances.

Delivery of Paychecks

Each payday, your paycheck will be mailed or hand-delivered to you, or electronically deposited to an account you designate at a financial institution. Employees may designate more than one. No paychecks will be delivered to any person other than you except upon your written request to do so.

Method of Payment

A statement of earnings and deductions showing gross earnings, deductions and the net salary amount will be provided on paydays.

Employee Withholding Allowance Certificates Form W-4

You are required under Federal law to furnish the organization with a valid Employee Withholding Exemption Certificate (W-4) at the time of hire. You may request additional withholding for your state and/or federal taxes. If you fail to provide a W-4, the City of North Plains is required by law to withhold at the S-O rate, until you provide us with a W-4.

Timekeeping

Employee pay is calculated from reported hours as approved by your manager or salary assignment. The time record is formal documentation of the exact time worked. It should be completed daily and reviewed at the end of each week for completeness and accuracy. It must be completed and approved at the end of each pay period.

Your manager, or his/her designee, will review and approve time records each pay period. If an error is to be corrected or time clarified, the employee should notify his/her manager during the review process. Your electronic or written signature on the time record 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 record. Willfully falsifying a time record may be grounds for corrective action, up to and including termination.

Final Paycheck

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 (excluding PERS) that are due and payable at separation. Checks can be picked up at the City of North Plains or mailed to the current home address if requested in writing by the separating employee.

Exempt employees who terminate employment prior to the last day in the pay period in which they terminate will be paid at an hourly rate of pay for all hours worked. Exempt employees, who normally are scheduled to work less than 40 hours per week, will be paid their normal pro-rated holiday hours for any holidays that fall during the final month of employment with the City of North Plains.

Hours of Work

Office Hours

The City of North Plains has established regular working hours to promote a productive work environment that will best serve our members. The general office hours at The City are 8:30 AM to 5 PM, Monday through Friday.

The normal work period is 80 hours in a two week period. The 80 hour work period may not coincide with the payroll period. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue working beyond the normal quitting time without advance approval from your manager.

Typically, employees will work 8 hour days with an unpaid hour for lunch. Changes to work schedules may be made on an individual basis (work hours/work days) based on business necessity, at the discretion of the manager with approval from the City Manager. The City of North Plains will attempt to notify you of any changes in workdays or work week schedules one week in advance of the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

Hours worked for The City of North Plains are compensable and include all of the time that an employee is required to be on duty. Travel time and training or meeting time are considered hours worked under specific conditions outlined under wage and hour laws, or by City of North Plains policy. Please consult with your manager regarding these conditions. These provisions do not apply to exempt positions.

Alternate schedules such as 4/10's or 9/80's can be assigned to employees with the approval of the City Manager.

Meal and Rest Periods

Meal and rest periods will be provided for you according to Federal and State law. Non-exempt employees are not permitted to work through a meal period unless approval from a manager is obtained prior to the scheduled meal break. If you are a non-exempt employee and you are required to work during your meal period, you will be paid for your meal time. If an employee frequently works through a meal and/or rest period, without manager approval, the employee may be subject to corrective action. These provisions do not apply to exempt positions, as there are not any required meal and rest periods for such positions.

Overtime

Non-exempt employees may be required to work overtime. Prior approval must be obtained from your manager before working overtime hours. Managers are to ensure that no unauthorized overtime hours are worked, and should attempt to avoid accumulated overtime by employees. City of North Plains complies with the provisions for overtime for our non-exempt employees, as outlined in the Fair Labor Standards Act and State wage and hour laws. Overtime is earned when hours exceed 40 in a workweek. Workweeks are variable by position, but typically are Monday-Sunday. Hours may be flexed within the workweek, but not within the two week pay period. Overtime is calculated on the basis of hours actually worked in excess of the employees regularly scheduled shifts. Sick leave, vacation leave, and holidays are not counted as hours worked. However, if an employee has scheduled sick or vacation leave and is requested by a manager to work overtime during that workweek, it may be considered overtime earned if approved as such by the manager.

Compensatory Time Off

Compensatory Time Off (comp time), in lieu of paid overtime, will be computed at 1.5 times the regular rate for hours worked, with prior agreement (refer to Overtime above). You are encouraged to work with your manager to schedule and use comp time within 60 days of when it is accrued.

Employees who have more than 40 hours may be “cashed out” for hours greater than 40 within budgetary limits. When an employee is separated from employment with City of North Plains any remaining comp time is payable to the employee.

Social and Recreational Activities

Participation in all off-duty social or recreational activities such as picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not have any effect on employee wages, hours, working conditions or employment opportunities.

Telecommuting

City of North Plains may consider telecommuting where there are opportunities for improved employee performance, reduced commuting miles, and/or the potential for the City of North Plains' to realize cost savings. Telecommuting is defined as work and transportation alternatives that substitute home-to-work commuting with the option of working at home.

This policy applies to the City of North Plains employees who are regular full-time employees. Professional employees may also be given the option to work off-site.

Telecommuting does not include temporary work at home due to special conditions such as providing dependent care, recovering from an illness, or caring for an ill family member. Such situations may be arranged between the employee and his/her manager, at the manager's discretion.

Participation in the City of North Plains' telecommuting program is at the City of North Plains' option. An employee may not demand the "right" to telecommute. The manager or City Manager may terminate telecommuting at any time with reasonable advance notice.

To ensure an effective, productive, telecommuting program, the City of North Plains establishes the following General and Worksite-specific policies, as well as those governing Supplies, Equipment, Software Usage, and Security:

General

- Professionalism in terms of job responsibilities, work products, and customer or public contact will continue to follow the same high standards as currently being met by the City of North Plains employees at their onsite work locations.
- Telecommuters will be self-motivated, have minimal requirements for face-to-face daily supervision, and will have demonstrated conscientiousness about work time and productivity.
- An employee's work schedule may include telecommuting on either a part-time or full-time basis. The work of the telecommuter must be of a nature in which face-to-face interaction is minimal or may be scheduled to permit telecommuting.
- Telecommuting is not suitable for all employees and/or positions. Any employee who wants to telecommute must discuss the request with his/her manager. The City Manager will make the final decision about whether the employee's job is suitable for telecommuting.
- The employee's salary, benefits, worker's compensation, and other employer insurance coverage will not change due to telecommuting, if the working hours remain the same.
- Travel from the employee's home to the employee's assigned City of North Plains work location will be considered commuting mileage and will not be reimbursed.
- The employee's duties, obligations, and responsibilities remain unchanged during the telecommuting agreement. The employee will meet or communicate with his/her manager to receive assignments, review work progress, and complete work as often as the manager believes is necessary.
- The employee must obtain supervisory approval before taking leave in accordance with the City of North Plains policy.
- The manager and employee will formulate objectives, expected results, and evaluation procedures for work completed while the employee is telecommuting. The manager

and employee will meet at pre-determined intervals to review the employee's work performance.

- Telecommuting is not a substitute for dependent care. Telecommuters are required to make arrangements for dependent care during the agreed-upon work hours. The employee may be asked to provide information regarding dependent care arrangements by his/her manager.
- Telecommuting employees shall not perform personal business or activities during agreed-upon work hours.
- While telecommuting, the employee must be reachable via telephone, fax, network access, or e-mail during agreed-upon work hours.
- More specific conditions relating to the employee's working at home will be detailed in the individual Telecommuting Agreement. The Telecommuting Agreement must be completed by the employee, his/her manager, and approved by the City Manager.
- Telecommuters are advised to contact their insurance agent and tax consultant for information regarding home work sites and coverage for equipment that is damaged, destroyed, or stolen.

Worksite-specific

- A designated workspace shall be maintained by the telecommuter that is quiet, free of distractions, and kept in a clean, professional, and safe condition, with adequate lighting and ventilation.
- Since the employee's home or satellite workspace is an extension of the City of North Plains workspace, the City of North Plains' liability for job-related accidents may continue to exist during the approved work schedule and in the employee's designated work location. To ensure that safe working conditions exist, City of North Plains will retain the right to make on-site inspections of the workspace, including home workspace, at mutually agreed-upon times.
- City of North Plains will not be responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee's residence except, and to the extent, as specifically agreed in the Telecommuting Agreement or Attachment thereto.
- City of North Plains will not be liable for damages to the employee's property which may result from participating in the telecommuting program.
- A consistent schedule of telecommuting work hours and days is desirable to ensure regular and predictable contact with City of North Plains staff and others; for some positions, more flexibility in work hours and days is feasible. Further information on the individual work schedule will be stated in the Telecommuting Agreement.
- A non-exempt employee shall not work overtime unless he/she has received prior approval from his/her manager. If the employee works overtime that has been approved

in advance, compensation or compensatory time off will be provided in accordance with eligibility guidelines and applicable laws and policies. The employee understands that failure to obtain prior approval for overtime work may result in discontinuance of telecommuting and/or other appropriate disciplinary action.

Supplies, Equipment, and Software Usage

- Employee out-of-pocket expenses for supplies, which are normally available in the employee's regular work location, will not be reimbursed. Other supplies, as needed, must be requested by the employee and approved by the manager.
- City of North Plains typically will not provide worksite furniture for those who telecommute on a part-time basis. Worksite furniture for full-time telecommuters, if needed, must be discussed by the employee and manager. Worksite furniture cannot be committed by the manager without prior approval of the City Manager.
- The following conditions shall apply to use of computers, software, other City of North Plains equipment, and Internet access:
 - The telecommuter will provide his/her own Internet access. Any agreements for the City of North Plains to provide equipment, software, and internet access will be outlined in the Telecommuting Agreement. Please consult with your tax advisor regarding possible "taxable events" for the City of North Plains' purchased or supplied equipment, software, and internet access.
 - Use of the City of North Plains' communications and software systems by telecommuting employees is subject to the City of North Plains policies on "Communications and Software Systems" as described in this handbook.
 - The employee agrees not to duplicate City of North Plains owned software. The employee also agrees to abide by the licensing regulations and restrictions for all software under license to City of North Plains.
 - A computer used for City of North Plains business must be plugged into a surge protector and have current virus protection maintained.
 - Restricted-access materials shall not be removed from the City of North Plains on-site work location or accessed through the computer unless approved in advance by the manager and the appropriate security access administrator.
 - City of North Plains does not assume liability for loss, damage, or wear of employee-owned equipment. City of North Plains does not assume responsibility for any private property used, lost or damaged as a result of the Telecommuting Agreement.
 - The employee shall promptly notify his/her manager when unable to perform work assignments due to the equipment failure or other unforeseen circumstances. The employee may be assigned to another project and/or work location that may necessitate termination of the telecommuting agreement.

- City of North Plains may pursue recovery from the employee for the City of North Plains property that is damaged, destroyed, or stolen while in the employee's care, custody, or control if such loss results from the employee's negligence.

Security

- The employee will protect the City of North Plains' information from unauthorized disclosure or damage and will comply with federal, state, and the City of North Plains' rules, policies and procedures regarding disclosure of public and official records. Work done at the employee's telecommuting site is regarded as official City of North Plains' business. All records, documents, and correspondence, either in paper or electronic form must be safeguarded for return to the City of North Plains. Release or destruction of records should be done only in accordance with statute and City of North Plains policy and procedure, and with the knowledge of the employee's manager. Electronic/computer files are considered the City of North Plains' records and shall be protected as such.
- The employee shall surrender all City of North Plains' owned equipment and/or data documents immediately upon request.

Employee-Incurred Expenses and Reimbursement

The City of North Plains will pay all actual and reasonable business-related expenses you incur in the performance of your job responsibilities. All such expenses incurred must be pre-approved by your manager before reimbursement will be made.

Expense reports must be supported by evidence of proof of purchase, e.g., receipts, and are to be submitted within three calendar months of the expense being incurred or the employee risks forfeiting his or her payment or reimbursement. Meal receipts must denote for whom the meal was purchased and the purpose of the meeting.

Driving While On Business

Employees using a private vehicle to conduct City business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized business use should make any necessary arrangements with their insurance carriers.

The City may verify the validity of your driver's license and/or your driving record. Once you are employed with the City of North Plains, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City of North Plains when there are transactions on your driving record.

While on City of North Plains' business, drivers are expected to make every reasonable effort to operate their vehicles safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs do not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status as soon as possible.

Mileage Reimbursement

Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Other related expenditures (e.g., parking) are also reimbursed upon submission of receipts on an expense report.

Any traffic citations, including parking tickets, are the responsibility of the employee and will not be reimbursed by the City of North Plains.

Educational Workshop Travel & Meal Reimbursement Policy

City of North Plains governance policies encourage employees to avail themselves of training and educational opportunities in support of their functions on behalf of the City of North Plains. The following guidelines apply with respect to registration, travel, accommodation, meal and other approved expenses in connection with seminars, workshops, or other educational events attended by the employee at the request of the City of North Plains, approved by the City of North Plains, or that are authorized by the City Manager as mandatory training programs.

Registration/Accommodation

- Designated City of North Plains staff will, if requested, make the necessary registration and room arrangements, and complete/submit class registration/fee requests.

- City of North Plains will pay employee registration fees and charges for accommodation at the single room rate. If a spouse/significant other accompany an employee, the City of North Plains will not be responsible for their additional registration and accommodation costs.

Travel

- If requested, designated City of North Plains staff will make arrangements for travel to authorized workshops and seminars. If travel plans include a spouse/significant other, or involve an additional excursion in conjunction with attendance at an

authorized workshop or seminar, the individual employee may find it more cost-effective and efficient to make his/her own bookings.

- City of North Plains will pay for the cost of travel by employees to approved training and educational workshops and seminars, using IRS mileage rates for auto travel and actual coach class airfare for airline travel. Spouses/significant others may accompany employees to these events but the City of North Plains will not be responsible for any of their associated travel or accommodation costs.

Meals

- City of North Plains will reimburse employees for reasonable costs associated with meals and incidental expenses associated with attendance at events/activities as a City of North Plains representative.
- If meals are included as part of the conference, workshop, or seminar program attended, City of North Plains will pay the charged rate for those meals. If meals are provided as part of the program and are being paid for by the City of North Plains, employees who elect to eat elsewhere will not normally be reimbursed for the cost of that meal.
- City of North Plains will not usually pay for meals of spouses/significant others, unless the meal is associated with a City of North Plains group function where the attendance of the employee is required and it is appropriate to bring a spouse/significant other.
- **City of North Plains will not pay for the consumption of alcoholic beverages.**
- City of North Plains will pay for reasonable costs associated with meals in the course of City business under the following circumstances:
 - The meal is associated with travel requiring an overnight stay.
 - The meal is consumed with one or more City of North Plains member officials, residents, or individuals in a business relationship with the City of North Plains.
 - The meal is part of an occasional departmental event approved in advance by the appropriate manager.

Attendance

- If the City of North Plains is paying registration, travel, meals, and accommodation costs for attendance at the workshop, seminar, conference etc., employees are expected to attend scheduled work sessions and related activities and take advantage of the opportunity to learn in both formal and informal settings.

- Employees are encouraged to report back on their learning experience for the benefit and development of other staff.

Use of City Vehicles and Equipment

The City provides vehicles and equipment for conducting City business. These vehicles must be used, parked and maintained properly.

In recognition of their on-call status some police employees may take their vehicles home when not on duty, subject to the Police Chief's approval.

Employees may use a City pool car with permission of their department head or City Manager.

City vehicles may not be used for personal use, with the exception of incidental use related to taking lunch or rest breaks (e.g. purchasing lunch).

Employee Benefits

The City of North Plains strives to provide excellent, equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various forms on your behalf, the total cost to provide the benefit program described in this Handbook and other documents is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions and procedures that govern the City of North Plains' benefit programs apply to all benefits-eligible employees unless otherwise provided in a particular benefit plan.

Some benefits begin on the first of the month after 30 days of employment. Some benefits may accrue during your introductory period. Use of certain leave benefits may be limited during your introductory period based on the needs of the Department.

Upon appointment employees will be advised if their position is eligible for benefits.

Benefit Plan Documents

You will be provided with Summary Plan Descriptions (SPDs) for the City of North Plains benefit programs. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. All of these official documents are readily available from the City of North Plains or its benefit administrator CIS (visit www.oregoncis.org). We ask that you refer any questions about this information to the City Manager or Finance Manager.

Health/Dental/Vision Insurance Benefit

The City of North Plains currently offers health insurance coverage for all benefits-eligible employees and their eligible dependents. You will be provided with information about the plan during orientation. Health benefits begin the first of the month following 30 days of employment. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the City of North Plains Benefits Manager.

Eligibility

The health insurance plan provides benefits-eligible employees and their eligible dependents with medical, dental, and vision care insurance benefits. Eligibility begins the first of the month following 30 days of employment. Employees working in benefits-eligible positions are provided with a health insurance plan for themselves, their eligible dependents, and their same sex domestic partners (note that the domestic partner of an insured employee is eligible for coverage if the domestic partnership meets all of the coverage criteria). The children of covered domestic partners are eligible under the same terms and conditions as children of enrolled employees. Questions regarding the criteria for determining eligibility for domestic partners, the employee's premium payment portion, and other questions relating to this benefit, can be addressed by contacting the Finance Manager or City Manager.

Part of City of North Plains' health insurance coverage is our Healthy Benefits program, which provides a valuable package of services to you and eligible family members to help you achieve or maintain optimum health. City of North Plains employees are encouraged to participate in wellness programs/resources offered via a healthy benefits program, the medical insurance carrier programs, etc.

Premium Contribution

The City of North Plains pays the full premium for employee-only enrollment in the plans available. For employees who enroll family members the City will pay 70% of the premium for medical, and the cost of the employee-only plan for dental. The employee will contribute 30% of the premium for medical, and the amount above the cost of the employee-only plan for dental. Deductions for the additional costs will be through payroll.

If two benefit-eligible employees are married or qualify as domestic partners and choose family plan coverage to cover their dependents the City paid portion will be calculated as the cost of two (2) employee-only benefit policies and 35% of the medical premium towards coverage of children. For dental the City portion will be the cost of two employee-only benefit policies.

Pre-Tax Account

The City of North Plains makes three pre-tax options available to benefits-eligible employees for dependent care expenses, medical and dental services, and employee insurance premiums. Because your taxable income is reduced by using one or more of these options, you pay fewer taxes - the only provision is that you must use all the designated dollars in your Pre-tax Account by the end of the plan year (January through December) or you forfeit the balance. A brochure explaining the details of the program is available from the Finance Manager.

Workers' Compensation

Employees will be insured under the provisions of the Workers' Compensation Program for "accepted" injuries and illnesses received while performing work for the City of North Plains. City of North Plains uses an external claims adjuster to process the City of North Plains employee claims, and to determine the compensability of a claim.

Accident and Injury Reporting

All job-related injuries or illnesses must be reported to your manager within 24 hours, regardless of severity using the Incident Report form. **If you are going to seek treatment, please remember to complete an 801 Form.** 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 affect or delay the payment of any benefits to you and could subject the City of North Plains to fines and penalties.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job related injuries consists of a team effort by managers, injured employees and their treating physicians, City of North Plains management, and our workers' compensation claims staff.

Through this team effort, we hope to help our employees recover and return to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, the City of North Plains will attempt to provide you with such a job for a reasonable period of time (usually six months or less) until you can resume your regular duties (except where provided as an accommodation for a disability). All modified work is temporary and may be offered at a different location and/or shift. If, due to a work related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation. While you are performing modified or transitional work, you are still subject to all the usual rules and procedures.

Please refer to the ADA policy if an injury or illness requires accommodation to perform essential job functions.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under their employer's health plan. Eligibility is initiated when a "qualifying event" would normally result in the loss of eligibility (e.g., work separation, death of an employee, a reduction in an employee's hours, leave of absence, an employee's divorce or legal separation, or a dependent child who no longer meets eligibility requirements).

Under COBRA, the employee or beneficiary pays the full cost of coverage at the group rates, plus a 2% administrative fee. Employees will receive a written notice describing rights and obligations granted under COBRA when the employee becomes eligible for coverage under the City of North Plains' insurance plan.

Long-Term Disability

The City of North Plains provides a long-term disability (LTD) benefit plan to help employees working in benefits-eligible positions cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure continuing income for employees who are disabled and unable to work, but it is not intended to fully replace your wages. LTD coverage begins on the first of the month following 30-days of employment and is subject to all the terms and conditions of the agreement between the City of North Plains and the insurance carrier. LTD benefits are offset by amounts received under Social Security, PERS, other retirement income, or workers' compensation for the same time period.

Life Insurance

The City of North Plains provides a basic life insurance plan of \$50,000; it is subject to all the terms and conditions of the agreement between the employer and the insurance carrier (refer to Employee Classifications). Employees who are eligible for coverage will be provided with coverage on the first of the month following 30 days of employment. You will be asked to designate your beneficiaries at the time of enrollment.

Also, additional voluntary and/or dependent life insurance may also be purchased and will be deducted from the employee's monthly salary. Voluntary coverage may be subject to medical underwriting by the life insurance company.

Accidental Death and Dismemberment (AD&D) Insurance

City of North Plains provides AD&D insurance coverage in the same dollar amount as your City of North Plains-paid life insurance coverage, for employees working in benefits-eligible

positions, who suffer accidental death or dismemberment. You are eligible for coverage the first of the month following 30 days of employment.

Long Term Care

Voluntary long term care insurance may be purchased for employees and eligible family members; the premium for each type of coverage will be deducted from your monthly salary. After your first opportunity for enrollment, coverage will be subject to medical underwriting by the long term care insurance company. All coverage for eligible family members is subject to medical underwriting.

Unemployment Insurance

The City of North Plains provides unemployment compensation through the State of Oregon Unemployment Insurance Fund as provided for under state law.

Employee Assistance Program (EAP)

This free, confidential service is provided to all employees covered by our medical insurance benefits, and their covered dependents who may be experiencing life problems. Information regarding this service can be obtained by contacting the City of North Plains City Manager or the City Manager's Office. The EAP can be reached at 800-854-9778 and at www.easeeap.com.

PERS (Public Employees' Retirement System) Benefit

As participants in the PERS system, your designation as a Tier I, Tier II, or OPSRP member will depend on your prior PERS service and PERS rules.

You become a PERS member after working six full calendar months for a PERS-covered employer in a qualifying position requiring at least 600 hours per calendar year period. That six month "waiting period" cannot be interrupted by more than 30 consecutive working days. Your effective date of membership is the first day of the month after you have met this requirement.

The City of North Plains makes two contributions to PERS on your behalf. The first contribution is an amount based on the actuarial requirements for funding City of North Plains employee pensions. It is a percentage of payroll set by PERS. The amount may be different for each designation (Tier I, Tier II, OPSRP), and changes from year to year.

City of North Plains also pays on your behalf the employee contribution to the PERS system, which is set by statute at 6% of your pay. The employee contribution is deposited by PERS into the Individual Account Program (IAP). After you become a member of PERS you will receive

information about how to review your IAP account. PERS also will send an annual statement of your balance(s).

When you become a PERS member, you should fill out a Designation of Beneficiary form to name someone to receive your benefits should you die before refunding or retiring. The “Standard Designation” on the Designation of Beneficiary form directs your death benefits to your surviving next of kin. If you select the standard designation, you automatically provide for changes which occur in your family situation such as marriage, birth, divorce, or death.

For more information on PERS membership, contact PERS Customer Service at 1-888-320-7377 or 503-598-7377, Monday – Friday between the hours of 8:30 a.m. and 5:00 p.m.

Deferred Compensation

To supplement your PERS retirement, benefit-eligible employees may elect to participate in a Deferred Compensation program. This allows you to set aside part of your salary and defer the taxes on it until you retire. You are eligible to participate, beginning with your first paycheck.

Vacation Leave Benefit

Vacation time is intended to provide time away from work for rest and recreation. All benefits-eligible employees receive a vacation accrual based on the schedule below. Benefits-eligible employees who regularly work less than 40 hours receive pro-rated benefit accruals. All accruals begin at the date of hire. To ensure training goals are met, usage of vacation leave may be restricted during an employee’s introductory period.

Vacation accrual cannot exceed a maximum of 300 hours. Vacation benefits will stop accruing once the maximum has been reached. When this total is reduced below the maximum allowable the benefit will begin accruing again. No vacation is accrued while the employee is on a leave of absence without pay.

You will earn vacation leave benefits according to the following schedule:

Length of Service	Annual Accrual (hours)	Monthly Accrual (hours)	Biweekly Accrual (hours)
0-1 st anniversary	48	4	1.846
After 1 st anniversary	96	8	3.692
After 5 th anniversary	120	10	4.615
After 10 th anniversary	144	12	5.538

After 15 th anniversary	168	14	6.462
After 20 th anniversary	192	16	7.385

Upon separation of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Vacation leave is paid at the employee’s base pay rate at the time vacation is taken. In the event that available vacation is not used by the end of the calendar year, employees must carry unused time forward to the next calendar year.

Any employee wishing to use vacation time should request vacation hours as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing and given to your manager. Every attempt will be made to grant each request; however, no guarantees can be offered.

Holiday Leave

The City of North Plains will grant paid holiday leave to all benefits-eligible employees.

If a holiday falls on a Saturday, it will be observed the Friday prior; if falling on a Sunday, it will be observed the Monday following.

The City currently provides 11 paid holidays, ten of which are defined and one of which is selectable (“floating”) by the employee.

Unused holiday time will not be paid upon separation, nor will it carry over to the next year; you must use your floating holidays between January 1st and December 31st for each year.

Defined Holidays for the City of North Plains (Offices Closed)

1. New Year’s Day (January 1)
2. Martin Luther King day (third Monday in January)
3. Presidents’ Day (third Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veteran’s Day (November 11)
8. Thanksgiving (fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas Day (December 25)

Floating Holidays

Employees may select one additional eight-hour (8-hour) holiday during a calendar year. Employees must coordinate requests for the selectable holidays with their manager. Employees must report use of holiday leave on their time cards. Floating holidays are accrued in the first pay period of January of each year.

Holiday leave is not prorated for the year in which the employee is hired (i.e. employees will receive their first floating holiday when they work the first pay period in January).

Police Officer Holiday Leave

Because Police Officers may be required to work on holidays, they shall accrue holiday leave at a rate of 3.384 hours per pay period (88 hours annually). Holiday leave may be used as it is accrued.

Sick Leave Benefit

The City of North Plains provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Although the City of North Plains realizes that an employee with temporary illnesses such as influenza, colds and other viruses often need to continue with normal life activities, including working, your manager may require you to go home from work if you appear to be too ill to be at work or if you are unable to perform normal job duties and meet regular performance standards. If in the judgment of the manager, your continued presence poses no risk to the health of you, other employees, or customers, you may be allowed to work. However, if this is not the case, and your manager requires you to go home, you are expected to do so. If you dispute your manager's decision to send you home, then you must submit a statement from your attending health care provider that your continued presence in the workplace poses no significant risk to you, other employees, or customers.

Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes full-time, part-time and temporary employees. Part-time and temporary employees began accruing paid sick leave on January 1, 2016, in compliance with Oregon law.

Benefits-eligible employees will accrue 3.962 hours of sick leave biweekly (eight hours/monthly). Part-time and temporary employees receive a pro-rated amount. Sick leave can be used after it is accrued.

Sick leave is not accumulated while an employee is on a leave of absence without pay.

Pay Rate and Carryover

Paid sick leave will be paid at the employee's regular rate of pay. Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

Sick leave carries over for use in a subsequent calendar year, and is not subject to a cap.

Use of Sick Leave

Accrued paid sick leave may be used for the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or his/her covered family member.

"Family member" means the eligible employee's grandparent, grandchild, spouse, or registered same-gender domestic partner, and the domestic partner's child or parent; the employee's stepchild, parent-in-law or a person with whom the employee was or is in a relationship of in loco parentis; and the employee's biological, adoptive or foster parent or child.
2. Time for routine doctor or dentist appointments. When practical, you are encouraged to schedule such appointments to occur outside of work hours.
3. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
4. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
5. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

Employees cannot use more sick leave than they have accrued. If an employee is absent from work due to illness or injury and lacks sufficient sick leave to cover the entire period, they must use available vacation leave, holiday leave or compensatory time off. If all leaves are exhausted the employee will be offered leave without pay in accordance with City policy.

You must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. In the case of a work-related accident or injury, you may use sick time to offset any hours not paid through Workers' Compensation, or to offset the reduction in regular pay until accumulated sick time is used. However, at no time can the combination of these exceed normal earnings, nor can you use more sick time than that accumulated.

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify his/her manager as soon as practicable before the leave. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of the City. Employees must notify their manager of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify his/her manager as soon as practicable. Generally, an employee should notify his/her immediate supervisor of unforeseeable sick leave at least 30 minutes prior to the beginning of his/her shift, unless physically unable to do so, at which time notice should be given as soon as possible.

An employee must contact his/her supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform his/her supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, the City may deny the use and legal protections of sick leave.

Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, the City may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

If you have been ill or injured, have missed time from work, and have a release from your doctor to return to temporarily modified work, please contact the City of North Plains before returning to work. The City will determine whether you may return to work in a temporarily modified job.

Please refer to the ADA policy if an injury or illness requires accommodation to perform essential job functions.

A Medical Release Statement and Fitness for Duty Examination may be requested for review before you return to work in certain situations.

Sick Leave Abuse

If the City suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the City may require documentation from a healthcare provider on a more frequent basis. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

Workers Compensation Time Loss Injury and Sick Leave

If a City of North Plains employee is injured on the job and his/her workers' compensation claim is accepted, the employee may request that the City of North Plains pay the employee the difference between time loss wages received under workers' compensation and his/her regular salary rate.

The dollar value paid by the City of North Plains will be converted to the employee's hourly wage rate and charged on an hourly basis against the employee's accrued leave. Wages paid by the City of North Plains for a leave period covered by workers' compensation will be paid first from accrued sick leave. Upon exhaustion of the employee's sick leave, the employee may choose to use his/her vacation or compensatory leave. Upon exhaustion of the employee's sick leave, vacation leave or compensatory time, the City's supplemental payments will stop.

If an employee has received accrued leave pay from the City of North Plains while waiting for a time loss payment, then he/she must reimburse the City of North Plains any pay overages.

If the workers' compensation claim is denied, all future use of accrued leave for the time loss event will revert to the leave policies as written in the Employee Handbook.

Catastrophic Sick Leave Donation and Use

The purpose of donated sick leave is to assist any eligible employees with additional leave through the donations made by eligible co-workers. All full-time regular employees are eligible to request or donate sick time in cases deemed as "hardship" by the City Manager. All donations will be kept confidential and donors will remain anonymous.

An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance, or other supplemental income is not eligible to receive donated leave.

Donated hours can be used to ensure an employee earns a full salary while ill or injured. They cannot be banked by the employee for future use.

Donation requests must be for a minimum period of 10 working days. No more than 300 hours may be donated to any one employee.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

The Requesting Employee (Recipient) Must:

- Provide documentation for a non-work-related seriously disabling illness or injury, as certified by a physician.
- Have exhausted all vacation, sick, and compensatory accrued leave and not be on, or eligible for, disability leave or pay.
- Have worked one full year at the City of North Plains.
- Submit a request for donated leave to his/her immediate manager indicating reason and anticipated amount of lost work time.

The Donating Employee:

- Must complete and submit a designated form to the City Manager with the donating employee's manager approval indicating the desire to donate.
- May donate up to a maximum of 10% of sick leave accrued balance up to 40 hours, provided the donating employee retains a minimum of 240 hours sick leave.

Any decision by the City Manager regarding Sick Leave Donation will be binding. Donated time is calculated using the number of hours donated, the donor's hourly wage, and the recipient's hourly wage.

Leave Without Pay

Leave without pay may be approved based on workload and business necessity, for limited duration, by the City Manager. Examples might include unpaid religious holidays or an extended medical leave. Maximum duration allowable can not exceed one year. All requests will be considered on a case-by-case basis. Instances of leave without pay will affect an employee's anniversary date for the purpose of determining leave accrual rates.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their manager immediately. For purposes of bereavement leave, "immediate family member" is typically defined as spouse, domestic partner, child, parent, spouse's or domestic partner's child, parent, sister, brother, grandchild or grandparent. Up to three (3) days of paid bereavement leave will be provided to benefits-eligible and certain other employees if they have successfully completed their initial introductory period. (This leave is separate from vacation or sick leave.) Bereavement leave is calculated on the base pay rate at the time of leave, and will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with supervisory approval, use any available paid leave for additional time off as necessary, or for attendance at funerals of individuals who do not meet the criteria of "immediate family member."

Military Leave

Military leave is granted to all employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Generally, advanced notice is required before taking military service or training leave.

Jury or Witness Duty

If you are notified or subpoenaed to serve as a witness or juror, you may obtain a leave of absence.

- **Length of Leave:** Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.
- **Request Procedure:** You must notify your manager as soon as you receive the notice or as soon as is practicable in order for arrangements to be made to cover your position. If requested, you are expected to provide us with a copy of the subpoena or notice.
- **Pay while on Leave:** You will be compensated at your regular rate of pay. Employees may keep the civic pay received for time served as a jurist.
- **Status of Benefits:** Benefits are not affected by jury or witness duty leaves.
- **Reinstatement:** You will be reinstated to the same position you held at the time your leave commenced, subject to the City of North Plains' general reinstatement policy.

When not in court, you are expected to report to work during regular work hours. If requested, you must supply proof of your court appearance or jury service.

Domestic Violence Leave

Employees who work an average of 25 hours or more per week for at least 180 days immediately before taking leave, and are victims of domestic violence, sexual assault or stalking, or are parents of victims (minor children), may be eligible for this leave.

The City of North Plains may grant an eligible employee a reasonable leave of absence if the employee or the employee's minor child or dependent needs time off to deal with issues of domestic violence, sexual assault, or stalking.

Employees may use accrued sick or vacation leave; or comp time, to pay for time off.

The City may provide reasonable safety accommodations for an employee who is a victim of domestic violence, sexual assault, or stalking, if the employee requests it, and if it does not impose an undue hardship on the City of North Plains.

Examples of reasonable accommodation, but not limited to, may include: transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility or work requirement.

Leave Reporting

All City of North Plains employees (exempt and non-exempt) are required to report any vacation or anticipated sick leave in advance.

All City of North Plains employees are required to submit all leave requests for sick, vacation, and/or compensatory leave, to their manager. The manager is responsible for authorizing or declining requests and communicating this back to employees.

Federal Family and Medical Leave Act (FMLA) / Oregon Family Leave Act (OFLA)

Generally, city employees are not eligible to use FMLA or OFLA leave because of the City of North Plains' small size.

Military Leave

Federal Military Family Leave (FMLA)

The National Defense Authorization Act for 2008 (NDAA) amends FMLA to allow military family members (spouse, son, daughter, or parent) of people who are on, or about to go on active duty, leave entitlement to manage their affairs (“qualifying exigency”).

For purposes of qualifying exigency leave, family members of covered military members called to active duty may take leave for one or more of the following qualifying exigencies:

- (1) to address any issues which arise from the military member learning of a call or order to duty seven or less calendar days prior to deployment;
- (2) to attend military events or sponsored family support programs;
- (3) to arrange for alternative childcare or school attendance, attend childcare or school meetings, or provide childcare on an urgent immediate need basis when necessitated by the call to duty;
- (4) to make or update financial and legal arrangements to address the military member’s absence, or to serve as the military member’s Representative in obtaining, arranging or appealing military service benefits;
- (5) to attend counseling (not provided by a health care provider) for oneself, the military member, or child of the military member;
- (6) to spend time (up to 5 days of leave for each instance) with a military member on temporary rest and recuperation leave;
- (7) to attend post-deployment activities, and
- (8) any other events which employer and employee agree arise out of the military member’s call to duty, qualify as an exigency, and agree as to the timing and duration of leave.

Military Caregiver Leave: The NDAA FMLA amendments also allow up to 26 weeks of unpaid FMLA caregiver leave for a servicemember who incurs a serious illness or injury in the course of active duty. This leave is called “Servicemember Family Leave” (SMFL). A caregiver may be the spouse, son, daughter, parent or next of kin (defined as nearest blood relative). For this leave only, a “serious injury or illness” is defined as any injury or illness incurred in the line of duty that “may render the servicemember medically unfit to perform the duties of the member’s office, grade, rank, or rating.” This means that the SMFL serious health condition may not meet the definition of other FMLA serious health condition.

Oregon Military Family Leave (OMFLA)

Employees who work an average of 20 hours per week, regardless of how long the employee has worked for the City of North Plains, may be eligible for this leave. The OMFLA provides spouses of armed service members with 14 days of unpaid leave each time an employee’s spouse is deployed for military service. In order to take this leave, the employee must give notice to the employer within five days of receiving official notice of the spouse’s deployment. The 14 days count against the employee’s 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon’s Family Leave Act (OFLA). Benefits and

Compensation may be continued during OMFLA leave. Upon completion of OMFLA, an employee is eligible to be restored to employment in the position held at the beginning of the leave. No retaliation or discrimination may occur because an employee has requested OMFLA leave.

OFLA and Workers' Comp: OFLA automatically begins if an employee, who is on workers' compensation time loss refuses an offer of light-duty employment.

Designation of Leave

The OFLA leave year, for purposes of calculating leave, is a rolling (backward) twelve-month year. If you or your family member's circumstances qualify for OFLA protection, hours missed cannot be cause for discipline or retaliation.

Military family members using leave for any "qualifying exigency," do not receive an additional 12-weeks leave. The leave is subject to the same 12-week limitation as most other OFLA situations.

If an employee does not request OFLA, the City of North Plains will designate the leave as OFLA after five (5) consecutive work days missed, due to a qualifying condition. Please remember the Sick Leave policy for absences of more than five days: *"If you miss more than three (3) consecutive days work, you may be required to provide a release from your doctor before returning to work."*

The time off may be taken in full, intermittent, or reduced time increments, to the extent allowed by law. Full, intermittent, or reduced time will be determined after the City of North Plains reviews your physician's recommendation and the applicability of OFLA laws. Due to the complexity of the laws, please contact the City Manager for information specific to your situation.

Length of Leave

The City of North Plains uses a "rolling" 12 month period, measured backward from the date an employee uses leave. Typically, an eligible employee is entitled to as much as 12 weeks of OFLA leave in any one-year period. However, there are some circumstances that may entitle an employee to additional leave; for more information, please contact the City Manager.

Request Procedure

In situations where the need for medical leave is foreseeable, you are expected to give 30 days written notice. You must also complete and deliver the Notice for Family Medical Leave form

and the Health Care Provider Certification as soon as possible, but no later than 15 days from the requested leave date. If you are unable to bring this information to the City Manager, the City Manager may complete and submit the necessary paperwork on your behalf, with your permission.

If you are taking family and medical leave to care for a family member with a serious health condition or adoption or placement of a foster child, proof of the relationship may be required.

Pay While on Leave

You will be required to use any accrued vacation, sick leave, comp time, or other paid leave available to you during your family medical leave. You may choose which type of your accrued leave you want to use. When all accrued leaves (vacation, sick, comp time) are exhausted, the balance of the eligible leave time will be unpaid, except as required by law.

Full or partial absences for exempt employees may be deducted accordingly from available leave balances. Once all accrued leave is exhausted, full day absences may be deducted from salary, as the law allows. Paid and unpaid leave combined usually will not exceed 12 weeks.

Status of Benefits

The City of North Plains will continue to pay our share of your health insurance premiums during an approved family medical leave. The employee will be required to pay the full premium for unpaid OFLA leave.

You are responsible for paying your share of health insurance premiums prior to the due date of the premium payment. If eligible, you may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

Vacation and sick leave will not continue to accrue during periods of unpaid OFLA leave.

Reinstatement

At the end of OFLA leave, you are entitled to return to your former job, reinstated with all rights and benefits, pay and other terms and conditions of employment. If your job position has been eliminated, you are entitled to return to an equivalent position with all rights and benefits, pay and other terms and conditions of employment. You may be required to present a certificate from the health care provider in order to return to work. The City of North Plains may require you to participate in a fitness-for-duty exam (at no out of pocket cost to you) if it is related and consistent with business necessity. Working a reduced number of hours may be

permitted, if approved by the City of North Plains, and only if such leave is determined to be medically necessary and supported by medical documentation.

Complaints

Complaints regarding FMLA/OFLA can be filed with the City Manager or City Attorney.

Health and Safety

City of North Plains is committed to providing our employees with a safe and healthy work environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety. Safety is everyone's responsibility!

The City of North Plains, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. The manual is accessible to all City of North Plains employees both in electronic and printed forms. 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. City of North Plains will educate employees as to hazards of the workplace and train employees as to such hazards and the proper and safe method to perform job tasks.

You are expected to give your full-time skill and attention to the performance of your job responsibilities utilizing the highest standard of care and good judgment. You are also expected to follow all safety rules and regulations at all times including the use of protective clothing and equipment, attendance at all training sessions related to your job, and follow the directions of warning signs or signals and/or directions of supervisory personnel.

Safety rules and regulations may be issued or modified from time to time; notice of these changes are typically communicated via email.

Drug-free Workplace

The City of North Plains is committed to maintaining a drug-free workplace in the interests of good business practices that provide a productive, safe, and healthy working environment for all employees.

Any unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substances on the City of North Plains' time, premises, or while operating a vehicle on the job is strictly prohibited. In addition, any unauthorized possession or use of alcoholic beverages on the job is prohibited.

Employees undergoing prescribed medical treatment with a prescription drug or over-the-counter medication that will impair behavior or work performance should report such fact to his/her supervisor. The employee is not required to inform the supervisor what medication(s) he/she is taking. The City of North Plains has the right to reassign duties or to place an employee on temporary leave of absence if the employee is unable to properly and safely perform his or her duties. In the event an employee needs to take a prescription drug or over-

the-counter medication while at work, he or she should keep the medication in its original container so that it can be properly identified.

The City of North Plains may use drug or alcohol testing as part of its investigation of an altercation, accident (or near-miss incident), employee's irrational/inappropriate behavior, or on-the-job driving under the influence (DUI) as provided by law.

In the event an employee encounters work or personal problems related to his/her use of alcoholic beverages, drugs, or other controlled substances, he/she is encouraged to seek appropriate medical care or counseling. The City Manager has information on substance abuse treatment programs. Information or referral will be provided on a confidential basis to our Employee Assistance Program (EAP) if requested by the benefits-eligible employee, or as directed by a manager. The City has group insurance benefits that provide coverage for certain medical services related to drug or alcohol dependency treatment.

Smoking in the Workplace

The City of North Plains complies with all laws prohibiting smoking in public buildings. The City believes that smoking is a danger to health and is a cause of material annoyance and discomfort to those who are present. As a result, smoking is prohibited anywhere on city properties, including those closed to the public or in city vehicles.

Workplace Violence

The City of North Plains recognizes the importance of a safe workplace for employees, members, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero tolerance manner by the City of North Plains.

Should situations occur 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 City of North Plains or which threaten the safety, security or financial interests of our organization. Employees should make such reports directly to the Police Chief, City Manager and/or City Attorney.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. The City Manager or his/her designee will notify the reporting employee of any action it takes in response to the report.

The City may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. An employee investigation may include investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems and computer systems.

Employee Right to Know/Written Hazard Communication Program

The City of North Plains provides a written Hazard Communication Program so that all employees will be aware of chemical hazards in the workplace. By becoming knowledgeable about this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your manager.

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

Container Labeling

The City of North Plains' Loss Control or Safety Committee Representative will verify that all containers received for use will:

- Clearly label its contents.
- Note the appropriate hazard warning.
- List the manufacturer's name and address.

Material Safety Data Sheets (MSDS)

You will find either the paper documents or electronic access information to obtain a MSDS at your worksite. If there are new chemicals in use for which you are unable to obtain a Material Safety Data Sheet, you should immediately contact the Department Head before using the chemical or the machine containing it.

Separation

Separation from employment with the City of North Plains occurs when an employee voluntarily resigns, retires, is laid off, or is terminated.

Resignation

While an employee may resign at any time, a two-week notice is customary. The resignation should be written and should indicate the anticipated last day of work as well as reasons for the resignation; the employee may only withdraw a resignation at the discretion of the City Manager.

Employees who miss three or more consecutive work days without contacting the City of North Plains are typically considered to have voluntarily terminated their employment.

Job Elimination and/or Reduction in Work Hours or Staff

It is the City of North Plains' desire to avoid circumstances that require a reduction in hours or staff, but we also recognize situations may arise where the City may need to make such reductions. Depending upon the circumstances, the City may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing the work hours or days of work, reducing expenses by other means, or by a reduction of the workforce. Some, but not all, of the factors that may be considered for any reduction-of-hours, or staff are:

- Department, location, or job;
- Job knowledge, skill and ability to do the required work;
- Performance, attendance, safety and disciplinary history and records;
- Possession of licenses, registrations and or certifications required by the job;
- Creativity and teamwork skills;
- Demonstrated willingness to go the extra mile for the City of North Plains, coworkers and customers; and,
- Efficiency of City operation.

Evaluation of these factors is at the discretion of the City of North Plains City Manager with input from managers. After receiving an explanation of the layoff procedure, the employee(s) will be given a letter describing the conditions of the layoff, such as effects on benefits, the possibility of re-employment, and any outplacement services, etc.

If practicable at the time of lay-off, the City of North Plains may provide outplacement services on a limited basis. The City may also provide re-employment services to affected employees laid off through no fault of their own, for a period of up to six months from the date of lay-off. The order of recall may be determined using the above factors. An employee who is not re-hired during that period will be separated from employment.

Termination

All employees are hired at the City of North Plains for an indefinite period of time and may be terminated at any time, with or without reason or notice. 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 termination is implemented. Some of the ways the City of North Plains offers you an opportunity to correct performance and conduct problems are verbal counseling, written warning, and suspension without pay for a designated period of time. (See the "Corrective Action" section of this handbook.) Nothing in this paragraph precludes City of North Plains from exercising its options as an at-will employer, so employees should not assume that the City of North Plains will progressively work through the methods listed to help you improve your performance.

Before reaching a final decision to terminate an employee, the City of North Plains typically follows "due process," which means the affected employee will be told in writing why termination is being considered, and the employee will be offered an opportunity to respond to the written notice. Actions involving suspensions or terminations may be appealed. Appeals of actions proposed by Department Heads may be submitted to the City Manager. Appeals of the City Manager's decision may be submitted to the City Council.

Exit Interview

An exit interview may be scheduled with the City Manager or his/her designee, when an employee leaves the City of North Plains. This gives the departing employee an opportunity to offer constructive feedback, positive comments, or address any unresolved issues prior to leaving. This also allows the City of North Plains to solicit the employee's candid opinions, as well as suggestions, for improvement at the City of North Plains. We encourage departing employees to participate in an exit interview when they separate from employment, and we value all opinions and suggestions received throughout this process.

Prior to the last day of employment, the exiting employee will be provided with information to help ease the transition, such as benefit continuation rights and responsibilities, and final paycheck information.

Return of Organization Property

The employee must return all City of North Plains' property in possession by the last day of employment. City of North Plains' property may include credit cards, keys, ID cards, cellular phones, pagers, tools, software, computer disks, this Handbook, and any other items belonging to the City of North Plains.

CITY CHARTER

As recommended to the voters by City Council on August 20, 2007

PREAMBLE

We the voters of North Plains, Oregon exercise our power to the fullest extent possible under the Oregon Constitution and laws of the state, and enact this Home Rule Charter.

Chapter I NAMES AND BOUNDARIES

Section 1. Title. This charter may be referred to as the 2007 North Plains Charter.

Section 2. Name. the City of North Plains, Oregon, continues as a municipal corporation with the name City of North Plains.

Section 3. Boundaries. The city includes all territory within its boundaries as they now exist or are legally modified. The city will maintain as a public record an accurate and current description of the boundaries.

Section 4. Voluntary Annexations. All annexations not required by state law must be submitted to a city-wide election and obtain approval by a majority of those voting in the election before the annexations becomes effective.

Chapter II POWERS

Section 5. Powers. The city has all powers that the constitutions, statutes and common law of the United States and Oregon expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers.

Section 6. Construction. The charter will be liberally construed so that the city may exercise fully all powers possible under this charter and under United States and Oregon law.

Section 7. Distribution. The Oregon Constitution reserves initiative and referendum powers as to all municipal legislation to city voters. This charter vests all other city powers in the council except as the charter otherwise provides. The council has legislative, administrative and quasi-judicial authority. The council exercises legislative authority by ordinance, administrative authority by resolution, and quasi-judicial authority by order. The council may not delegate its authority to adopt ordinances.

Chapter III

COUNCIL

Section 8. Council. The council consists of a mayor and six councilors nominated and elected from the city at large. The Council appoints members of commissions and committees established by ordinance or resolution.

Section 9. Mayor. The mayor presides over and facilitates council meetings, preserves order, enforces council rules, and determines the order of business under council rules. The mayor is a voting member of the council, except as provided in Section 33 herein, and has no veto authority. The mayor must sign all records of council decisions. The mayor serves as the political head of the city government. The mayor may temporarily cease to chair a council meeting and delegate those functions to another council member.

Section 10. Council President. At its first meeting each year, the council must elect a president from its membership. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties.

Section 11. Rules. The council must adopt by ordinance or resolution rules to govern its meetings.

Section 12. Meetings. The council must meet at least once a month at a time and place designated by its rules, and may meet at other times in accordance with the rules.

Section 13. Quorum. A majority of the council members is a quorum to conduct business, but a smaller number may meet and compel attendance of absent members as prescribed by council rules.

Section 14. Vote Required. The express approval of a majority of a quorum of the council is necessary for any council decision, except when this charter requires approval by a majority of the council.

Section 15. Record. A record of council meetings must be kept in a manner prescribed by the council rules.

Chapter IV LEGISLATIVE AUTHORITY

Section 16. Ordinances. The council will exercise its legislative authority by adopting ordinances. The enacting clause for all ordinances must state “the City of North Plains ordains as follows:”

Section 17. Ordinance Adoption.

- (a) Except as authorized by subsection (b), adoption of an ordinance requires approval by a majority of the council at two meetings.
- (b) The council may adopt an ordinance at a single meeting if:

- i.No council member present objects, and
- ii.The ordinance is provided to each council member and made available to the public at least one week before the meeting.

(c) Any substantive amendment to a proposed ordinance must be read aloud or made available in writing to the public before the council adopts the ordinance at that meeting.

(d) After the adoption of an ordinance, the vote of each member must be entered into the council minutes.

(e) After adoption of an ordinance, the city custodian of records must endorse it with the date of adoption and the custodian’s name and title.

Section 18. Effective Date of Ordinances. Ordinances normally take effect on the 30th day after adoption, or on a later day provided in the ordinance. An ordinance may take effect as soon as adopted or other date less than 30 days after adoption if it contains an emergency clause.

Chapter V ADMINISTRATIVE AUTHORITY

Section 19. Resolutions. The council will normally exercise its administrative authority by approving resolutions. The approving clause for resolutions may state “the City of North Plains resolves as follows:”

Section 20. Resolution Approval.

(a) Approval of a resolution or any other council administrative decision requires approval by the council at one meeting.

(b) Any substantive amendment to a resolution must be read aloud or made available in writing to the public before the council adopts the resolution at that meeting.

(c) After approval of a resolution or other administrative decision, the vote of each member must be entered into the council minutes.

(d) After approval of a resolution, the city custodian of records must endorse it with the date of approval and the custodian’s name and title.

Section 21. Effective Date of Resolutions. Resolutions and other administrative decisions take effect on the date of approval, or on a later day provided in the resolution.

Chapter VI

QUASI-JUDICIAL AUTHORITY

Section 22. Orders. The council will normally exercise its quasi-judicial authority by approving orders. The approving clause for orders may state “the City of North Plains orders as follows:”

Section 23. Order Approval.

- (a) Approval of an order or any other council quasi-judicial decision requires approval by the council at one meeting.
- (b) Any substantive amendment to an order must be read aloud or made available in writing to the public at the meeting before the council adopts the order.
- (c) After approval of an order or other council quasi-judicial decision, the vote of each member must be entered in the council minutes.
- (d) After approval of an order, the city custodian of records must endorse it with the date of approval and the custodian’s name and title.

Section 24. Effective Date of Orders. Orders and other quasi-judicial decisions take effect on the date of final approval, or on a later day provided in the order.

Chapter VII ELECTIONS

Section 25. Councilors. The term of a councilor in office when this charter is adopted is the term for which the councilor was elected. At each general election after the adoption, three councilors will be elected for four-year terms.

Section 26. Mayor. The term of the mayor in office when this charter is adopted is the term for which the Mayor was elected. At every other general election after the adoption, a mayor will be elected for a four-year term.

Section 27. State Law. City elections must conform to state law except as this charter or ordinances provide otherwise. All elections for city offices must be nonpartisan.

Section 28. Qualifications.

- (a) The mayor and each councilor must be a qualified elector under state law, and reside within the city for at least one year immediately before election or appointment to office.
- (b) No person may be a candidate at a single election for more than one city office.
- (c) Neither the mayor nor a councilor may be employed by the city, or be related to an employee of the city. To determine relationship for this subsection, refer to the Oregon Revised Statutes

definition of family. If there is a city employee related to a councilor at the time this charter takes effect, the employee may continue to work for the city subject to the city's personnel policies.

(d) The council is the final judge of the election and qualifications of its members.

Section 29. Nominations. The council must adopt an ordinance prescribing the manner for a person to be nominated to run for mayor or a city councilor position.

Section 30. Terms. The term of an officer elected at a general election begins at the first council meeting of the year immediately after the election, and continues until the successor qualifies and assumes the office.

Section 31. Oath. The mayor and each councilor must swear or affirm to faithfully perform the duties of the office and support the constitutions and laws of the United States and Oregon.

Section 32. Vacancies: The mayor or a council office becomes vacant:

(a) Upon the incumbent's:

- (1) Death,
- (2) Adjudicated incompetence, or
- (3) Recall from the office.

(b) Upon declaration by the council after the incumbent's:

- (1) Failure to qualify for the office within 10 days of the time the term of office is to begin,
- (2) Absence from the city for 30 days without council consent, or from all council meetings within a 60-day period,
- (3) Ceasing to reside in the city,
- (4) Ceasing to be a qualified elector under state law,
- (5) Conviction of a public offense punishable by loss of liberty,
- (6) Resignation from the office, or
- (7) Removal under Section 34(i).

Section 33. Filling Vacancies. A mayor or councilor vacancy will be filled by appointment by a majority of the remaining council members. The mayor shall have no vote in filling a vacancy unless a tie-vote situation occurs, in which event the mayor shall cast the tie-breaking vote. The appointee's term of office runs from appointment until expiration of the term of office of the last person elected to that office. If a disability prevents a council member from attending council meetings or a member is absent from the city, a majority of the council may appoint a councilor pro tem.

Chapter VIII

APPOINTIVE OFFICERS

Section 34. City Manager.

- (a) The office of city manager is established as the administrative head of the city government. The city manager is responsible to the mayor and council for the proper administration of all city business. The city manager will assist the mayor and council in the development of city policies, and carry out policies established by ordinances and resolutions.
- (b) A majority of the council must appoint and may remove the manager. The appointment must be made without regard to political considerations and solely on the basis of education and experience in competencies and practices of local government management.
- (c) The manager need not reside in the city.
- (d) The manager may be appointed for a definite or an indefinite term, and may be removed at any time by a majority of the council. The council must fill the office by appointment as soon as practicable after the vacancy occurs.
- (e) The manager must:
- (1) Attend all council meetings unless excused by the mayor or council;
 - (2) Make reports and recommendations to the mayor and council about the needs of the city;
 - (3) Administer and enforce all city ordinances, resolutions, franchises, leases, contracts, permits, and other city decisions;
 - (4) Appoint, supervise and remove city employees;
 - (5) Organize city departments and administrative structure;
 - (6) Prepare and administer the annual city budget;
 - (7) Administer city utilities and property;
 - (8) Encourage and support regional and intergovernmental cooperation;
 - (9) Promote cooperation among the council, staff and citizens in developing city policies, and building a sense of community;
 - (10) Perform other duties as directed by the council;
 - (11) Delegate duties, but remain responsible for acts of all subordinates.
- (f) The manager has no authority over the council or over the judicial functions of the municipal judge.
- (g) The manager and other employees designated by the council may sit at council meetings but have no vote. The manager may take part in all council discussions.
- (h) When the manager is temporarily disabled from acting as manager or when the office of manager becomes vacant, the council must appoint a manager pro tem. The manager pro tem has the authority and duties of manager, except that a pro tem manager may appoint or remove employees only with council approval.
- (i) No council member may directly or indirectly attempt to coerce the manager or a candidate for the office of manager in the appointment or removal of any city employee, or in administrative decisions regarding city property or contracts. Violation of this prohibition is grounds for

removal from office by a majority of the council after a public hearing. In council meetings, councilors may discuss or suggest anything with the manager relating to city business.

Section 35. City Attorney. The office of city attorney is established as the chief legal officer of the city government. A majority of the council must appoint and may remove the attorney.

Section 36. Municipal Court and Judge.

(a) A majority of the council may appoint and remove a municipal judge. A municipal judge will hold court in the city at such place as the council directs. The court will be known as the Municipal Court.

(b) All proceedings of this court will conform to state laws governing justices of the peace and justice courts.

(c) All areas within the city and areas outside the city as permitted by state law are within the territorial jurisdiction of the court.

(d) The municipal court has jurisdiction over every offense created by city ordinance. The court may enforce forfeitures and other penalties created by such ordinances. The court also has jurisdiction under state law unless limited by city ordinance.

(e) The municipal judge may:

- (1) Render judgments and impose sanctions on persons and property;
- (2) Order the arrest of anyone accused of an offense against the city;
- (3) Commit to jail or admit to bail anyone accused of a city offense;
- (4) Issue and compel obedience to subpoenas;
- (5) Compel witnesses to appear and testify and jurors to serve for trials before the court;
- (6) Penalize contempt of court;
- (7) Issue processes necessary to enforce judgments and orders of the court;
- (8) Issue search warrants; and
- (9) Perform other judicial and quasi-judicial functions assigned by ordinance.

(f) The council may appoint and may remove municipal judges pro tem.

(g) The council may transfer some or all of the functions of the municipal court to an appropriate state court.

**Chapter IX
PERSONNEL**

Section 37. Compensation. The council must authorize the compensation of city officers and employees as part of its approval of the annual city budget.

Section 38. Merit Systems. Subject to collective bargaining agreements between the city and its employees, the council by resolution will determine the rules governing recruitment, selection, promotion, transfer, demotion, suspension, layoff, and dismissal of city employees based on merit and fitness and any collective bargaining agreement in effect.

Chapter X PUBLIC IMPROVEMENTS

Section 39 Procedure. The council may by ordinance provide for procedures governing the making, altering, vacating, or abandoning of a public improvement. A proposed public improvement may be suspended for six months upon remonstrance by owners of the real property to be specially assessed for the improvement. The number of owners necessary to suspend the action will be determined by ordinance.

Section 40. Special Assessments. The procedure for levying, collecting and enforcing special assessments for public improvements or other services charged against real property will be governed by ordinance.

Chapter XI MISCELLANEOUS PROVISIONS

Section 41. Debt. City indebtedness may not exceed debt limits imposed by state law. A charter amendment is not required to authorize city indebtedness.

Section 42. Ordinance Continuation. All ordinances consistent with this charter in force when it takes effect remain in effect until amended or repealed.

Section 43. Repeal. All charter provisions adopted before this charter takes effect are repealed.

Section 44. Severability. The terms of this charter are severable. If any provision is held invalid by a court, the invalidity does not affect any other part of the charter.

Section 45. Time of Effect. This charter takes effect January 1, 2008.

Acknowledgement of Receipt of the Employee Handbook

Each employee is expected to acknowledge the receipt of this handbook by signing an Acknowledgement of Receipt in the following form:

1. I have received a printed or electronic copy of the City of North Plains Employee Handbook.
2. I understand that I am responsible for becoming and remaining familiar with the policies, procedures, requirements, and other information contained in both the handbook and on the company intranet.
3. The policies, procedures, requirements, and other information contained in the handbook may be modified or deleted, and others may be added, at any time.
4. I understand that I will receive notice of any significant change(s) in the employee handbook.
5. This handbook supersedes all prior statements of the City of North Plains which conflict or may conflict with it. I understand that any conflicting prior statement is superseded.
6. This handbook is not a contract. Neither the handbook's statements of the City of North Plains policies, procedures, requirements, and other information, nor any representations made by any management representative at the time of hire or at any time during employment, are to be interpreted as a contract between the City of North Plains and any employees, unless expressly so stated in writing signed by the City Manager.

Employee Signature

Date

Employee Name (Please Print)

Date