

Board of Directors
Regular Meeting Agenda
Tuesday, April 19, 2022, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River
Jean Sheppard President

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

- | | |
|--|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from March 15, 2022 meeting | |
| IV. Open forum for the general public | Sheppard |
| V. Reports | |
| i. Friends update | Fox |
| ii. Foundation update | Fox |
| iii. February 2022 Financial Statements | Fox |
| iv. Director's Report | Fox |
| VI. New Business | |
| i. Budget preview discussion | Fox |
| ii. Discussion: May 17, 2022 Board meeting | Fox |
| iii. Employee Handbook (ACTION) | Fox |
| VII. Agenda items for next meeting | Sheppard |
| VIII. Adjournment | Sheppard |

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

The Board of Directors meets on the 3rd Tuesday each month from 7:00 to 9:00p in the Jeanne Marie Gaulke Memorial Meeting Room at 502 State Street, Hood River, Oregon. Sign language interpretation for the hearing impaired is available if at least 48 hours notice is given.

Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, April 19, 2022, 7:00pm
Library Meeting Room and Zoom
502 State St, Hood River
Jean Sheppard President

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). The Hood River County Library District will hold this meeting by offering a hybrid format. Participants can attend in-person or on Zoom Conferencing.

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| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| II. Actual or potential conflicts of interest | Sheppard |
| III. Consent agenda (ACTION) | Sheppard |
| i. Minutes from March 15, 2022 meeting | |

Attachment: III.i. Minutes from the March 15, 2022, regular meeting

- | | |
|--|----------|
| IV. Open forum for the general public | Sheppard |
|--|----------|

V. **Reports**

- | | |
|--------------------------|-----|
| i. Friends update | Fox |
|--------------------------|-----|

- The Friends of the Library April meeting was canceled due to inclement weather.
- Friends of the Library Annual Book sale
 - The Friends will hold their annual book sale Thursday, May 19 through Saturday, May 21. Sale times will be Thursday, May 19 from 5 to 7 pm for members only; Friday, May 20 from 12 noon to 6 pm open to the public; and Saturday, May 21 from 10 am to 2 pm open to the public.
- **Hood River County Reads program**
 - Join us for the 16th annual Hood River County Reads, an annual community reading adventure! This year, Hood River County is reading Brian Fies' graphic memoir **A Fire Story**. It's a personal story of wildfire disaster, grief and loss, renewal, and the power of community to heal.

Hood River Reads also sponsors several events for adults and students, including talks and workshops by the visiting authors. Check our [website](#) for information about all the events for this year's Hood River Reads.

- **Zine Extravaganza: An Exploration into Small Press Publication Culture, Distribution and Commerce.** Workshop led by Kate Bingaman-Burt & Leland Vaughan.
 - Friday, April 22, 1:00-2:30pm, Hood River Library. **Pre-registration** needed. Call 541-386-2535 or email info@hoodriverlibrary to register.
- **Writing Workshop with Brian Fies**
 - Saturday, April 30, 10:00-11:30am, Hood River Library. **Pre-registration needed.** Call 541-386-2535 or email info@hoodriverlibrary to register.
- **Comics and Medicine talk with Brian Fies.**
 - Saturday, April 30, 2:00pm. **Hybrid:** Hood River Library and [Zoom LINK](#).
- **Public presentation *Cartooning in a Firestorm* by author Brian Fies**
 - Sunday, May 1, 2:00pm. **Hybrid:** Hood River Library and [Zoom LINK](#).
- **Firewise *Living in the Gorge* by Glenn Ahrens from OSU Forestry**
 - Tuesday, May 3, 7:00pm. Hybrid: Hood River Library and [Zoom LINK](#)
- **Field Trip: Fire Ecology at Dry Creek with Glenn Ahrens and Bill Weiler**
 - Wednesday, May 4, 10:00am, Dry Creek Cascade Locks. Meet at PCT Harvey Road Trailhead. [Click here for driving directions](#). **Pre-registration** needed. Call 541-386-2535 or email info@hoodriverlibrary to register.

Hood River County Reads is sponsored and supported by the Friends of the Hood River County Library, with additional support from the Hood River County Library Foundation, Starseed Foundation, Hood River Valley LEOS, Hood River County Education Foundation, Hood River Cultural Trust, Gorge Community Foundation's Pat Hazlehurst Endowment Fund, Leighton Hazelhurst, and generous individuals.

ii. Foundation update

Fox

- The Library Foundation is raising funds to restore the masonry at the entrance of the Hood River Library. They sent out a special mailing to request donations from members. They have received \$5,000. The cost of the project is \$25,000. I am also applying for grant from the Oregon State Historic Preservation Office to pay 50% of the cost.
- The Library Foundation and the Friends of the Library will hold an ice cream social for the library bookmobile. We are still waiting for a delivery date for the bookmobile. We are tentatively set to receive the Bookmobile in May.

iii. February 2022 Financial Statements

Fox

Attachment: V.iii. February 2022 Financial Statements

We are tracking well and have paid for the majority of our large annual invoices for this fiscal year.

iv. Director's Report

Fox

Administration

- This year we will be creating a new five-year strategic plan. The consulting firm Constructive Disruption will facilitate the process that will run from April to October 2022. We are kicking off the process by creating a new mission statement. This will take place at the Library Board annual planning session on Tuesday, April 19, 5:30-6:15pm. The meeting is open to the public and library staff are invited to participate.
- The Library Budget Committee will virtually meet to discuss and approve the library budget for fiscal year 2022-23 on Tuesday, May 10, 6:00-8:00. They will have a follow up meeting on Tuesday, May 17, 6:00pm, if needed. The budget committee is composed of the five member elected Library Board and five members of the community.
- Library Director Evaluation
 - I am reviewed annually at the May Library Board meeting. It's a 360° process. I evaluate myself, the staff evaluates me, selected community members evaluate me, and finally, with those previous three evaluations, the Board evaluates me. The process typically runs from April through May, with the review happening at the May regular Board meeting.
- Grants
 - Our Teen Librarian Rachel Timmons was awarded a Teen Internship grant for \$3,250 by the State Library to fully fund the Library District hiring a teen in our community to work at the Library District from June-August. I will be working with both Timmons and our Bilingual Outreach Librarian Yeli Boots to hire and oversee the work of the teen.
 - The Library District was awarded a grant for \$2,750 from the State Library to fund Newspaper digitization for The Hood River Glacier, April 1924- December 1927. I worked with History Museum of Hood River County Director Anna Goodwin and museum volunteer Arthur Babitz to apply for the grant. We have received grants in the past to fund these type of projects and Babitz has lead the effort.

Facilities

- The Hood River Library Gardens is hosting a community display on the north side of the library lawn during the month of April. The SafeSpace Child Abuse Awareness Campaign is trying to raise awareness regarding child abuse in the gorge. They will place one pin wheel for every child that has experienced child abuse in the gorge. They are partnering with Art in Education in the Gorge to create the display.
- We had an electrical outlet installed behind our bike rack in the Hood River building for patrons to charge their ebikes. We have had patrons requesting this service.

Programs and Services

- Bookmobile

- Farber Specialty the vendor for the auxiliary heat/air conditioning system has a parts problem, and they will not ship Farber the system until the beginning of April. Then Farber will need approximately four weeks after that to complete the work. If all goes as planned, they will deliver sometime in May.
- After two long years, the library has come alive again! We have several displays in the library. Please come check them out.
 - Helping Hands Against Violence – Sexual Assault Awareness book display.
 - Donate Shirts & Sunscreen for Farmworkers – Items can be dropped off in the box across from the main desk.
 - Shakespeare week – Enjoy the beauty of Shakespeare week with two lovely displays, including a beautiful dress from a Shakespeare play!
 - Hood River County Reads – Pick up a free book and kit to prepare for a wildfire in our area. Check out the winning art posters created by students at the Hood River Valley High School.
- In-Person Programs
We resumed in-person programs for all ages!
- The program staff have been working hard to provide creative programming for this spring. Please check out our newsletter for a full list of programs in April, <https://conta.cc/3uocPd7>.
 - Adult programs
 - Hands on Harps - Thursday, April 21st at 3 p.m.
Harps are fun & easy to play! No musical experience needed for this workshop that teaches you to play beautiful sounds on these traditional Celtic harps. Lisa Lynne is an internationally acclaimed Billboard Top 10 Windham Hill recording artist. She has appeared in numerous national TV, print and radio including CNN, NBC and the Wall Street Journal. Registration is required for this workshop.
 - Book Club - Wednesday, May 4 at 6:30 p.m. Hood River Library Meeting Room and on Zoom. National Book Award winner M.T. Anderson delivers a brilliant and riveting account of the Siege of Leningrad and the role played by Russian composer Shostakovich and his Leningrad Symphony.
 - Teen programs
 - Library Teen Council: Every Saturday at 11 a.m. Open to teens and tweens ages 12 to 19, the Library Teen Council is a volunteer group that helps plan library services, leads programming and assists the Teen Librarian.
 - Glow in the Dark Hunt – Saturday, April 23 at 8 p.m.
 - Teens, candy and things that glow. A perfect Saturday night! Teens can search the library for tasty treasures after hours. Ages 12 to 20.

- Laser Tag at the Library - Saturday, April 30 at 7 p.m.
 - Have you ever wanted to run wild in the library and attack your friends? Here is your chance! Teens ages 12 to 20 can sign up to join rounds of laser tag after hours in the library. Snacks and game equipment will be provided. Please register for the event, limit of 20 participants.
- Children's programs
 - Lending Library Saturdays, 10am to 12pm Odell Mobile Home Park. In partnership with Hood River County School District, FISH Food Bank, and Michoacan Grill.
 - Storytime – Weekly in-person storytime resumes at the Hood River Library Thursday, May 5, 10:30am.
 - Build a Lego Shakespeare Scene - Saturday, April 16 from 2 to 4 p.m. Kids and parents are invited to build a famous Shakespeare scene out of Legos. Legos provided. Drawings for prizes!
- Celebrate Día de los Niños/Children's Day 2022 - Drive Thru Style!
 - At Mid Valley Elementary - Friday, April 29th from 3 p.m. to 5 p.m. Every child will receive a brand new book and each family will receive a goodie bag!
- Radio Tierra Storytime
 - Tune into [Radio Tierra 95.1](#) @ 9:30 a.m. every Wednesday of the month we will be on-air playing songs, stories, and making announcements regarding family programming at the library. This program is dedicated to all the kiddos who stay at home and haven't had the opportunity to begin school.

VI. New Business

i. Budget preview discussion

Fox

Attachments:

- VI.i. Salary Schedule 2022-23 and 2021-22

I have created a draft budget for the General Fund which is where most of the expenses for the District are tracked. We have Materials and Services and Personnel expenses in the General Fund.

For the past six years, we have carried over additional funds each fiscal year. We currently have enough to fund all of our capital projects for the next twenty years and \$100,000 in contingency. This year we will carry over \$910,000. Last fiscal year, we carried over \$845,454. This year we did not spend the \$30,000 we budgeted for the strategic planning consultant. We will spend \$25,000 of the carry over funds next fiscal year for the strategic planning consultant.

We will need \$435,000 to operate the District from July 1 to November 15. In November, we will receive the bulk of our tax revenue. In addition, we will carry over \$140,000 in the Capital Fund.

Since we have built a sizable reserve fund, my goal this fiscal year is spend the bulk of our annual General Fund Revenue. We will be receiving an increase of 2.8% in tax revenue this year.

The budget will remain largely unchanged in the Materials and Services categories with slight increases in a few categories and slight decreases in other categories.

The main increase will be in personnel expenses. This will be the sixth and final year we will increase the salaries of our entire staff to comply with the State of Oregon six year plan to raise minimum wages. The new minimum wage will be \$13.50. In addition, last year we conducted a salary analysis and discovered all our positions were below the recommended wage. Last year we had a 6.25% increase for all staff members.

To meet the minimum wage increase this year, I would like to recommend the following changes to the Budget Committee. We are able to financially support these changes and will not expend more than our anticipated revenue for the fiscal year.

- General Fund
 - Personnel
 - 5.9% increase for the entire staff due to the minimum wage increase. This will place our Clerk I position, step I at the new minimum wage of \$13.50. The cost of living average which is the average increase of the Western Region CPI in 2021 was 5.1%.
 - Slight increase in weekly hours for two positions
 - Teen Librarian – 32 hours per week instead of 30 hours per week. We increased hours this year temporarily because the District had extra funds due to staffing changes. This change supports our Strategic Goal number 2 – Expand services to tweens and teens. I recommend we make this a permanent change.
 - Children's Librarian – Restore the position to 30 hours per week. The Children's Librarian position has historically been 30 hours per week. It was reduced two years ago at the request of the staff member. I would like to reinstate the 30 hours and the staff member has accepted the request to increase in hours. These additional hours will be instrumental in providing more services to youth through our Bookmobile.

ii. Discussion: May 17, 2022 Board meeting

Fox

I would like to request we use our May 17, 2022 board meeting to revise our vision and values statements. Our Strategic Planning Consultant will lead the exercise. Library staff would be invited to participate. We would hold the session during our regular board meeting and then complete our regular business after the work session. We have a light agenda in May and we can complete the work session and regular business from 7pm-9pm. Please note, we may also have a budget committee meeting from 6-7pm, if needed.

iii. Employee Handbook (ACTION)

Fox

Attachment:

- VI.iii.a. Employee Handbook
- VI.iii.b. Personnel Policy

The handbook replaces our Personnel Policy. Our new employee handbook was created from a template offered by Special Districts of Oregon. The handbook was reviewed by Eric Wilson at HR Answers (Human Resource support through our SDAO membership) and our legal counsel Ruben Cleaveland. I have provided a detailed list of major changes to the handbook at the beginning of the handbook.

VII. Agenda items for next meeting

Sheppard

- Work session: Revising Vision and Values Statement
- Library Director Evaluation
- Tuesday, May 10, 2022, 6:00-8:00p: First Budget Committee meeting
- Tuesday May 17, 2022, 6.00-7.00p: Second Budget Committee meeting, if needed.
- 2022-23 salary schedule

VIII. Adjournment

Sheppard

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

- ORS 192.660 (1) (d) Labor Negotiations
- ORS 192.660 (1) (e) Property
- ORS 192.660 (1) (h) Legal Rights
- ORS 192.660 (1) (i) Personnel

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Board of Directors
Regular Meeting Agenda
Supplementary information
Tuesday, March 15, 2022, 7:00pm
Zoom meeting
502 State St, Hood River
Jean Sheppard President

The Hood River County Library District is taking steps to limit exposure and spread of COVID-19 (novel coronavirus). In support of state and federal guidelines for physical distancing, the Hood River County Library District will hold this meeting by using Zoom Conferencing.

Please use the following phone number or video link:

1-253-215-8782

<https://us02web.zoom.us/j/88987942233>

Meeting ID: 889 8794 2233

- | | |
|---|----------|
| I. Additions/deletions from the agenda (ACTION) | Sheppard |
| Library Board President Jean Sheppard called the meeting to order at 7:00pm. Hackett made a motion to approve the agenda. Janik seconded. The motion carried unanimously. | |
| II. Actual or potential conflicts of interest | Sheppard |
| None stated. | |
| III. Consent agenda (ACTION) | Sheppard |
| Marsden moved to approve the consent agenda. Janik seconded. The motion carried unanimously. | |
| IV. Open forum for the general public | Sheppard |
| None present. | |
| V. Reports | |
| i. Friends update | Fox |
| There was nothing to add to the written report. | |
| ii. Foundation update | Fox |
| There was nothing to add to the written report. | |
| iii. January 2021 Financial Statements | Fox |
| There was nothing to add to the written report. | |
| iv. Director's Report | Fox |
| There was nothing to add to the written report. | |
| VI. New Business | |
| i. Discussion indoor programs and hybrid board meetings | Fox |

The Library Board will move to in-person hybrid meetings starting Tuesday, April 19.

The District will start offering in-person programs for all ages.

ii. Strategic Planning Facilitation project team discussion

Fox

Library Board President Jean Sheppard and Library Board member Megan Janik will be on the Strategic Planning team.

iii. April Board Planning Session discussion

Fox

The Library Board will have a planning session on updating our mission statement on Tuesday, April 19, 5:30-7:00pm. Our consultants at Constructive Disruption will facilitate the hybrid meeting. The District will provide food for the attendees. Our regular board meeting will directly follow the planning session.

iv. Library Director Evaluation Timeline (ACTION)

Sheppard

Janik made a motion to approve the Library Director Evaluation timeline. Bureker seconded. The motion carried unanimously.

The Library Director evaluation timeline needs to be approved by the board.

v. Request for Reconsideration of Library Material form update (ACTION)

Fox

The Board approved the changes. Fox will present an updated Collection Development policy in the next few months.

VII. Agenda items for next meeting

Sheppard

VIII. Adjournment

Sheppard

The meeting was adjourned at 7:34pm.

Other matters may be discussed as deemed appropriate by the Board. If necessary, Executive Session may be held in accordance with the following. Bolded topics are scheduled for the current meeting's executive session.

ORS 192.660 (1) (d) Labor Negotiations

ORS 192.660 (1) (e) Property

ORS 192.660 (1) (h) Legal Rights

ORS 192.660 (1) (i) Personnel

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HOOD RIVER COUNTY LIBRARY DISTRICT

Compiled Financial Statements February 28, 2022

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Onstott, Broehl & Cyphers, P.C.

Certified Public Accountants

KENNETH L. ONSTOTT, c.p.a.
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Board of Directors
Hood River County Library District
Hood River, Oregon

Management is responsible for the accompanying financial statements of Hood River County Library District, which comprise the balance sheet – cash basis as of February 28, 2022, and the related statement of revenues, expenditures and changes in fund balance – cash basis for the one month and eight months then ended, and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures and the statement of cash flows ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures and statement of cash flows were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, equity, revenues, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary information contained on pages 4 through 8 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Onstott, Broehl & Cyphers, P.C.
March 16, 2022

Hood River County Library District
Balance Sheet - Cash Basis
February 28, 2022

ASSETS

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Current Assets:				
Cash in bank - Columbia State Bank	\$123,683			\$123,683
Cash with Hood River County	1,097,506	\$196,167	\$141,071	1,434,744
Petty cash	416			416
Total Current Assets	<u>1,221,605</u>	<u>196,167</u>	<u>141,071</u>	<u>1,558,843</u>
TOTAL ASSETS	<u><u>\$1,221,605</u></u>	<u><u>\$196,167</u></u>	<u><u>\$141,071</u></u>	<u><u>\$1,558,843</u></u>

LIABILITIES & FUND BALANCES

Liabilities				
Current Liabilities				
Payroll liabilities	\$1,105			\$1,105
Total Current Liabilities	<u>1,105</u>	<u>0</u>	<u>0</u>	<u>1,105</u>
Total Liabilities	<u>1,105</u>	<u>0</u>	<u>0</u>	<u>1,105</u>
Fund Balances:				
Unassigned	<u>1,220,500</u>	<u>196,167</u>	<u>141,071</u>	<u>1,557,738</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$1,221,605</u></u>	<u><u>\$196,167</u></u>	<u><u>\$141,071</u></u>	<u><u>\$1,558,843</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Statement of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
For the Eight Months Ended February 28, 2022

	General Fund	Grants Fund	Capital Equipment Reserve Fund	Total
Revenues:				
Donations and grants	\$0	\$18,235		\$18,235
Property tax revenues - current year	1,032,150			1,032,150
Property tax revenues - prior year	33,429			33,429
Fines and fees	2,162			2,162
Intergovernmental revenue	3,383	5,208		8,591
Interest revenue	3,510		\$417	3,927
Miscellaneous	25			25
Total Revenues	1,074,659	23,443	417	1,098,519
Expenditures:				
Personal services:				
Wages and salaries	338,573			338,573
Employee benefits	106,583			106,583
Total Personal Services	445,156	0	0	445,156
Materials and services:				
Bank charges	158			158
Building rental	5,663			5,663
Building maintenance	14,619			14,619
HVAC	9,892			9,892
Elevator	1,468			1,468
Telephone	3,155			3,155
Internet	4,599			4,599
Collection development	41,163	11,818		52,981
Technology	8,772			8,772
Accounting and auditing	20,038			20,038
Courier	1,177			1,177
Custodial services	17,869			17,869
Technical services	3,326			3,326
Library consortium	13,782			13,782
Copiers	2,022			2,022
Elections expense	2,973			2,973
Furniture and equipment	4,615			4,615
Insurance	14,076			14,076
Georgiana Smith Memorial Garden	16,101	110		16,211
Legal services	963			963
Professional services	0			0
Dues and subscriptions	1,614			1,614
Miscellaneous	1,631			1,631
Postage and freight	677			677
Printing	195			195
Programs	7,740	11,876		19,616
Advertising	2,048			2,048
Supplies - office	7,737			7,737
Travel	408			408
Training	363			363
Board development	0			0
Parking reimbursement	100			100
Electricity	11,071			11,071
Garbage	1,110			1,110
Natural gas	4,245			4,245
Water & sewer - building	3,169			3,169
Total Materials and Services	228,539	23,804	0	252,343
Capital outlay	918	55,266	9,684	65,868
Total Expenditures	674,613	79,070	9,684	763,367
Revenues Over Expenditures	400,046	(55,627)	(9,267)	335,152
Other Financing Sources (Uses)				
Operating transfers in	0		25,000	25,000
Operating transfers out	(25,000)			(25,000)
Total Other Financing Sources (Uses)	(25,000)	0	25,000	0
Revenues and Other Financing Sources (Uses) Over Expenditures	375,046	(55,627)	15,733	335,152
Fund Balance - July 1, 2021	845,454	251,794	125,338	1,222,586
Fund Balance - February 28, 2022	<u>\$1,220,500</u>	<u>\$196,167</u>	<u>\$141,071</u>	<u>\$1,557,738</u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Tax revenues - current	\$28,098	\$1,032,150	\$1,091,490
Tax revenues - prior year	1,985	33,429	15,000
Interest revenue	340	3,510	10,000
Fines and fees	255	2,162	4,000
Intergovernmental revenue	243	3,383	0
Donations	0	0	0
Miscellaneous	25	25	0
Total Revenues	30,946	1,074,659	1,120,490
Expenditures:			
Personal services:			
Wages and salaries:			
Library clerk I	598	4,752	8,281
Library clerk II	8,905	73,742	115,605
Library assistant I	2,696	39,055	68,838
Library assistant II	5,195	41,429	63,265
Librarian I	10,717	85,978	128,034
Librarian II	5,127	37,140	65,291
Library director	7,112	56,477	87,048
Payroll taxes and benefits:			
Retirement	3,411	27,213	43,068
Social security	3,063	25,664	40,226
Workers' compensation	19	996	1,300
Health insurance	6,808	49,427	136,280
Unemployment insurance	237	3,283	6,310
Paid family and medical leave	0	0	2,681
Total Personal Services	53,888	445,156	766,227
Materials and services:			
Bank charges	46	158	300
Building rental	0	5,663	13,400
Building maintenance	2,992	14,619	20,000
HVAC	2,095	9,892	15,000
Elevator	188	1,468	2,450
Telephone	123	3,155	5,220
Internet	225	4,599	5,840
Collection development	4,971	41,163	90,000
Technology	652	8,772	13,000
Accounting and auditing	0	20,038	29,000
Courier	139	1,177	2,300

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
General Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Custodial services	2,418	17,869	29,000
Technical services	0	3,326	4,000
Library consortium	0	13,782	14,200
Copiers	160	2,022	3,500
Elections expense	0	2,973	0
Furniture and equipment	0	4,615	4,000
Insurance	(1,101)	14,076	16,000
Georgiana Smith Memorial Garden	2,662	16,101	25,000
Legal services	140	963	4,000
Professional services	0	0	30,000
Membership dues	65	1,614	4,000
Miscellaneous	466	1,631	1,500
Postage and freight	27	677	1,000
Printing	0	195	500
Programs	429	7,740	20,000
Advertising	34	2,048	2,000
Office supplies	1,248	7,737	14,000
Travel	97	408	4,000
Training	0	363	4,000
Board development	0	0	1,500
Parking reimbursement	0	100	500
Electricity	1,239	11,071	21,000
Garbage	135	1,110	2,000
Natural gas	1,655	4,245	10,000
Water & sewer - building	388	3,169	5,600
Total Materials and Services	21,493	228,539	417,810
 Capital Outlay	 0	 918	 0
 Contingency	 0	 0	 100,000
Total Expenditures	75,381	674,613	1,284,037
 Other Financing Sources (Uses)			
Operating transfers In	0	0	0
Operating transfers out	0	(25,000)	(25,000)
 Total Other Financing Sources (Uses)	 0	 (25,000)	 (25,000)
 Change in Fund Balance	 (\$44,435)	 \$375,046	 (\$188,547)

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Grants Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2022

	Current Period Actual	Year to Date Actual	Annual Budget
Revenues:			
Donations and grants	\$0	\$18,235	\$290,000
Intergovernmental revenue	0	5,208	0
Total Revenues	<u>0</u>	<u>23,443</u>	<u>290,000</u>
Expenditures:			
Personal services	0	0	16,600
Materials and services:	2,352	23,804	268,400
Capital outlay	0	55,266	250,000
Total Expenditures	<u>2,352</u>	<u>79,070</u>	<u>535,000</u>
Change in Fund Balance	<u><u>(\$2,352)</u></u>	<u><u>(\$55,627)</u></u>	<u><u>(\$245,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY DISTRICT
Capital Equipment Reserve Fund
Statement of Revenues and Expenditures - Cash Basis
For the One Month and Eight Months Ended
February 28, 2022

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Annual Budget</u>
Revenues:			
Interest revenue	\$43	\$417	\$2,000
Other Financing Sources			
Transfer from General Fund	0	25,000	25,000
Total Revenues and Other Sources	<u>43</u>	<u>25,417</u>	<u>27,000</u>
Expenditures:			
Materials and services	0	0	0
Capital outlay	809	9,684	100,000
Total Expenditures	<u>809</u>	<u>9,684</u>	<u>100,000</u>
Change in Fund Balance	<u><u>(\$766)</u></u>	<u><u>\$15,733</u></u>	<u><u>(\$73,000)</u></u>

See Independent Accountants' Compilation Report

HOOD RIVER COUNTY LIBRARY
Schedule of Revenues, Expenditures, and
Changes in Fund Balance - Cash Basis
Grants Funds
For the Eight Months Ended February 28, 2022

	Newspaper Digitization	Foundation Grants	Other Grants	Friends of the Library	Pat Hazelhurst	CARES Act	R2R 2021	R2R 2022	HR Cultural Trust	Total
Revenues:										
Donations and grants	\$0	\$0	\$1,735	\$6,500	\$10,000	\$0	\$0	\$5,208	\$0	\$18,235
Intergovernmental revenue										5,208
Total Revenues	0	0	1,735	6,500	10,000	0	0	5,208	0	23,443
Expenditures:										
Personal services:										
Wages and salaries:										0
Library clerk I										0
Library assistant II										0
Employee benefits:										0
Retirement										0
FICA										0
Workers compensation										0
Health insurance										0
Unemployment insurance										0
Total Personal Services	0	0	0	0	0	0	0	0	0	0
Materials and services:										
Collection development		9,452	1,678	65	57		567			11,819
Programs		3,502	814	5,600	21		1,938			11,875
Georgia Smith Memorial Garden		110								110
Total Materials and Services	0	13,064	2,492	5,665	78	0	2,505	0	0	23,804
Capital outlay	0	55,266	0	0	0	0	0	0	0	55,266
Total Expenditures	0	68,330	2,492	5,665	78	0	2,505	0	0	79,070
Net Change in Fund Balance	0	(68,330)	(757)	835	9,922	0	(2,505)	5,208	0	(55,627)
Fund Balance - July 1, 2021	338	227,852	798	12,479	3,592	1,781	2,454	0	2,500	251,794
Fund Balance - February 28, 2022	\$338	\$159,522	\$41	\$13,314	\$13,514	\$1,781	(\$51)	\$5,208	\$2,500	\$196,167

See Independent Accountants' Compilation Report

Salary Schedule, 2022-23, 5.9%
(Personnel Policies, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$13.50 \$28,080	\$13.77 \$28,642	\$14.05 \$29,224	\$14.33 \$29,806	\$14.62 \$30,410	\$14.91 \$31,013	\$15.21 \$31,637
Clerk II	\$15.53 \$32,302	\$15.84 \$32,947	\$16.16 \$33,613	\$16.48 \$34,278	\$16.81 \$34,965	\$17.15 \$35,672	\$17.49 \$36,379
Library Assistant I	\$18.66 \$38,813	\$19.03 \$39,582	\$19.41 \$40,373	\$19.80 \$41,184	\$20.20 \$42,016	\$20.60 \$42,848	\$21.01 \$43,701
Library Assistant II	\$21.44 \$44,595	\$21.87 \$45,490	\$22.31 \$46,405	\$22.76 \$47,341	\$23.22 \$48,298	\$23.68 \$49,254	\$24.15 \$50,232
Librarian I	\$25.73 \$53,526	\$26.24 \$54,579	\$26.76 \$55,661	\$27.30 \$56,784	\$27.85 \$57,928	\$28.41 \$59,093	\$28.98 \$60,278
Librarian II	\$31.33 \$65,156	\$31.96 \$66,477	\$32.60 \$67,808	\$33.25 \$69,160	\$33.92 \$70,554	\$34.60 \$71,968	\$35.29 \$73,403
Library Director	\$41.76 \$86,875	\$42.60 \$88,608	\$43.45 \$90,376	\$44.32 \$92,186	\$45.21 \$94,037	\$46.11 \$95,909	\$47.03 \$97,822

Range approved by the Board of Directors,
Steps established by Library Director, May 11, 2021

Salary Schedule, 2021-22 (Personnel Policies, Appendix A)

Steps:	1	2	3	4	5	6	7
Clerk I	\$12.75 \$26,520	\$13.01 \$27,061	\$13.27 \$27,602	\$13.54 \$28,163	\$13.81 \$28,725	\$14.09 \$29,307	\$14.37 \$29,890
Clerk II	\$14.67 \$30,514	\$14.96 \$31,117	\$15.26 \$31,741	\$15.57 \$32,386	\$15.88 \$33,030	\$16.20 \$33,696	\$16.52 \$34,362
Library Assistant I	\$17.62 \$36,650	\$17.97 \$37,378	\$18.33 \$38,126	\$18.70 \$38,896	\$19.07 \$39,666	\$19.45 \$40,456	\$19.84 \$41,267
Library Assistant II	\$20.25 \$42,120	\$20.66 \$42,973	\$21.07 \$43,826	\$21.49 \$44,699	\$21.92 \$45,594	\$22.36 \$46,509	\$22.81 \$47,445
Librarian I	\$24.30 \$50,544	\$24.79 \$51,563	\$25.29 \$52,603	\$25.80 \$53,664	\$26.32 \$54,746	\$26.85 \$55,848	\$27.39 \$56,971
Librarian II	\$29.58 \$61,526	\$30.17 \$62,754	\$30.77 \$64,002	\$31.39 \$65,291	\$32.02 \$66,602	\$32.66 \$67,933	\$33.31 \$69,285
Library Director	\$39.44 \$82,035	\$40.23 \$83,678	\$41.03 \$85,342	\$41.85 \$87,048	\$42.69 \$88,795	\$43.54 \$90,563	\$44.41 \$92,373

Range approved by the Board of Directors,
Steps established by Library Director, May 11, 2021

Employee Handbook – List of Changes

1. Introductory [trial] period - PAGE 17.

- The introductory [trial] period has been changed from 180 days to 90 days. This was recommended by HR Answers. This introductory period can be extended if needed. I support this recommendation because it allows staff to use their leave as soon as the introductory period ends. I like the flexibility of extending the period if we feel like more time to evaluate the employee and/or request improvements.

2. Paid Holiday leave – PAGE 61.

- I request we add Juneteenth to the list of paid holidays. We observe all federal holidays at the District. In 2021, President Joe Biden signed a bill into law that officially designates Juneteenth—observed each year on June 19—as an American holiday.
- Holiday Leave: We currently only allow employees working 20 hours and up holiday pay/leave. I am requesting the board extends this benefit to our three employees that work under 20 hours per week. The leave is prorated based upon the number of hours the employee works each week.
- Holiday Leave: In the past we have allowed Holiday Leave to be carried into the next fiscal year. Holiday leave will now need to be used by the end of the fiscal year (June 30, 2022). We have also added a section detailing the use of the floating holiday leave. This leave system has been in place since 2011 but was not explained in detail in our former policy. This expansion was recommended by Eric Wilson at HR Answers.

3. Oregon Family Medical Leave – PAGE 67-69.

The District has offered Family Medical Leave subject to the terms of the Oregon Family Leave Act (OFLA). This decision was made by the former Library Director and founding Library Board in 2011. The District is not subject to the OFLA policy provisions since we have fewer than the required 25+ employees for mandatory compliance. This benefit has supported our employees and has been utilized by employees over the past twelve years.

Eric Wilson at HR Answers stated the District is not mandated to offer this benefit and we need to discuss whether we want to continue to comply. Wilson and I discussed creating our own Family Medical Leave policy but decided it was fraught with issues and we would need to have an employment lawyer create this stand alone policy to make sure the District is protected. He expressed since the District has administered the leave provisions historically as-though-OFLA-compliance-was-required that employees may well feel that its removal is a "take-away" and loss. If we decide to proceed as it has been administered in the past then we need to effectively communicate to the employees the new addition to the policy:

- While the provisions of OFLA requirements do not apply to the District (due to our employee population being less than the mandate standard) the Board has decided to provide these benefits as though the Act's provisions did apply. This decision will be revisited periodically and is not guaranteed to be continued in the future.

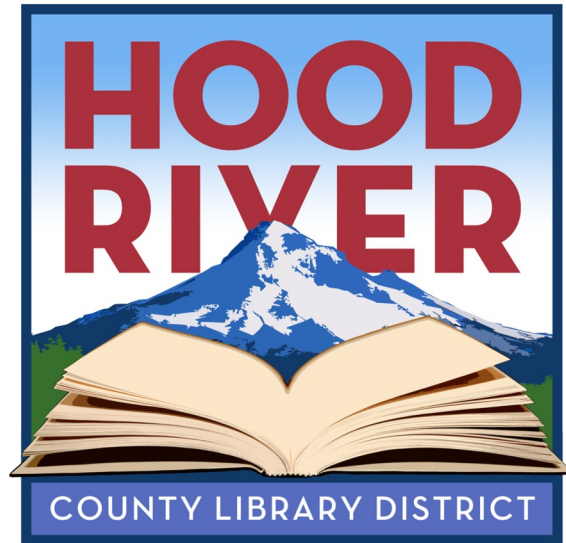
Ruben Cleaveland has approved this statement. I highly recommend we continue to offer this benefit. We have been complying for the past twelve years without any issues or hardships for the District. We can also decide to cease the benefit if we wish.

4. Leave section

We eliminated education leave in our former policy This leave was allowed for up to one year. Instead, we added a personal leave policy [PAGE 75] for up to 30 days. This would apply to leave requests that do not fall under Family Medical Leave.

5. Elder Abuse section

We did not carry over the Elder abuse section from our former policy. Library District employees are not required to be mandatory reporters like we are for Child Abuse, [Pages 88-89].



Employee Handbook

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INTRODUCTION

WELCOME TO HOOD RIVER COUNTY LIBRARY DISTRICT!

We're happy to welcome you to Hood River County Library District we're glad you've joined us! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We support staff to have a healthy work/life balance. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve is to help you understand our organization and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the organization's policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

Our organization values two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We hope you will like it here.

Created: April 19 2022

Last Revised: April 19, 2022

Last Reviewed: April 19, 2022

ABOUT THIS HANDBOOK

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

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our patrons and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask the Library Director or Assistant Director.

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

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain in Hood River County Library District's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by Hood River County Library District or you for any reason, at any time.

These policies apply to all employees. In the event of a conflict between these policies and State or Federal law, the ordinance or law will apply. In all other cases, these policies will apply. Any resolution adopted by the Board of Directors which bears on these policies shall be considered to supersede the policies adopted herein.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

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

The Library Director will provide each employee at time of employment access to an electronic version of these policies and shall make a record of receipt as provided in Appendix A:
Affirmation of Receipt of Personnel Policies. Any changes to the content will be communicated to employees via official notices.

Created: April 19 2022

Last Revised: April 19, 2022

Last Reviewed: April 19, 2022

EMPLOYMENT POLICIES

EMPLOYMENT RELATIONSHIP

You and Hood River County Library District are engaged in an “at-will” employment relationship. Therefore, employment at Hood River County Library District is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the Library Director. It cannot be altered, except when in writing and signed by the Library Director and you. Hood River County Library District will not make and will not be bound by any oral promises concerning the length or terms of your employment.

Equal Employment Opportunity

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

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

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to Management’s attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to the Library Director or Assistant Director. We also encourage that you document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by Management or co-workers.

Created: April 19 2022
Last Revised: April 19, 2022
Last Reviewed: April 19, 2022

AMERICANS WITH DISABILITIES ACT

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

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

They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function [walking, seeing, hearing, breathing, bodily functions, etc.];

They have a history of such impairment; or,

They are regarded as having such impairment.

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

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

Reasonable accommodations are available to employees and applicants, as long as the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the Library Director.

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HARASSMENT

Hood River County Library District will not tolerate conduct by any employee, elected official, board member, volunteer or intern, patron or member of the public that harasses, disrupts, or interferes with an employees work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment;

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

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at Hood River County Library District. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

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

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of Hood River County Library District, you have the responsibility to immediately report any actions or words, which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to Library Director or Assistant Director. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation. We will also check in with you quarterly following receipt of the information to ensure the matter has been resolved and continues to meet the organizations standards.

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

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

External Complaint Procedure

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

Oregon Bureau of Labor and Industries at the following web address:

https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx

Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

Employment Agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Additional Employee Support Services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:
Legal Resources

Oregon State bar Association: <https://www.osbar.org/index.html>

Counseling and Support Services

Contact your health insurance provider for referral to counseling services

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WORKPLACE PROFESSIONALISM

While harassment due to a person's protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

Hood River County Library District defines unprofessionalism as repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between co-workers, management and staff, vendors/patrons, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors and managers, that Hood River County Library District will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We will consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

- Making comments on Facebook, texting, misuse of other forms of social media. Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job
- Taking credit for another person's ideas

Any Hood River County Library District employee who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our anti-harassment policy. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity.

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DISPUTE RESOLUTION

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your manager will generally follow-up to your concern, in writing, within one week.

We realize there may be valid reasons to forego this initial step; in those circumstances [i.e., a concern involves an immediate supervisor], you may go directly to the Library Director, or if the issue involves the Library Director, you may go directly to the Library Board for assistance.

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EMPLOYMENT

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or in utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law, including Veterans' Preference.

Our goal will always be to select the most qualified person for each available job.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We will not place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, unless considered necessary.

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job duties, schedule, or location. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

New Employee Orientation

New employees are expected to attend a thorough orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

Introductory Period

As a new employee, you are hired on an 90-day introductory period. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer. During the initial 90 days of the introductory period, vacation leave will not be granted.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made and shared with you in writing. If you have successfully completed the introductory period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment. If your skills border on satisfactory, but fall a little short, the introductory period may be extended if there is reason to believe that your skills will improve within 90 days. This period may be extended only by approval of the Library Director. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Re-employment

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees. If an employee returns within 12 calendar months their previous Sick Leave balance will be restored in full.

Credit for Prior Seniority

Employees who are rehired by Hood River County Library District will receive credit for prior time worked as follows:

Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one year after the separation date.

Employees who voluntarily resigned from their employment with Hood River County Library District will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within six months after the resignation date. However, a new anniversary date will be established based on the date of rehire.

Employment Classifications

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered introductory, full-time or part-time, temporary, or on-call as described below:

- | | |
|----------------------------|--|
| <u>Introductory*</u> : | Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, vacation benefits for 90 days. |
| <u>Regular Full-time</u> : | An employee who is regularly scheduled to work 30 hours or more per week. Classification normally is eligible for medical, retirement, vacation, holiday and sick leave benefits. |
| <u>Regular Part-time</u> : | An employee who regularly works less than 30 hours per week. The District will provide prorated holiday and sick leave benefits for all regular part-time employees. The District will provide vacation, medical, and retirement benefits for Regular Part-Time employees regularly scheduled to work 20 hours or more per week. |
| <u>Temporary*</u> : | An employee who is hired for a specified period of time, usually no more than 12 months. This classification is typically not eligible for benefits, except for those mandated by law. |
| <u>On-Call*</u> : | An employee who does not have a set schedule and works only when called upon. This classification is typically not eligible for benefits, except for those mandated by law. |

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the

status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor.

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

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

Job descriptions

Job Descriptions are developed for positions in the Library District. The job description summarizes the work to be performed. The job description may not include all of the duties to be performed and modifications are made at the discretion of Library Director on behalf of the organization.

The Library Director is responsible for maintaining job descriptions through periodic review.

Reclassification

Positions may be reclassified whenever duties of the position change materially, provided the reclassification can be accomplished within the budget and such reclassification is approved by the Board of Directors.

New classification

A new position may be created when no current classification exists which adequately comprises the duties expected and desired of an employee. Such a classification need not be filled, but only defines a specific combination of duties and level of responsibility.

The Reclassification and creation of a New Classification are at the discretion of the District and will necessitate the authorization and approval by the Board of Directors. The Library Director is responsible for classification administration.

Volunteers

Hood River County Library District volunteer is an individual who receives no direct compensation for services. Employees are expected to work with volunteers in a manner that is respectful, patient, and appreciative of volunteers, offering guidance, assistance, and support when and where appropriate.

Personnel compensated as employees of the Hood River County Library District may not volunteer to do work they would otherwise be paid to accomplish.

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EMPLOYMENT RECORD KEEPING

Access to Personnel Files

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

Your personnel file is available for review [except for any references and other material exempt from disclosure under state law] by making advance arrangements with the Library Director. We will provide copies of personnel records or files as required by law.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the Library Director:

Name

Marital status

Address

Telephone number

Dependents

Beneficiary[ies]

Person to be notified in case of emergency

Job-related physical or other limitations that impact employment

Other information having a bearing on your employment

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EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the states Ethics laws found in ORS 244.

Public Officials

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an “agent.” An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization you became a Public Official.

Gifts

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

Use of Official Position or Office

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official’s holding of the official position or office.

Except:

Any part of an official compensation package as determined by the public body that the public official serves.

The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).

Reimbursement of expenses.

An unsolicited award for professional achievement.

Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.

Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.

The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).

Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

Honoraria

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

Financial Interest in Public Contracts

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

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CONFIDENTIALITY

Organization and Patrons

At Hood River County Library District employees have access to confidential information about our patrons. Our patrons trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our patrons. Employees must not disclose any information pertaining to the organization or its patrons without prior explicit approval of their supervisors.

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

Employee Records

Hood River County Library District's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

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

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to Library Director. The Library Director has the responsibility to investigate the incident and take corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration.

Examples of the release of personal employee information that will not be considered a breach include the following:

Release of partial employee birth dates [*i.e.*, day and month, which is not considered confidential and will be shared with supervisors who elect to recognize employees on such dates].

Personal telephone numbers or e-mail addresses may be distributed to supervisors in order to facilitate company work schedules or business operations.

Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors.

Employees' company anniversary dates will be distributed to appropriate supervisors periodically.

Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

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

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WORKPLACE RULES

Hood River County Library District 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 each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate the work behaviors considered important to Hood River County Library District.

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

You are expected to regard your workplace with respect and attention. Hood River County Library District records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.

You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Hood River County Library District or by outside regulatory bodies.

You are expected to conduct yourself in a professional manner, exhibiting a high regard for our patrons, vendors, business associates, and for co-workers. No breach of professional behavior [abusive language, harassment, personal business during work time, etc.] will be condoned. This also applies to alcohol consumption when representing Hood River County Library District in a business or social capacity.

You are expected to maintain the confidentiality of organization information or customer information in your possession.

You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on patrons, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all of our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found on page 16 of this Handbook.

WHISTLEBLOWER PROTECTIONS

Hood River County Library District encourages any employee with knowledge of an illegal or dishonest activity to report it to the Library Director. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from Library Director.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the Library Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. Hood River County Library District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Library Director immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Library Director who is responsible for investigating and coordinating corrective action.

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Electronic Communications Systems

Hood River County Library District provides electronic communication systems to maintain superior communications both within the organization and with outside patrons and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

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

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only during business hours. Use of company systems during business hours for other than work-related purposes shall be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of Hood River County Library District to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, proprietary information, or similar materials from/to outside the organization without prior authorization.

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

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

Electronic Mail System

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

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any

e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to company systems must be disclosed to the organization's Library Director or Assistant Director.

Organization-owned Personal Computers

To protect the integrity of our systems, all software used on our computers must be registered with the Library Director or Assistant Director. Personal or downloaded software may only be installed after written authorization from that individual. A virus check of all such software must be made immediately before it is installed on any organization computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to its use with an organization-owned computer. The copy or transfer of organization-owned software may occur only with the written authorization of Library Director or Assistant Director.

Laptop Security

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

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Instagram, Facebook, and Flickr are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to market Hood River County Library District services and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. Hood River County Library District wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws [including copyright] and ethical considerations.

Business Use

Employees may use social networking websites to conduct organizational business, as long as such use is authorized and complies with the organization's policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

Ownership of Social Media Accounts

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an

employee separates from Hood River County Library District, the organization has the right to assume control of this account.

Monitoring

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Telephone Usage

Hood River County Library District realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at the Hood River County Library District is the property of the organization and is provided for use in conducting organization business. All communications and information transmitted by, received from, or stored in this system are organization records and property of Hood River County Library District. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. Hood River County Library District, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or

listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the Library Director or Assistant Director.

Cell Phones

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be limited to breaks and lunches.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization prohibits the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

Conducting District Business on Personal Devices

In general, District business should not be conducted on employees' personal devices. However, some job responsibilities may be facilitated by employees using their personal devices at certain times. Such use is approved only for supervisors, salaried personnel, employees who engage predominantly in offsite outreach, and employees with telework agreements, if specified in the agreements. Employees using personal devices must abide by all other District policies, including those on scheduling and overtime.

Employees authorized to use personal devices may use them to link to District technology services, including but not limited to email, online chat, remote conferencing, the integrated library system, contacts, websites, databases, and file servers. District-provided communication methods and accounts, rather than personal accounts, must be used to engage in District business. Employee devices must have updated security protection software, be secured with passwords of sufficient difficulty, automatically lock after a short period of inactivity, and have current security updates. The devices should only connect to District technology services via a properly secured network or virtual private network (VPN) provided by the District. Any loss or theft of a personal device used to access District technology services shall be reported immediately to the Library Director or employee's supervisor.

If employees use personal devices to conduct District business, they should be aware of public records laws and that using their personal devices could open up that device to public records requests. The District retains ownership of any documents created for District purposes, whether created on a District-owned or employee's personal devices. All District documents created on personal devices should be stored or backed up on District-provided technology.

Employees whose job functions require them to use personal devices with fees shall be compensated a portion of those fees reasonable to the relative amount the devices are used for District business. That amount shall be determined annually during the budget process. However, employees are responsible for the upkeep and replacement of their personal devices.

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GENERAL PROVISIONS

Selling and Peddling on District Property

Employees may not peddle goods, solicit sales for charitable or other purposes, or participate in such activities during working hours without the approval of the Library Director.

No peddling, soliciting or sale for charitable or other purposes, except as is promoted by the District itself under authority from the Board of Directors, shall occur at any time with or among the public.

Cost Consciousness

Employees shall practice a focus on minimizing costs in the discharge of their duties and are encouraged to recommend work procedures which will result in a cost saving or improved service to the public.

Political Expression and Campaigning by Employees

The restrictions imposed by the laws of the state of Oregon on employees' political activities are that no public employee shall solicit any money, influence, service, or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours. However, nothing in this section is intended to restrict the right of a public employee to express their personal political views. It is therefore the policy of the District that employees may engage in political activity except to the extent prohibited by state law when on the job during working hours.

Legal Liability

Employees of the District are not relieved of personal responsibility in cases of injury or accidents to the public when gross negligence on the part of the employee is evident.

Personal Use of District Resources

District resources are intended solely to serve the District's needs. However, employees are allowed limited personal use of those resources provided the following, as determined by the employee's supervisor:

- There is no cost to the District;
- There is no interference with work responsibilities;
- There is no disruption to the workplace;
- Duration is limited;
- No unauthorized changes are made to District equipment;
- No business is conducted from which employees or associates thereof benefit financially;
- Friends and relatives are discouraged from contacting employees via District-provided communications unless in emergencies;
- All relevant local, state, and federal statutes, including Oregon government ethics laws, are followed;
- All other District policies are followed;
- Such use occurs only during an employee's personal time, such as breaks or meals.

When using District resources for personal business, employees shall abide by District policies aimed at public use of District services, including but not limited to the Code of Conduct and

Technology Use Policy. Employees have no expectation of privacy if they choose to use District resources for personal business. Such use also may subject employees' personal data to public records requests. Personal communications conducted using District resources shall make clear that the employee is speaking as an individual and not a District employee.

Employees are subject to the same fees as the public when using resources for which the District normally charges (e.g. printing, copying). Pre-approval is required if using a District resource that incurs a cost and for which no provisions are in place for charging. The employee shall reimburse the District for the use.

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PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which Hood River County Library District can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive regularly scheduled formal performance evaluations annually.

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

Ensure that employees know their individual performance against established performance standards;

Determine how well the organization is doing in assisting employees with work performance and meeting goals;

Ensure communication and two-way feedback;

Provide a consistent, objective, and fair method of making compensation decisions;

Provide a tool for career planning; and,

Provide a permanent record of employee performance and organizational contributions.

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

Reasonable employee training;

Assigning, directing, controlling, and reviewing employee work;

Assisting employees in correcting deficiencies; and,

Objectively evaluating employee performance during the evaluation period.

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

Inquire about your performance periodically;

Accept additional responsibilities and show initiative;

Review opportunities for advancement within the organization;

Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,

Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

All employees shall be evaluated using standard personnel evaluation forms prescribed by the Library Director. All new employees shall be evaluated before the end of their introductory

period, and each regular non-supervisory employee shall be evaluated at least once each year near the anniversary date of their initial hiring.

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CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of Hood River County Library District to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified.

The Library Director or Assistant Director will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions. They may begin corrective action at any of the steps listed below, depending on the seriousness of the offense committed. The employee will have the opportunity to present their side of the issue. Following such notice and discussion, the employee's supervisor shall enforce the discipline they determine to be appropriate.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include **any** of the following:

Verbal counseling or warning. Verbal counseling with employee, which will be confirmed in writing by their supervisor and placed in their personnel file.

Written warning. The employee will be given a written warning which will be placed in the employee personnel file and the employee will be given a copy. The written warning will be signed and dated by the employee. Employees who disagree with the facts in the warning may submit a written response. The warning and the employee response will be placed in the employee's personnel file.

Performance improvement plan. The employee will be put on a performance improvement plan, which helps clarify performance deficiencies and goals or plans for improvement on the job. The plan includes a response from the employee. A copy signed by the employee and supervisor will be placed in the employee's personnel file, and the employee will be given a copy.

Suspension. Suspension is normally used to remove an employee from the organization's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in the employee's personnel file.

Dismissal. The dismissal which will be documented in the employee personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Counseling and verbal warnings may be undertaken by the Assistant Director without prior approval from the Library Director. However, the Library Director must be informed by the Assistant Library Director of any such actions taken. Written warning, suspension with or without

pay, demotion and discharge require prior approval from the Library Director before the action is taken.

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COMPENSATION

PAY ADMINISTRATION

Hood River County Library District values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internal equity is achieved.

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience, and education. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

Wages

Employees shall be paid in accordance with the salary wage determined by their classification, according to the established pay schedule in Salary Schedule posted on the staff wiki and library website, and in no case less than the applicable minimum wage law requires.

Pay Increases

It is Hood River County Library District's policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. Recommended increases are not effective until approved by the Library Director.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

Cost of Living Increases

Adjustments for cost-of-living for all employees will be considered annually by the District during budgeting process. Such cost-of-living increases are not guaranteed or automatic, but are granted by the Library Director and Board of Directors depending upon budgetary and other considerations.

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PAY PRACTICES

Paydays

You will be paid monthly. Paydays are generally on the 5th of each month. If the 5th falls on a Saturday, Sunday, or holiday, employees shall be paid on the immediately preceding weekday. The pay period begins on the first day of each month and ends on the last day of each month.

Payroll Deductions

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

Pay Advances

Advance payments of salary may be granted in emergency situations but must be approved by an immediate supervisor and the Library Director. Each request for an emergency draw will be reviewed individually. Employees are generally encouraged to find other appropriate resources for any financial difficulties, however.

In order to receive approval, emergency draws cannot exceed an amount equal to the hours accumulated at the time of the request, less any funds required for voluntary and involuntary deductions; advances may never exceed an employee's net salary for the pay period. The amount of any pay advance will be withheld from the employee's paycheck covering the pay period the wages were drawn against.

Delivery of Paychecks

Your paycheck will either be direct deposit, hand-delivered or mailed to you each payday. Paychecks will not be delivered to anyone else without your written request.

Method of Payment

A statement showing gross earnings, deductions, and net salary will accompany each paycheck or notice of direct deposit. Employees are normally paid by direct deposit.

Employee Withholding Allowance Certificates (Form W-4)

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the organization will implement the desired changes by the start of the first payroll period ending on or after the 30th day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

Time Records for Non-Exempt Employees

The timesheet is a record of time worked and must be filled out monthly. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be issued a timesheet at the start of the pay period.

Timesheets should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Supervisors will review and sign timesheets each pay period. If an error needs to be corrected, the timesheet should be taken to the supervisor for appropriate action. All corrections must be made, reviewed, and initialed by the supervisor or

other appropriate management member. Timesheets should be reviewed, signed, and turned in at the end of the pay period. Your signature on the timesheet 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 timesheet. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees classified as exempt fill out timesheets to record earned time off and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because Hood River County Library District does have paid time off, vacation, sick pay benefits programs, if you have earned time in these bank(s), you must use this time first from whichever benefit applies to cover any time off that is less than your normal work day.

Dispute Resolution Process for Paycheck Errors

If you have any questions regarding your pay or feel a supervisor has made a change to your pay that you do not believe is accurate, please contact the Library Director.

Final Paycheck

While we request that you give us at least 14 working days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

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HOURS OF WORK AND WORK SCHEDULES

Work schedules

Employees shall work the schedule established for them during the normal week Sunday through Saturday.

Attendance

All employees shall report to work at their assigned starting time and cease work at their designated quitting time unless otherwise authorized by the Library Director or designee. All employees are expected to notify their supervisor as promptly as possible in the event they will not arrive when expected.

Overtime

Overtime shall be considered as time worked in excess of forty hours during any workweek for non-exempt employees. Any schedule in which the hours worked exceed eight in any one day but no more than forty hours in any week must be pre-approved by the Library Director and do not constitute overtime. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

Compensatory time

Non-Exempt employees accrue compensatory time off when working in excess of 40 hours per week. Employees will be paid one and one-half times the employee's regular rate of pay for each hour of overtime worked or receive one and one-half hours of comp time for every hour worked over 40 in a work week. Overtime shall be computed to the nearest quarter hour (15 minutes). If cash is elected for the compensation for overtime worked, it should be requested and notated prior to the end of the pay period during which the overtime was worked.

If a Non-Exempt employee works more than forty hours in any one week by his or her own choice (i.e. not overtime assigned by the Library Director), said employee will receive the overtime payment in the form of wages unless preapproved for compensatory time off by the Library Director.

A full-time employee is expected to regularly work no less than forty hours per work week. Hours less than 40 worked are expected to be made up through the use of accrued paid time off benefits.

Meal and Rest Periods

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Non-Exempt employees who work six or more hours in one work period shall have a meal period of not less than 30 minutes. Employees shall also be provided with one paid fifteen minute break for every four hour duty period or major part thereof. Break periods may not be used to extend lunch hours or to leave work early, as such use counters the intent and benefit of such breaks.

Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency situation, is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

Lactation

Hood River County Library District promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor should be informed immediately.

Hood River County Library District will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the Library Director. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

Social and Recreational Activities

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

Inclement Weather and Emergency Closures

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

In the event that Hood River County Library District makes the decision to close the library prior to the start of the business day, the closure will be announced via an organization-wide text from the Library Director or Assistant Director. It is the responsibility of each employee to check texts for an update, if there is any doubt regarding library operations.

If a decision is made to close the library after the business day has already begun, the closure message will also be announced via SLACK chat and/or text.

If the main branch must be closed, employees will be paid for their regularly scheduled hours.

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TELEWORK OR TELECOMMUTE

Both telework and telecommute are a flexibility that may be available to some positions within the organization. These are two different arrangements. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee's residence. Telecommute is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee's residence.

All telework and telecommute arrangement require the prior approval of Assistant Director or Library Director and may be changed at the discretion of Library Director. Telework and telecommute may be permissible for some jobs and not all jobs. The District's needs shall be first priority when considering remote work. Remote work shall only be considered for jobs with tasks for which in-person attendance is not essential to effective performance. Employees considered for potential remote work shall be assessed on criteria which may include past work performance, dependability, ability to work independently, and other factors deemed relevant.

Specific remote work terms, including but not limited to number of hours, scheduling, locations, and reporting requirements, shall be governed by individual agreements between an employee and his/her supervisor. Only employees with such agreements are eligible to work remotely. Work days or times not specifically mentioned in the agreement shall require pre-approval by the employee's supervisor.

Employees are responsible for ensuring a safe work environment when telecommuting or teleworking. Employees are also responsible to meet the expectation of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

Any employee who is teleworking or telecommuting must be available during established work hours and provide timely response to email, phone calls, SLACK chat, etc. Absences, including unavailability during work hours, must be pre-approved. Employees must account for all time worked. Supervisors may consider an employee's request to alter regular work hours in the same way they would evaluate these requests for a person working at an organization address.

An employees' salary, benefits and insurance coverage does not change as a result of teleworking or telecommute.

Employees teleworking will be provided a "Remote Work Arrangement" agreement that will include additional details related to the employee's remote work arrangements

Information Technology

Teleworking or telecommuting employees are expected to be able to set up a remote office and use both organization and their own equipment without direct physical help from organization. While any equipment supplied by the organization will be maintained by or at the direction of organization, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences or virtual meetings during agreed-upon work hours.

Employees are expected to have sufficient Internet access if work assignments require use of Web resources in the performance of their duties while working at a remote worksite.

The organization will determine, with information supplied by the employee and the supervisor, what equipment will be supplied for each telecommuting situation. The employee must sign an inventory of organization property and agree in writing to take appropriate action to protect the inventoried items from damage or theft.

All equipment supplied by the organization will be maintained by or at the direction of organization. Equipment supplied by the employee, will be maintained by the employee. The organization accepts no responsibility for damage or repairs to employee-owned equipment.

All equipment and software supplied by the organization are only for organization business and must comply with the organization's security and maintenance policies and practices. Portable equipment must, at all times, have organization authorized security measures installed and running

If the teleworking employee provides equipment, the employee provided equipment must comply with organization's security and maintenance policies and practices, and any additional safeguards required by the organization.

Employees will notify the organization immediately in the event of a breakdown or other issue with supplied equipment, software or other materials. Employees will follow the organization's direction regarding any necessary repair, update, replacement, etc.

Upon separation of employment, or discontinuation of a planned arrangement, whichever comes first, all organization property issued to the teleworking employee must be returned.

Organization stored on any employee's personal electronic equipment is subject to public records requests and discovery, and to review by the organization at any time.

Security

Employees are expected to ensure the protection of organization and district information accessible from their home office.

Steps include making sure that:

All devices have anti-virus software.

All Wi-Fi, cellular or similar access points are protected with strong passwords or passphrases.

All Wi-Fi, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.

Login and password information is secure and protected, even from family members.

Basic network practices are being applied firewall with appropriate security standards.

Web-based systems are secure "https" URL, not just "http".

Two factor authentication is enabled and being used if available.

Physical Security

Employees are expected to ensure physical office security by taking steps like keeping proprietary material in locked file cabinets and desks, securing doors, windows, hiding devices when not in use, and any other measures appropriate for the job and the environment.

Employees will follow all organization policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential information, paper and electronic, in transit or at the alternate worksite.

When accessing the organization's network from a personal computer, employees are responsible for preventing access to any computer resources or data by non-authorized users. In addition, employees are expected to ensure the remote host is not connected to any other network at the same time, except for personal networks that are under their complete control or under the complete control of the employee.

Performance of illegal activities through the organization network or on organization time by any user authorized or otherwise is prohibited. The employee bears responsibility for and consequences of misuse of their access.

The IT Department will confirm that the user's device does not contain any traces of protected, sensitive, organization, or proprietary information and delete any protected, sensitive, organization and/or proprietary data, licensing, and information remaining on the device.

Technology Support

The IT Department will only provide device support that relates to organization devices and connection.

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EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

The Hood River County Library District will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by Assistant Director or Library Director before payment will be made.

Expense Reimbursement Procedure and Reports

Requests for expense and mileage reimbursement must be submitted on a monthly basis. Supporting documentation and/or itemized receipts must be provided to each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense.

Mileage Reimbursement

While in the course and scope of duties on behalf of the Hood River County Library District's employees, with their supervisor's approval, may use their vehicle for business purposes. While driving on behalf of Hood River County Library District and in the course and scope of duties assigned, liability would accrue to Hood River County Library District for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Employees are encouraged to have comprehensive and collision coverage on vehicles used for Hood River County Library District business.

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

In order to recover these costs, an expense report must be signed by you and dated, signed by the Library Director, and submitted to the Library Director for processing according to policy. If you have questions about expense reports and mileage allowances, please ask.

Credit Card Payment

If a credit card is provided to you, the employee, all receipts must be provided to the Library Director for the credit card reconciliation process. You must follow the protocol for reconciliation of your statement and submission of documentation as required by the Library Director. This may include the utilization of an electronic system provide by the financial institution that the credit card is tied to.

Employees may expense and/or use a company provided credit card, for business related activities or incidental supplies following IRS guidelines.

Overnight Travel and Meal Expense Reimbursement

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverage and any incidental expenses that are necessary and business related.

Employees shall be compensated at the current rates established by the federal General Services Administration for the area in which the travel occurs.

If travel begins after 8:00am, breakfast per diem will not be granted. If travel ends before 5:00pm, dinner per diem will not be granted. All meals included in conference/workshop, lodging, or other registration costs cannot be counted toward per diem.

Exceeding meal reimbursement limits

Hood River County Library District recognizes that there may be certain group meal functions at locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations should be known in advance and prior approval obtained from Library Director.

Alcoholic Beverages

Hood River County Library District will not pay for alcoholic beverages and such costs should not be submitted for reimbursement.

Transportation Expense Reimbursement

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental and fuel for such rental.

Spouse/Guest Expense Reimbursement

Hood River County Library District will not pay for meals or entertainment of spouses/guest/significant others.

Hood River County Library District expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

Conference costs

Registration and tuition fees and expenses for conference registration, conference meals, activities, and tuition fees are allowable expenses. A copy of the registration must be attached to the Travel Expense Report

Training Time

Federal and state rules (OAR 839-020-0044) define work time as both time worked and time of required attendance. Non-exempt employees are paid regular hourly wages when required by Hood River County Library District to attend Training. When a non-exempt employee's attendance results in compensable hours in excess of regular hours, the employee will be paid at the overtime rate. Supervisor may adjust work time within the work week to avoid overtime wages.

Travel Time

Travel time is considered work time per OAR 839-020-0045 and will be compensable as follows.

Time spent by a non-exempt employee in travel for training as part of the employee's principal activity is counted as hours worked.

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is work time when it cuts across the employee's work day. The employee is substituting travel for other duties. The time is not only hours worked on regular working days of the normal work week, but also during the corresponding hours on nonworking days. Time spent in travel away from home outside regular work hours as a passenger on an airplane, train, boat, bus, or automobile is not considered work time unless the employee is performing work while a passenger.

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PAY EQUITY

Hood River County Library District strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on Hood River County Library District's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with Library Director to obtain clarification.

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PURPOSE AND POLICY

Hood River County Library District strives to provide the most equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to temporary or on-call employees.

Some benefits may accrue during your new-hire introductory period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Benefit Pro-ration and Employee Cost Sharing

If you are an employee working less than forty hours per week, your vacation, holiday and sick leave benefits are prorated based upon the number of hours you work. Essentially, you accrue vacation, holiday, and sick leave benefits at a lower rate because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by Hood River County Library District. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the organization's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

Benefit Design and Modification

Hood River County Library District reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

Benefit Plan Documents

You'll receive summary plan descriptions upon eligibility and enrollment. 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 govern. These official documents are available from the Library Director for your review. We ask that you refer any questions about this information to the Library Director.

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Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

HEALTH INSURANCE BENEFIT

Eligibility

Any regular full- and part-time employee who is scheduled regularly to work for the District at least twenty hours per week and meets any other eligibility requirements is deemed to be eligible for health care benefits as defined in this policy. Health care benefits coverage for eligible employees begins the first day of the month following the employee's 60th day of employment following their start date with the District.

Health Insurance Benefits

The District shall contribute to the cost of health insurance benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,200 per month. In future years, the amount of the District's monthly contribution may be revised and is set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. You will be provided with information about the plan at the time you become eligible to participate. 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 Library Director.

Employees shall not be compensated for any amount under the monthly cap not being spent, except as provided below in "In-Lieu Health Care Benefits".

The health care benefits provider shall be selected by the employees, with guidance and limitations established by the Board of Directors, and may include medical, vision, dental, and mental health coverage. If given the option by the benefits provider(s), employees may elect whether or not to participate in the different types of insurance, thereby electing how they would like to spend their District-provided monthly health care benefits cap.

In-Lieu Health Care Benefits

Employees may waive medical insurance coverage by providing proof of coverage that meets minimum value standards under another employer-sponsored medical insurance plan. The employees who waive District coverage shall become eligible for the District's HRA VEBA medical expense plan the District shall contribute a monthly amount equal to one-half of what the District would normally pay for a single individual to enroll in the medical portion of the District's insurance plan, not to exceed the equivalent of half of the monthly health care benefits cap. This contribution shall be further prorated based on a forty-hour work week. Each eligible employee must submit a completed and signed enrollment form to participate in the HRA VEBA plan.

Other Considerations

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place their own limits and conditions on employee eligibility and benefits, so these restrictions, if any, must be considered as well.

Plan Enrollment

Once you are eligible, you may complete enrollment forms available through the Library Director. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under the continuation coverage provided for by state law. Eligibility can be lost if certain "qualifying events" occur that would otherwise cause your or a dependent's group health coverage to terminate. Examples of qualifying events include termination of employment, a reduction in hours, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

You, your spouse, and dependents may continue group health insurance for up to nine [9] months at your own expense if you were enrolled in the plan for at least three [3] months. However, continuation does not occur automatically. You must elect coverage within insurer's required response time or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within a specified timeframe for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

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RETIREMENT BENEFITS

The District shall contribute a monthly amount equal to six percent of an employee's gross salary into a 403(b) or 457(b) plan, the provider of which shall be selected by the employees, with guidance and limitations established by the Board of Directors. In addition, the District shall match up to an additional three percent of an employee's own contributions. Retirement benefits shall be available 90 days after an employee's start date.

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VACATION BENEFIT

Vacation time with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. During an employee's introductory period vacation leave shall accrue but not be granted. All part-time and full-time employees regularly scheduled to work 20 hours or more per week shall accrue vacation leave as follows:

1-5 years of service - 8 hours per month

6+ years of service - 10 hours per month

Part-time employees will receive a prorated amount of vacation time based on their regularly scheduled time. For instance, a part-time employee (employed by the District 1-5 years of service) working 20 hours per week would receive four 4 hours of vacation pay because 50% of a full-time schedule is worked.

Accrual occurs during continuous service, which is service unbroken by separation as a District employee, except that time spent by an employee on military leave. Time spent on other types of authorized leave, except sick, vacation or emergency leave, shall not count as part of continuous service except as required by law and that employees returning from such leave, or employees who were laid off, shall be entitled to credit for service prior to the leave. Vacation leave shall not accrue while an employee is on extended sick leave of over forty hours.

Employees may carryover up to 80 hours of vacation leave into a new fiscal year. The amount of carryover is prorated and will be accordingly reduced based upon regularly worked hours.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

Accrued vacation upon termination or death after one full year of employment shall be paid out at the last regular rate of the employee's pay effective on the date of termination or death. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee.

Exempt Employees shall be granted an additional accrual of two hours of vacation each month.

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SICK LEAVE

Upon employment, hourly employees shall accrue sick leave at a rate of 1 hour per 21.5 worked, rounded to the nearest quarter-hour. Salaried Exempt employees shall accrue eight sick leave hours per month, prorated based upon their actual work schedule relative to a forty-hour workweek. Sick leave shall accrue during earned vacation, holiday, and other paid leave. Sick leave accrual shall be limited to four hundred hours for employees who are regularly scheduled for twenty hours a week or more, and capped at eighty hours for employees who are regularly scheduled for fewer than twenty hours a week. Accrued sick leave shall not be compensated upon termination or death of an employee.

Employees may use sick leave for the following purposes:

- To care for yourself or your family member with a mental or physical illness, injury, or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition, or need for preventive medical care
- To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child
- To recover from or seek treatment for a health condition that renders you unable to perform at least one of the essential functions of your regular position

Absences associated with the death of a family member by:

- Attending the funeral or alternative to a funeral of the family member
- Making arrangements necessitated by the death of the family member
- Grieving the death of the family member

Absences related to domestic violence, harassment, sexual assault or stalking:

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of yourself or your minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking
- To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault or harassment or stalking that you or your minor child or dependent experienced
- To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking
- To obtain services from a victim services provider for yourself or your minor child or dependent
- To relocate or take steps to secure an existing home to ensure your health and safety or that of your minor child or dependent;

In the event of a public health emergency, including but not limited to:

- Closure of your place of business, or the school or place of care of your child, by order of a public official due to a public health emergency;

- A determination by a lawful public health authority or a health care provider that your presence or your family member in the community would jeopardize the health of others;
- Your exclusion from the workplace under any law or rule that requires your employer to exclude you from the workplace for health reasons.

Covered family members include your spouse, same-gender domestic partner, biological child, adopted child, stepchild, foster child, same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law, same-gender domestic partner's parent, grandparent, grandchild, and any individual with whom an employee has or had an in loco parentis* relationship.

*"In loco parentis" means in the place of a parent - that is, people with day-to-day responsibilities to care for or financially support a child, or who had such responsibility for the employee when the employee was a child.

Employees who will be absent from work for sick leave shall:

- Notify their supervisor within at least one hour of the start of their workday when possible;
- Specify the cause for their absence; and
- Indicate estimated date of return, if possible.

Sick leave donation

Employees who are past their introductory period and who have exhausted their sick and vacation leave benefits may receive a gift of sick leave from other District employees if they require extended time off for illness or injury of the employee or family member. In such event, the District's only involvement shall be to transfer an employee's leave credit in accordance with the employee's request and add it to the sick leave balance of another employee. Employees may donate the lesser of either 1) their current accrued balance (vacation and/or sick leave accrued and available) or 2) no more than half of the sick and vacation leave (not to exceed their current accrued and available balances for each/either) they would normally accrue in a year. The donated amount will be transferred to the other employee's sick leave balance. An employee who receives sick leave must return any unused donated hours to the employee who donated them.

Donation requests, whether initiated by the employee in need or the donor, must be made in writing to the Library Director.

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PAID HOLIDAY BENEFIT

Hood River County Library District observes the following holidays each year and the library will be closed on the identified day or a prior or subsequent designated day.

All regular full-time employees will receive the day off with pay on each of the recognized holidays. Employees working fewer than forty hours per week will receive a prorated amount based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four 4 hours of holiday pay because 50% of a full-time schedule is worked.

All District branches shall be closed on the following full-day holidays:

New Year's Day: January 1
Martin Luther King, Jr., Day: Third Monday in January
Presidents' Day: Third Monday in February
Memorial Day: Last Monday in May
Juneteenth: June 19
Independence Day: July 4
Labor Day: First Monday in September
Veterans Day: November 11
Thanksgiving Day: Fourth Thursday in November
Day After Thanksgiving Day
Christmas Day: December 25

District branches shall close early, the time to be determined by the Library Director, on the following days:

Christmas Eve: December 24
New Year's Eve: December 31

No employee will be scheduled to work on a holiday. If an employee is required to work on any holiday observed by the district, the employee will be paid or given compensatory time for all hours worked at the rate of one-and-one half times the regular rate of pay.

Leave Policy: Hood River County Library District - Floating Holiday Benefit

All part-time and full-time, regular employees that have normal workdays that fall outside of days for which the Hood River Library District observes paid holidays on will be provided a HRCLD Floating Holiday for that day.

These floating holidays may be used at the employee's discretion (based on scheduling needs of the organization, advance request notification and managerial pre-approval) for an alternate day off during which a time that the Hood River Library District would normally remains open.

Floating holidays are available after the date the "missed" observed holiday has occurred.

Employees must specify the date(s) for which they are requesting to use their floating holiday(s). The request must be scheduled and approved in advance by the employee's immediate supervisor.

Floating holidays will not be carried over to the next fiscal year, nor may they be cashed out if not taken or paid upon termination of employment.

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COMPENSATORY TIME

Compensatory time off may be granted by arrangement with the Library Director and only if the employee has worked or is scheduled to work the full number of hours required in the pay period.

Compensatory time off may not exceed forty hours accumulation at any one time, and must be used within six months of being earned, unless otherwise approved by the Library Director.

Overtime worked accrued as Compensatory Time off in lieu of being paid out, is by the choice of the employee with approval from the Library Director. The employee is responsible for logging compensatory time earned and taken on the time slip and for providing a separate current accounting before the first of each month, except there shall be no monthly accounting required if there was no credit on the books during the entire pay period.

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LEAVES OF ABSENCE

LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Bereavement Leave	Domestic Violence Leave	Personal Leave
Civic Duty	Military Leave	Oregon Family Medical Leave Act
Crime Victims' Leave	Bone Marrow donation	

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

Family and Medical Leave (FMLA)

The Federal Family and Medical Leave Act applies to all government employers. However, due to our size, below 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

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OREGON FAMILY LEAVE ACT (OFLA)

Purpose

While the provisions of OFLA requirements do not apply to the District (due to our employee population being less than the mandate standard) the Board has decided to provide these benefits as though the Act's provisions did apply. This decision will be revisited periodically and is not guaranteed to be continued in the future.

The Oregon Family Leave Act (OFLA) allows you to take a leave of absence for your own serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, grandchild, spouse or registered same-gender domestic partner, parent, parent-in-law, or grandparent with a serious health condition, and for the care of a sick child, a spouse's or registered same-gender domestic partner's call to active duty in the military or leave from deployment, and bereavement due to the death of a family member. This handbook material is intended to outline our practice regarding this leave at the time of its publication.

Eligibility

We are offering benefits for the Oregon Family Leave Act when the following requirements are met:

You have been employed for at least 180 consecutive days (26 weeks) or more before the first day of the family and medical leave.

You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated based upon the 180 days immediately preceding the request for leave. Some exceptions exist, including leave taken for the birth, adoption, or placement of a child called parental leave.

Reasons for Leave

The following situations qualify for family and medical leave:

To care for an infant or a newly-placed adopted or foster child under the age of 18, or older than 18 if incapable of self-care due to mental or physical disability, within 12 months of the event called parental leave;

To care for a family member with a serious health condition or your own serious health condition. Oregon covers child, parent, parent-in-law, grandchild, grandparent, spouse, registered same-gender domestic partner, and "in loco parentis" relationships.;

For a pregnancy-related disability or prenatal care. Employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks of parental leave;

To care for a sick child who does not have a serious health condition, but requires home care. Medical certification of sick child leave will be required after the third leave occurrence in each leave year. Hood River County Library District will reimburse any out-of-pocket costs for medical

certification. Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave. If only part of the 12 weeks is used for parental leave, the employee will only be eligible for the balance remaining on the 12 weeks for sick child leave or any other OFLA qualifying leave;

To attend the funeral or alternative of a family member; make arrangements necessitated by the death of a family member; or to grieve the death of a family member; up to two (2) weeks of leave is available in each such case, and not to exceed 12 weeks per leave year. The leave must be completed within 60 days after the date on which you receive notice of the death of your family member. See Bereavement Leave for details that may apply to those employees not eligible for OFLA leave.

Length of Leave

You may take up to 12 weeks of family and medical leave during a 12-month period. A week is defined as your normal work week schedule. The 12-month period will be measured forward from the date of leave rolling forward. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the Request for Family Leave form and should be verified by the certifying health care professional on the Health Care Provider Certification form, if applicable.

Under OFLA, an employee who takes leave for a disability related to pregnancy may qualify for up to 12 additional weeks of leave for any OFLA qualifying event in the same leave year; an employee who takes a full 12 weeks of parental leave may be eligible to take up to an additional 12 weeks of sick child leave in the same year.

Request and Certification Procedure

In situations where the need for medical leave is known, you must give thirty (30) days' written notice to take family and medical leave by filling out and turning in the Request for Family and Medical Leave form.

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all benefits to which you are entitled; however, you are expected to call us as required by our call-in policy and make every effort to communicate your situation to us immediately.

Most requests for family and medical leave require verification by a third party. Requests for leave related to a serious health condition, not parental leave, must be verified by a health care professional using the "Health Care Provider Certification" form, which needs to be returned within 15 days of our request for it. Bereavement leave may require a verification of the death in your family. You may also be asked to provide proof of your relationship to a person associated with your leave, as applicable. Please check with the Library Director to discuss how best to provide this proof.

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

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

Subsequent medical verification may be requested in connection with an ongoing absence but not more often than every 30 days. Exceptions exist, however, in situations where:

Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;

Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information.

"Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

You are required to use any accrued sick leave available to you during the family and medical leave. You may use vacation or holiday leave. When this is exhausted, the balance of the leave will be unpaid. You may be required to provide periodic status reports to the organization while on a family and medical leave. The organization will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave. You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the Library Director.

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BEREAVEMENT LEAVE

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

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent
- Grandparent/Grandchild
- Parent-in-law
- Another Person of “In Loco Parentis” Relation

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

Request Procedure

If possible, you should provide notice of the need for leave 10 days in advance. You are required to at least provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf, if necessary. You must provide written notice of the request for time off within three days of returning to work.

Pay While on Leave

You will continue to receive regular pay based on straight-time work hours missed up to eight hours a day for up to three days, which is the maximum company-paid absence allowed. Employees may choose to cover an additional period of absence with any available sick or vacation time.

Status of Benefits

Company-paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our Personal Leave policy.

CIVIC DUTY LEAVE

Jury or Witness Duty Leave

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid vacation or sick time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

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

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay, if you are a non-exempt employee. For exempt employees, any partial day or partial week worked will be paid in full; employees are required to remit any jury fees received in connection with their service.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

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CRIME VICTIMS' LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

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

Eligibility

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

Length of Leave

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

Request Procedure

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

Pay While on Leave

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

Status of Benefits

Benefits are not affected by crime victims' leave.

Created: April 19 2022

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Last Reviewed: April 19, 2022

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Eligibility

All Hood River County Library District employees are eligible to take domestic violence leave.

Types of Services/Treatment

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

Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

Request Procedure

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

Safety Measures

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

Pay While on Leave

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

Status of Benefits

Benefits are not affected by domestic violence leave.

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LEAVE TO DONATE BONE MARROW

Eligibility

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

Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off paid or unpaid may be granted by a supervisor.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

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PERSONAL LEAVE OF ABSENCE

Full-time or part-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Family and Medical Leave Policy or any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

Eligibility

You become eligible for a personal leave of absence after 12 months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with your supervisor.

Length of Leave

The leave may be requested for any time over 5 consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 30 days.

Request Procedure

A written request, using the Leave of Absence Request Form, should be submitted at least one-week five working days before time off that will exceed 5 days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three days of that date and no extension has been requested, we'll assume you have resigned.

Pay While on Leave

Personal leaves of absence are without pay.

Status of Benefits

Insurance coverage will not be maintained for you while on a personal leave of absence of more than 30 days; leaves longer than 30 days may require continuation of benefits through state continuation provisions or COBRA. You may continue insurance coverage by paying the full premium by the first of each month. Benefits do not accrue during this type of leave of absence, but are instead retained at the same level.

Reinstatement

Hood River County Library District will attempt to arrange employment for individuals returning from a personal leave of absence, but no guarantees are made. While you are on a personal leave of absence, you are required to check in with your supervisor on a regular basis as agreed upon to inform us of your status and to notify us of any change in personal data. You may be required to present a doctor's release before being reinstated if the leave was medically-related.

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UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

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

Eligibility

All employees of the organization except those hired on a brief, non-recurrent basis are eligible for leave.

Length of Leave

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

Request Procedure

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

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement

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

1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or

unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Hood River County Library District to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or
longer:

You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Hood River County Library District, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, Hood River County Library District will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

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EMPLOYEE HEALTH AND SAFETY

Hood River County Library District is committed and legally responsible to provide our employees with a safe and healthful work environment while on-site, in the field, and working at an approved alternative location (such as an employee's home). The District has a sincere concern for the welfare and safety of its employees and the public it serves. To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards. It is the District's policy to prevent accidents and to ensure that employees are provided safe and healthful working conditions, free from recognized hazards.

A Safety Committee is established to oversee safety matters and make recommendations to management for improving safe practice and correcting unsafe conditions. We develop and implement safety rules and regulations through our supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

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

Employees are responsible for guarding the safety of themselves, other employees, and the public. It is the employee's responsibility to learn applicable safety regulations and to use safety equipment and safe practices in their performance of duty.

Procedures for Reporting Accidents

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject Hood River County Library District to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

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

If an injury or illness occurs you are required to:

- Take remedial first aid actions; seek emergency care if necessary.
- Report the injury or illness as soon as possible.
- Fill out the report form and workers' compensation form.
- Provide your supervisor with a medical release from a doctor.
- Review the incident with our Library Director or Assistant Director.

Tobacco/Smoke Free Workplace

The Hood River County Library District supports a tobacco and smoke-free workplace. This includes the use of electronic cigarettes and vaping devices. Employees are expected to refrain from smoking or using tobacco products while on duty. Tobacco use on library grounds is prohibited as stated in the Hood River County Library District Code of Conduct Policy.

Employee Right to Know/Hazard Communication Program

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

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

Container Labeling

The Operations Assistant will verify that all containers received for use will:

Be clearly labeled as to the contents with a product identifier.

Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.

List the manufacturer/supplier name, address, and emergency phone number.

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

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

Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the library. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the Operations Assistant before using the chemical or the machine containing it.

Employee Information and Training

New employees will attend a hazard communication class that covers the following topics:

An overview of the requirements in OR-OSHA's hazard communication rules.

Hazardous chemicals present in the workplace.

The written Hazard Communication Plan and where it may be reviewed.

Physical and health effects of the hazardous chemicals.

Methods used to determine the presence or release of hazardous chemicals in the work area.

How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.

Steps taken to reduce or prevent exposure to these chemicals.

Emergency procedures to follow if an employee is exposed to these chemicals.

How to read labels and review SDS.

After attending the training, each employee will sign a form verifying that they understand the above topics and how the topics are related to our Hazard Communication Plan.

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The Operations Assistant is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

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EARLY RETURN TO WORK

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury or job related illness. The program is not intended to be a substitute for a reasonable accommodation when an injured or ill employee also qualifies as an individual with a disability.

The Return to Work program consists of a team effort by supervisors, employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning an employee to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

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

A return to work from non-work-related injuries or illness may be covered in the Leave section.

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DRIVING

To carry out its mission, Hood River County Library District operates a Bookmobile or asks employees to use their personal vehicles.

Insurance

Hood River County Library District commercial insurance covers employees while they are properly and legally driving a Bookmobile vehicle to conduct approved Hood River County Library District business.

Safety Regulations

Hood River County Library District employees will comply with all safety laws and regulations that apply to motor vehicles in the applicable jurisdiction.

No vehicle should be operated with a known safety deficiency.

Drivers and passengers of vehicles being used for Hood River County Library District business must wear seat belts. District employees may not operate vehicles for Hood River County Library District business while under the influence of alcohol, controlled or illegal drugs, prescription medication that warns against operating a vehicle or equipment, or under any condition that impairs the driver's ability to operate the vehicle in a safe and legal manner.

Use of any hand-held electronic device while operating a vehicle for Hood River County Library District business is unlawful and prohibited.

Restrictions on Vehicles Owned by Hood River County Library District

Vehicles owned by Hood River County Library District may only be used to conduct Hood River County Library District business.

Tobacco products may not be used in any vehicle owned by the district.

Accidents and Citations

Any accident involving a vehicle being used for Hood River County Library District business must be reported immediately to the police in accordance with state law. After an accident is reported to the police, it must then be reported to the Library Director. All accidents must be documented according to policy Accident Response, and reported to Hood River County Library District insurance company.

To the extent allowed, by law, employees receiving a traffic citation while conducting Hood River County Library District business will be personally responsible for its payment and must report this fact to the Library Director.

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SUBSTANCE AND ALCOHOL

The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, Hood River County Library District has a responsibility to our employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we have established a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this substance and alcohol policy.

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

Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs (as a government employer this includes marijuana);

Reporting for or being at work while impaired by the use of alcohol, drugs, or controlled substances.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for determining if you are able to maintain work performance standards, including safety. If you are not, you are to contact the Library Director before returning work.

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

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance including, for example, noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

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

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

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

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WORKPLACE VIOLENCE

The safety and security of employees and patrons is important to the District. Threats and acts of violence against employees, patrons, visitors, guest or other individuals by anyone in or on District facilities or vehicles is strictly prohibited at all times and will not be tolerated. Violations of this policy by an employee or non-employee disciplinary action up to and including termination, exclusion from facilities, criminal prosecution of the person or person involved, and suspension or termination of any business relationship.

To foster a safe workplace, this organization specifically prohibits any employee, customer, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Workplace Violence includes any act of physical, verbal or written aggressive behavior that arises in conjunction with employment or personal relationships as well as external threats and violence from strangers carried out on District premises.

Responsibilities and Reporting

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

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

We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records, voice mail systems, and computer systems.

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

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EMERGENCY PREPAREDNESS

Hood River County Library District may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. Hood River County Library District will try to provide emergency and limited services during periods of disruptions. The Library Director shall make the determination to close the organization, suspend activities, or make the organization available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact the Library Director.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available vacation or sick time.

Should a threat to company property or an employee be received, it should be reported immediately to the Library Director.

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SUSPECTED CHILD ABUSE REPORTING POLICY

Purpose

Oregon law mandates that workers in certain positions must report if they have reasonable cause to suspect child abuse or neglect. These people are called mandatory reporters. HRCLD employees are obligated to report suspected abuse while either on or off duty.

Definitions

Oregon law recognizes these types of child abuse:

Mental injuries;

Sexual abuse or exploitation;

Rape or incest;

Neglect or maltreatment;

Threatened harm;

Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured;

Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to substantial risk of harm to his/her health or safety.

A child is an unmarried person under the age of 18.

Reporting Procedure

Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone suspected of abusing a child shall immediately notify the Oregon Department of Human Services or the Hood River County Sheriff. The employee shall then immediately inform the Library Director.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. The report must contain, if known, the following information:

The names and addresses of the child and parents/guardians responsible for the child's care;

The child's age;

The nature and extent of abuse (including any evidence of previous abuse);

The explanation given for the abuse;

Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator's identity.

All District volunteers significantly involved in the delivery of services to children are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects that a child has been abused is to report the situation to the Library Director. The Library Director will then immediately notify the Oregon Department of Human Services or the Hood River County Sheriff.

Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

Failure to Comply

Any District employee subject to this policy who fails to report suspected child abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of child abuse is also a violation of law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, s/he will be subject to discipline, up to and including termination.

Training

The District will make efforts to provide annual training for all District staff and volunteers subject to this policy. The training shall cover the prevention and identification of child abuse and the obligations of District employees and volunteers to report suspected child abuse.

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EMPLOYMENT SEPARATION

SEPARATION FROM EMPLOYMENT

Separation from employment with Hood River County Library District occurs when you voluntarily resign, are laid off, or are discharged by the organization.

Resignation

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least fourteen working days before the intended date of departure. For supervisors and management-level personnel, at least thirty days’ notice of a resignation is required.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work for three consecutive shifts or days, job abandonment and voluntary resignation will be assumed.

Job Elimination, Reduction in Work Hours

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

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

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of six months. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the

period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

Discharge

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

The organization has a corrective action policy found in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found on page 16 of this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

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

Return of Organization Property

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, keys, ID cards, pagers, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization.

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Employee's Notes

Appendix A

Hood River County Library District

HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

As an employee of Hood River County Library District, I acknowledge the following:

I have been provided a copy of, given access to the Employee Handbook. I understand that the Handbook contains important information about Hood River County Library District's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked the Library Director for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The Library Director is the only persons authorized to make changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is "at-will" and either the organization or I can end the relationship at any time, with or without reason or notice. The Library Director is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

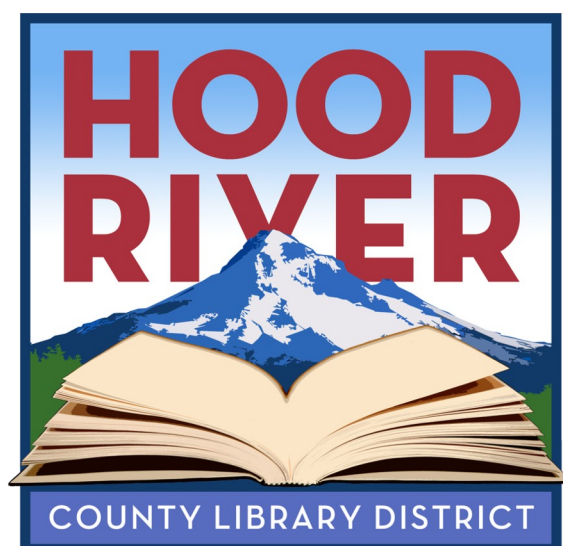
Lastly, I am aware that I may be given confidential information during my employment, including patron information. I understand this information is critical to the success of the Hood River County Library District and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.

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

Employee Signature

Date

Print Employee's Name



Personnel Policies

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I Introduction

1.1 Purpose

The purpose of the Personnel Policies is to provide systematic and equitable procedures and regulations to guide and inform employees on all general matters relating to their employment with Hood River County Library District (the “District”). Said rules and regulations are provided to maintain uniformity and equity in personnel matters in an effort to make library service attractive as a career and to encourage each employee to give his/her best service to the District. These policies shall not preclude the establishment of rules and regulations specific to various areas of service and responsibility so long as they are not in conflict with the policies set out herein.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: December 17, 2019

1.2 Variances

The Board of Directors shall have the power to vary or modify the strict application of the provisions of these policies in any case in which it determines that the said strict application would result in practical difficulties or unnecessary hardships or are at odds with the intent of said policies.

In order to retain necessary flexibility in the administration of policies and procedures, the District reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook with or without notice, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the Board of Directors.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: December 17, 2019

1.3 Application

These Personnel Policies apply to all employees. In the event of a conflict between these policies and State or Federal law, the ordinance or law will apply. In all other cases, these policies will apply.

Any resolution adopted by the Board of Directors which bears on these policies shall be considered to supersede the policies adopted herein.

None of these provisions shall be deemed to create a vested contractual right in any employee to limit the power of the Board of Directors to repeal or modify these policies. These provisions shall not limit the general at-will status of District employees.

Created: June 29, 2011

Last revised: December 17, 2019
Last reviewed: December 17, 2019

1.4 Distribution

The Library Director shall provide each employee at time of employment with either an electronic or hard copy of these policies and any amendments and shall make a record of receipt as provided in Appendix B: Affirmation of Receipt of Personnel Policies.

Created: June 29, 2011

Last revised: December 17, 2019

2 Prevention of Workplace Discrimination, Harassment, and Retaliation

2.1 Equal Employment Opportunity

It is the policy of the District to treat applicants and employees equally without regard to sex, gender, gender identity, sexual orientation, genetic information, race, color, religion, veteran status, national origin, ancestry, age, marital status, family relationship, political affiliation, or physical or mental disability or which, with reasonable accommodation, does not prevent the employee from adequately performing the essential functions of the position, or any other basis prohibited by local, State or Federal law, except where bona fide occupational qualifications exist.

Any alleged act or complaint of discrimination on the part of any District employee should be reported to the Library Director for appropriate investigation and action. If the complaint is against the Library Director, the alleged act should be reported to any member of the Board of Directors.

Created: June 29, 2011

Last revised: December 17, 2019
Last reviewed: December 17, 2019

2.2 Disability Accommodation

The District is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. The District will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. It is understood that this policy does not require the District to hire employees to accomplish work which they are not physically or mentally capable of accomplishing in a reasonable manner.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: December 17, 2019

2.3 Generally

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, work related event, and any activity coordinated by the organization. The policy applies to all employees, elected officials, board, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

It is the intent of the District to provide a work environment free from unlawful harassment, discrimination, and retaliation.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the

purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Harassment in the workplace, which includes District premises or any mode of transportation while on paid District business to outreach locations or meetings, is prohibited.

Created: June 29, 2011

Last revised: December 17, 2019
Last reviewed: December 17, 2019

2.4 Racial

Racial harassment includes but is not limited to: epithets, forms of address based on race, racial jokes and undesirable work assignments due to race or color.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: December 17, 2019

2.5 Sexual

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

2.6 Retaliation

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of the District to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Created: December 17, 2019

Last revised: December 17, 2019

Last reviewed: December 17, 2019

2.7 Reporting an incident of harassment, discrimination or retaliation

The District encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Any employee who believes s/he is the subject of unlawful harassment should report the complaint to the Library Director for appropriate investigation and action. If the complaint is against the Library Director, the employee should report the alleged act to any member of the Board of Directors. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

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

Created: June 29, 2011

Last revised: December 17, 2019

Last reviewed: December 17, 2019

2.8 Internal complaint procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Library Director if you are unable to reach the primary contact please reach out to the Assistant Director. If the complaint is against the Library Director, the employee should report the alleged act to any member of the Board of Directors. The District encourage employees to document the event(s), associated date(s), and potential witnesses.

The District encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

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

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

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action as the District believes appropriate under the circumstances.

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

Created: December 5, 2019

Last revised: December 17, 2019

Last reviewed: December 17, 2019

2.9 External complaint procedures

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

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to the District in accordance with ORS 30.275.

Created: December 5, 2019

Last revised: December 17, 2019

Last reviewed: December 17, 2019

2.10 Employee agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Created: December 5, 2019

Last revised: December 17, 2019

Last reviewed: December 17, 2019

2.11 Additional employee support services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Legal Resources

- Oregon State bar Association: <https://www.osbar.org/index.html>
- Counseling and Support Services
 - Contact your health insurance provider for referral to counseling services
 - Visit the website psychology today to find a counselor
<https://www.psychologytoday.com/us>

3 Recruitment, Selection, and Training

3.1 Method of Hire

The Library Director, or designee, shall publish vacancies, accept applications, and interview applicants. S/he shall hire the most suitable candidate based on the following criteria:

- a. Level of training and education relative to the position;
- b. Extent of previous work experience relevant to the position;
- c. Applicant's mental and physical fitness to perform the functions of the position;
- d. Information placed on application, quality of application regarding completeness, aptness, neatness, and accuracy;
- e. Verification of past employment;
- f. Responses of references provided by applicant;
- g. A written examination or other demonstration of job-related skills prior to employment at employer's discretion; and
- h. Oral interview.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

3.2 Unsolicited applications

The District accepts unsolicited applications when there are no open positions. Unsolicited applications will be kept on file for six months and will be considered if any positions open during that time.

Created: November 15, 2011

Last revised: November 15, 2011
Last reviewed: January 21, 2019

3.3 Training

The Library Director or designee shall familiarize new employees with their obligations and rights.

The District encourages and promotes training for all employees. It encourages employees to bring training opportunities to the attention of the Library Director and to participate in training opportunities which are brought to their attention and are approved for funding.

For attendance at seminars, conferences, training, conventions or other meetings, funds will be allowed for room and board, at the discretion of the Library Director, provided such funds are available.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

4 Attendance

4.1 Generally

All employees shall report to work at their assigned starting time and cease work at their designated quitting time unless otherwise authorized by the Library Director or designee. All employees are expected to notify their supervisor as promptly as possible in the event they will not arrive when expected. Employees shall not absent themselves from work for any reason other than those specified in these policies, or unless specifically authorized.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

4.2 Unauthorized Absence

An employee who is absent from work for three consecutive working days without authorization, except for unavoidable situations or emergencies, will be considered to have abandoned his/her job as of the last day of active employment.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

4.3 Records

The District shall maintain accurate records of employee attendance and review them each pay period prior to compensation disbursement.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

4.4 Remote Work

At the discretion of the Library Director and an employee's supervisor, some employees may be permitted to work remotely. The District's needs shall be first priority when considering remote work. Remote work shall only be considered for jobs with tasks for which in-person attendance is not essential to effective performance. Employees considered for remote work shall be assessed on past work performance, dependability, ability to work independently, and other factors deemed relevant.

Specific remote work terms, including but not limited to number of hours, scheduling, locations, and reporting requirements, shall be governed by individual agreements between an employee and his/her supervisor. Only employees with such agreements are eligible to work remotely. Work days or times not specifically mentioned in the agreement shall require pre-approval by the employee's supervisor.

In remote work arrangements, the District shall:

- Provide workers' compensation and liability insurance as relevant for the defined tasks and times within the remote work arrangement. The District assumes no responsibility for any activity, damages, or injuries not directly associated with employees' job duties.
- Reimburse costs and travel only if pre-arranged. The District shall not reimburse travel to and from a remote site to any District facility, nor shall the District reimburse costs for items usually provided to employees working at District facilities.

- Retain ownership of, maintain, and insure any equipment or software it provides as part of the remote work arrangement. The District assumes no responsibility for an employee's personal property.

Employees working remotely shall:

- Maintain regular contact via telephone, email, online chat, or other methods as specified by the employee's supervisor.
- Follow any local, state, or federal work regulations, including but not limited to regulations on breaks, meals, and safety.
- Maintain a safe and professional workspace.
- Provide and maintain equipment, utilities, communication connections, and non-specialized software necessary for them to work remotely, unless otherwise noted in the agreement.
- Take reasonable care of any District-provided equipment and other property.
- Attend any functions in-person if required by the nature of the event or by their supervisor, even if the events occur during normally-scheduled remote work times.
- Check with their supervisor before removing District property or documents from District facilities for use at a remote location.
- Ensure security of and prevent unauthorized access to sensitive information.
- Follow provisions for conducting District business on personal equipment.
- Manage dependent care and personal responsibilities in a way that allows them to successfully meet job responsibilities.
- Seek pre-approval for any overtime hours.
- Abide by all other District policies.

The District retains the right to make on-site inspections, at a mutually agreed upon time, to ensure that the above provisions are followed. Remote work agreements may be rescinded at any time by the Library Director or employee's supervisor if the agreements are deemed no longer in the District's best interests.

Created: April 21, 2015

Last revised: April 21, 2015
Last reviewed: January 21, 2019

5 Personnel records

5.1 Maintenance/Content

Personnel records are maintained on all District employees and are the property of the District. The personnel record shall show the employee's name, title of position, job description, salary, change in employment status, training received and other such information affecting employment status and forms as may be required by law. In addition, the records may contain but not be limited to: employment application, WV-4 and Employment Eligibility Verification, examination materials, personnel action forms, performance appraisals, disciplinary actions, and records relating to benefits.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

5.2 Access

The official personnel file is confidential and shall be accessible only to the following:

1. Employee;
2. Library Director;
3. Employee's supervisor;
4. The Board of Directors, with majority vote;
5. Other persons or agencies under the requirements of a court order.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

5.3 Written Statements

Employees may include a written statement of explanation or rebuttal to any material placed in their file. Any disciplinary action shall be in writing and signed by both the employee and Library Director. No material reflecting critically upon the employee may be placed in any employee personnel file that does not bear the signature of the employee or a statement by the employee's supervisor that the employee has seen the material and been provided a copy.

Signatures required by the District on any document that might be placed in the employee's personnel file or used by the District to support its position in a labor dispute shall confirm only that the supervisor has discussed and given a copy of the material to the employee, and does not indicate agreement or disagreement.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

5.4 Requests for Personnel Information

All requests for information regarding the employment status or performance of past or present District employees shall be given to the Library Director.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

6 General provisions

6.1 Behavior in the Workplace

Employees are encouraged to exhibit the following professional behavior:

1. Promote the District's mission, vision, and values ;
2. Be familiar with library policy as regards to the Library Bill of Rights, the Freedom to Read Statement, and the general objectives of the District;
3. Render accurate, unbiased, and courteous responses to all requests for assistance;
4. Practice public-focused work principles;
5. Protect each user's right to privacy with respect to information sought or received and materials or services used;
6. Maintain your own efficiency in accordance with the District job description and standard of performance;
7. Avoid situations in which personal interests might be served or financial benefits gained at the expense of patrons, colleagues, or the District;
8. Properly use and care for all District properties, equipment, and materials;
9. Maintain a neat and clean personal appearance;
10. Refrain from the use of language which might offend public sensibilities;
11. Treat the public and fellow employees with courtesy and respect.

Created: June 29, 2011

Last revised: November 15, 2011

Last reviewed: January 21, 2019

6.2 Problem Solving Procedures

Problems regarding assignments or the ability to perform one's duties or unresolved interpersonal problems shall be brought to the attention of the Library Director or the employee's supervisor for direction and resolution.

Created: June 29, 2011

Last revised: April 21, 2015

Last reviewed: January 21, 2019

6.3 Outside Employment

An employee may hold a job with another organization as long as s/he satisfactorily performs his or her job responsibilities with the District. All employees will be judged by the same performance standards and will be subject to the District's scheduling demands, regardless of any existing outside work requirements.

If the Library Director determines that an employee's outside work interferes with performance or the ability to meet the requirements of the District as they change over time, the employee may be asked to terminate the outside employment if s/he wishes to remain with the District.

Created: June 29, 2011

Last revised: June 29, 2011

Last reviewed: January 21, 2019

6.4 Use of Vehicles

Any employee using a private vehicle to perform District duties shall provide the District with proof

of personal insurance before using such vehicle and have a valid driver's license.

An employee will be compensated at the current Federal Standard Mileage Rate as determined by the Internal Revenue Service for use of a private vehicle in the conduct of District business, providing such use has been authorized in advance.

Any District-owned or contracted vehicles shall be used for District purposes only.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

6.5 Per Diem Rates

While traveling on District business, employees shall be compensated at the current rates established by the federal General Services Administration for the area in which the travel occurs.

If travel begins after 8.00a, breakfast per diem will not be granted. If travel ends before 5.00p, dinner per diem will not be granted. All meals included in conference/workshop, lodging, or other registration costs cannot be counted toward per diem.

Created: June 29, 2011

Last revised: September 16, 2014
Last reviewed: January 21, 2019

6.6 Selling and Peddling on District Property

Employees may not peddle goods, solicit sales for charitable or other purposes, or participate in such activities during working hours without the approval of the Library Director.

No peddling, soliciting or sale for charitable or other purposes, except as is promoted by the District itself under authority from the Board of Directors, shall occur at any time with or among the public.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

6.7 Cost Consciousness

Employees shall practice every economy possible in the discharge of their duties and are encouraged to recommend work procedures which will result in a cost saving or improved service to the public.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

6.8 Work Schedules

Employees shall work the schedule established for them. Employees who work six or more hours in one work period shall have a meal period of not less than 30 minutes. Employees shall also be provided with one paid fifteen minute break for every four hour duty period or major part thereof. Break periods may not be used to extend lunch hours or to leave work early, as such use counters the intent and benefit of such breaks. Employees must take the required breaks and failure to do so can result in discipline.

Work schedules shall be established, maintained, and adjusted by the Library Director or designee as is necessary for the optimum performance of the District's mission. Every effort shall be made to be equitable and considerate in assigning duty hours, but in all cases the decision of the Library Director shall be final.

Created: June 29, 2011

Last revised: January 17, 2012
Last reviewed: January 21, 2019

6.9 Holiday Closures

All District branches shall be closed on the following full-day holidays:

- New Year's Day: January 1
- Martin Luther King, Jr., Day: Third Monday in January
- Presidents' Day: Third Monday in February
- Memorial Day: Last Monday in May
- Independence Day: July 4
- Labor Day: First Monday in September
- Veterans Day: November 11
- Thanksgiving Day: Fourth Thursday in November
- Day After Thanksgiving Day
- Christmas Day: December 25

District branches shall close early, the time to be determined by the Library Director, on the following days:

- Christmas Eve: December 24
- New Year's Eve: December 31

Created: June 29, 2011

Last revised: December 15, 2015
Last reviewed: January 21, 2019

6.10 Emergency Closures

If, due to weather emergencies or other special circumstances, a branch must be closed, employees will be paid for their regularly scheduled hours.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

6.11 Ethics

District employees and volunteers are considered public officials under Oregon law and are subject to Oregon Government Ethics Laws. When acting in their official capacity, employees and volunteers may not use District time, equipment, or services for their personal benefit, the benefit of a relative of the employee or volunteer as defined by Oregon law, the benefit of a member of the employee's or volunteer's household, or the benefit of a business with which the employee or volunteer, a relative of the employee or volunteer, or a member of the employee's or volunteer's household is associated.

When not acting in their official capacity, employees and volunteers are welcome to use District services with the same privileges and responsibilities as the general public. They also may not use information they learned through their official capacity for personal gain unless that information is

available to the general public.

Created: June 29, 2011

Last revised: June 29, 2011

Last reviewed: January 21, 2019

6.11.1 Gifts

No employee or volunteer shall solicit or receive any gifts with a total value of more than \$50 from any single source who could reasonably have a financial interest in the employee's or volunteer's official actions. A gift is defined as something of value for which the employee or volunteer does not pay an equal value, including entertainment. This provision only restricts gifts from sources that have an administrative or legislative interest in the employee's or volunteer's actions; unlimited gifts may be accepted from a source that does not have such a legislative or administrative interest.

Created: June 29, 2011

Last revised: June 29, 2011

Last reviewed: January 21, 2019

6.11.2 Conflicts of Interest

Employees or volunteers with actual or potential conflicts of interest must notify their supervisor as to the nature of the conflict in writing. Conflict of interest arises if the employees or volunteers, in their official capacity, are involved in a decision that would or could affect their personal interests, the interests of their relatives as defined by Oregon law, the interests of a member of the employee's or volunteer's household, or the interests of a business with which the employee or volunteer, a relative of the employee or volunteer, or a member of the employee's or volunteer's household is associated. In such instances, the District shall make every reasonable effort to transfer decision-making responsibility to another District official.

Created: February 16, 2016

Last revised: February 17, 2016

Last reviewed: January 21, 2019

6.12 Political Expression and Campaigning by Employees

The restrictions imposed by the laws of the state of Oregon on employees' political activities are that no public employee shall solicit any money, influence, service, or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours. However, nothing in this section is intended to restrict the right of a public employee to express his/her personal political views. It is therefore the policy of the District that employees may engage in political activity except to the extent prohibited by state law when on the job during working hours.

Created: June 29, 2011

Last revised: June 29, 2011

Last reviewed: January 21, 2019

6.13 Overtime

The Library Director shall have the right to assign overtime work as required in the manner deemed to be the most advantageous and consistent with the requirements of library service and of public interest. No overtime shall be worked without pre-approval by the Library Director or designee.

Overtime shall be considered as time worked in excess of forty hours during any workweek. Any schedule in which the hours worked exceed eight in any one day but no more than forty hours in any week must be mutually acceptable to both the employee and the Library Director and do not constitute overtime.

Unless specifically exempt, employees will be paid one and one-half times the employee's regular rate of pay for each hour of overtime worked or receive time off with pay at the rate of one and one-half hours for each hour of overtime worked. Overtime shall be computed to the nearest quarter hour (15 minutes). If cash is the compensation for overtime worked, it must be provided at the end of the pay period during which the overtime was worked.

If any employee works more than forty hours in any one week by his or her own choice (i.e. not overtime assigned by the Library Director), said employee may receive compensatory time off only if prearranged with the Library Director.

A full-time employee shall not work less than forty hours in one week without loss of pay, use of vacation or sick leave, or authorized plan to make up time.

Work performed on holidays which fall within the regular work schedule shall not be considered as overtime work except that employees who work on such holidays shall be granted time off or compensation equal to the time worked in addition to their regular holiday pay.

The above overtime regulations shall not apply to executive, administrative, supervisory, or professional employees. Exempt positions are as follows: Library Director and Librarian II.

Created: November 15, 2011

Last revised: November 15, 2011

Last reviewed: January 21, 2019

6.14 Legal Liability

Employees of the District are not relieved of personal responsibility in cases of injury or accidents to the public when gross negligence on the part of the employee is evident.

Created: June 29, 2011

Last revised: June 29, 2011

Last reviewed: January 21, 2019

6.15 Personal Use of District Resources

District resources are intended solely to serve the District's needs. However, employees are allowed limited personal use of those resources provided the following, as determined by the employee's supervisor:

- There is no cost to the District;
- There is no interference with work responsibilities;
- There is no disruption to the workplace;
- Duration is limited;
- No unauthorized changes are made to District equipment;
- No business is conducted from which employees or associates thereof benefit financially;
- Friends and relatives are discouraged from contacting employees via District-provided communications unless in emergencies;
- All relevant local, state, and federal statutes, including Oregon government ethics laws, are followed;

- All other District policies are followed;
- Such use occurs only during an employee's personal time, such as breaks or meals.

When using District resources for personal business, employees shall abide by District policies aimed at public use of District services, including but not limited to the Code of Conduct and Technology Use Policy. Employees have no expectation of privacy if they choose to use District resources for personal business. Such use also may subject employees' personal data to public records requests. Personal communications conducted using District resources shall make clear that the employee is speaking as an individual and not a District employee.

Employees are subject to the same fees as the public when using resources for which the District normally charges (e.g. printing, copying). Pre-approval is required if using a District resource that incurs a cost and for which no provisions are in place for charging. The employee shall reimburse the District for the use.

Created: April 21, 2015

Last revised: April 21, 2015
Last reviewed: January 21, 2019

6.16 Conducting District Business on Personal Devices

In general, District business should not be conducted on employees' personal devices. However, some job responsibilities may be facilitated by employees using their personal devices at certain times. Such use is approved only for supervisors, salaried personnel, employees who engage predominantly in offsite outreach, and employees with telework agreements, if specified in the agreements. Employees using personal devices must abide by all other District policies, including those on scheduling and overtime.

Employees authorized to use personal devices may use them to link to District technology services, including but not limited to email, online chat, remote conferencing, the integrated library system, contacts, websites, databases, and file servers. District-provided communication methods and accounts, rather than personal accounts, must be used to engage in District business. Employee devices must have updated security protection software, be secured with passwords of sufficient difficulty, automatically lock after a short period of inactivity, and have current security updates. The devices should only connect to District technology services via a properly secured network or virtual private network (VPN) provided by the District. Any loss or theft of a personal device used to access District technology services shall be reported immediately to the Library Director or employee's supervisor.

If employees use personal devices to conduct District business, they should be aware of public records laws and that using their personal devices could open up that device to public records requests. The District retains ownership of any documents created for District purposes, whether created on a District-owned or employee's personal devices. All District documents created on personal devices should be stored or backed up on District-provided technology.

Employees whose job functions require them to use personal devices with fees shall be compensated a portion of those fees reasonable to the relative amount the devices are used for District business. That amount shall be determined annually during the budget process. However, employees are responsible for the upkeep and replacement of their personal devices.

6.17 Whistleblower Protections

6.17.1 Purpose

To provide reporting procedures should a District employee become aware of improper government action in accordance with Oregon Revised Statute 659A.200 to 659A.224.

Created: December 15, 2016

Last revised: December 15, 2016
Last reviewed: January 21, 2019

6.17.2 Reporting Procedure

The District encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent District activity to report it to the Library Director or designee. The employee may also provide the information to the Assistant Director, District Board, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the District may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the Library Director or designee.

Created: December 15, 2016

Last revised: December 15, 2016
Last reviewed: January 21, 2019

6.17.3 Sound Judgment

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

Created: December 15, 2016

Last revised: December 15, 2016
Last reviewed: January 21, 2019
1.

6.17.4 Protections to maintain confidentiality and prevent retaliation

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

Created: December 15, 2016

Last revised: December 15, 2016

6.17.5 Prompt reporting

All reports of illegal and dishonest activities will be promptly submitted to the Library Director or designee who is responsible for investigating and coordinating corrective action.

Created: December 15, 2016

Last revised: December 15, 2016

Last reviewed: January 21, 2019

7 Employee Status/Discipline

7.1 Trial Period

All employees are subject to a six month trial period, which begins on their initial hire date. The trial period is intended to give new employees the opportunity to demonstrate their ability, achieve satisfactory performance, and determine whether the new position meets their expectations. The District uses this period to evaluate employee capabilities, work habits, and overall performance. During the trial period, vacation leave will not be granted. Sick and vacation leave will accrue from the first day of work. Eligible employees may enroll in the health care and retirement benefits on the first day of the month that occurs after sixty days from the hire date. Completion of the trial period does not modify an employee's at-will employment status. Any significant absence will automatically extend a trial period by the length of the absence. If the employee's supervisor determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee's performance, the trial period may be extended for a specified period.

Created: June 29, 2011

Last revised: February 16, 2016
Last reviewed: January 21, 2019

7.2 Evaluation

All employees shall be evaluated using standard personnel evaluation forms prescribed by the Library Director. All new employees shall be evaluated before the end of their trial period, and each regular or permanent non-supervisory employee shall be evaluated at least once each year near the anniversary date of their initial hiring.

Personnel evaluations communicate to employees their strengths and weaknesses in performing their assigned duties. Supervisors shall review with their individual employees the factors rated and should stress areas of commendation and areas needing improvement. Specific recommendations on ways of improving performance shall be provided. Performance evaluations shall become a part of the employee's work history and be kept in the employee's personnel file.

If disagreement exists between the employee and the supervisor's evaluation, the employee may submit a statement in writing to the Library Director stating the reasons for disagreement in as specific detail as possible. A copy of the statement will be attached to the performance rating in question as a permanent part of the employee's file.

Created: June 29, 2011

Last revised: April 21, 2015
Last reviewed: January 21, 2019

7.3 Supervisor Evaluation

In addition to the principles and procedures noted in 8.2, supervisors' evaluations shall include a survey for the staff supervised by that individual to evaluate and comment on their supervisor's performance. The surveys shall be anonymous. They shall be distributed by the Library Director or designee. Results of the survey shall be factored into the supervisor's overall evaluation and attached to the evaluation in the supervisor's file.

The Library Director's evaluation process shall be governed by the separate Library Director Evaluation Policy.

Created: April 21, 2015

Last revised: April 21, 2015
Last reviewed: January 21, 2019

7.4 Disciplinary Procedures

Whenever an employee commits an offense warranting disciplinary action, the Library Director or designee may begin disciplinary action at any of the steps listed below, depending on the seriousness of the offense committed. All steps at or above a written warning require approval by the Library Director.

1. For minor offenses, the employee shall be given a verbal warning. If this does not correct the situation within a reasonable length of time, the supervisor shall then use the second step of this procedure.
2. The employee may be given a written warning. A copy will be placed in the employee's personnel file, and s/he will be given a copy.
3. If a second offense of any kind occurs within a period of one year from the date of the first written warning, the employee may be suspended from work without pay for a period of time of up to ten days. The length of suspension will depend upon the seriousness of the offense.
4. If a third offense of any kind occurs within a period of one year from the date of the first written warning, the employee may be suspended without pay pending discharge.
5. Supervisors are not required to go through the entire four steps involved in this disciplinary procedure. Discipline may begin at any step in the procedure depending upon the seriousness of the offense committed, as determined by the supervisor and Library Director. In addition, the supervisor may deviate from this procedure, impose different types of discipline, or repeat any of the first three steps of this procedure when the supervisor feels it is necessary.

Disciplinary actions resulting in discharge must follow the provisions delineated in 7.9 below.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

7.5 Offenses

Examples of offenses include, but are not limited to, the following:

1. Violation of lawful duty or District policies and administrative rules.
2. Willful violation of any reasonable and lawful directive prescribed by a supervisor.
3. Being absent from work without permission or failing to report to their supervisor when absent.
4. Being habitually tardy.
5. Failure to perform assigned work in a competent manner.
6. Abusive or derogatory language or conduct toward the public or a fellow employee or other conduct unbecoming a District employee.
7. Violent or threatening behavior.

8. Being wasteful of material, property, or working time.
9. Being convicted of a felony.
10. Violation of established safety policies.
11. Personal acceptance of gifts during any calendar year with an aggregate value in excess of \$50.00, as per Oregon Revised Statutes, 240.010-244.390, or other violations of Government Ethics laws.
12. Actions that violate normally-accepted work standards.
13. Failure to follow teamwork rules as set forth for committees and for general employee interactions.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

7.6 Grievance Process

Any non-trial employee who has been suspended without pay, reduced in pay, demoted, or discharged, other than through a reduction in force as provided for in section 7.8 below, shall have the right of appeal through the Grievance Process.

1. The aggrieved employee will discuss the problem with his/her immediate supervisor within ten working week days of the occurrence of the problem or within ten working week days of the time that the employee became aware of the problem. The supervisor shall give his/her oral reply within ten working days of the presentation of the grievance, not including the date of the presentation.
2. If the grievance is not fully settled in Step 1 and the Library Director is not the aggrieved employee's direct supervisor, the aggrieved employee shall submit a written summary of the grievance to the Library Director within ten working days after the supervisor's oral reply, not including the date that the reply was given. The Library Director shall reply in writing to the grievance within ten working days of the date that the written summary was presented.
3. If the employee wishes to appeal the Library Director's decision, or if the Library Director is the aggrieved employee's direct supervisor, the aggrieved employee shall submit a written summary of the grievance, along with all pertinent documentation, to the Board of Directors at the next regularly-scheduled meeting. The Board shall solicit additional information, as it deems appropriate, and shall respond in writing within 45 days after the date of the presentation of the grievance. The decision of the Board of Directors shall be final and binding.
4. If the grievance procedures established in this section are not initiated within the time limits, the grievance shall be considered not to have existed.
5. No employee shall be disciplined or discriminated against in any way because of the employee's proper use of the grievance procedure.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

7.7 Resignation

To resign in good standing, an employee shall give the Library Director two weeks written notice prior to the last day of employment. This provision may be waived in the case of extenuating circumstances.

The employee does not have the right to revoke the resignation once submitted, but may do so at the discretion of the Library Director.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

7.8 Reduction in force

The Library Director and Board of Directors will determine when reductions in force are necessary. The Library Director, with Board of Directors approval, will determine which employees are to be retained. The following factors shall be considered:

1. Maintenance of District's non-discrimination policy (see 2).
2. Competence and merit:
 1. Competence is the ability to meet the District's needs based on experience and training.
 2. Merit is the measurement of one employee's ability and effectiveness as compared to other employee's ability and effectiveness.
3. Time in service.

Affected employees will be given at least two weeks written notice of reduction in force. Affected employees will have the right of recall for one year from the date of release. Recall will be based on the same criteria as listed under 7.8 above.

A new position or job classification with substantially different duties and requirements may be filled with other than an employee who was subject to a reduction in force if such new position is deemed necessary or desirable to carrying out the District's program and mission. An employee who was subject to a reduction in force will be considered for such position in the same manner as other applicants as to qualifications and experience if application is made.

Created: June 29, 2011

Last revised: June 29, 2011
Last reviewed: January 21, 2019

7.9 Discharge

When circumstances so warrant, an employee may be involuntarily discharged by the Library Director. The Library Director shall not discharge an employee without first consulting legal counsel and the District's liability insurer.

A letter of discharge stating the reason for same shall be given to the employee with a copy for the personnel file. Said notice shall be given to the employee fourteen days prior to the last day of work except for reasons warranting immediate dismissal. The employee shall be paid all wages and other compensation due before the close of the last day of work.

Immediate discharge may be made for the following reasons. These are only examples of causes and are not intended to limit the District's right to terminate immediately for serious misconduct, or when

it is in the District's best interests.

1. Drinking of alcoholic beverages or other substance abuse while on duty;
2. Malicious destruction of District property;
3. Theft of District property;
4. Committing physical violence against a coworker or patron in an instance not deemed to be self-defense.
5. Intentional falsification of application for employment or of any District records.

An employee may be discharged for reasons of disability when the employee cannot perform the required duties because of physical or mental impairment. In such cases, said termination must be supported by medical evidence. Said termination shall be made only after all accrued sick and vacation leave have been used.

If an employee dies, all fringe benefits terminate on their date of death.

Created: June 29, 2011

Last revised: February 19, 2013
Last reviewed: January 21, 2019

7.10 Exit Interviews

In an effort to improve job satisfaction and promote a productive and fulfilling working atmosphere, all employees who voluntarily end employment with the District shall be given an exit interview. The Library Director shall give this exit interview, which will be a paper interview that the employee may complete him/herself. If the Library Director is the departing employee, the exit interview shall be given by the President of the Board of Directors. All departing employees will undergo an exit process that will include information for the employee regarding his/her departure as well as a checklist for the employee's supervisor to assist with getting back District property and properly processing the departure.

Created: December 17, 2013

Last revised: December 17, 2013
Last reviewed: January 21, 2019

8 Classification plan

8.1 Job Descriptions

The District shall maintain a job description for every separate classification of employee. The job description shall have a specification that includes a concise, descriptive title and a description of the duties and responsibilities of the classification. The job description may not include all of the duties to be performed and is not intended to replace detailed work assignments.

A job description in a classification may be amended as to specific responsibilities for a given employee, in order to define the terms of hire or change of duty and to place in employee's personnel file, so long as such responsibilities are among those of the classification in general.

Created: June 29, 2011

Last revised: June 29, 2011

8.2 Reclassification

Positions may be reclassified whenever duties of the position change materially, provided the reclassification can be accomplished within the budget and such reclassification is approved by the Board of Directors.

Created: June 29, 2011

Last revised: June 29, 2011

8.3 New Classification

A new position may be created when no current classification exists which adequately comprises all the duties expected and desired of an employee. Such a classification need not be filled, but only defines a specific combination of duties and level of responsibility.

The creation of a new classification may only be authorized by the Board of Directors.

8.4 Maintenance of the Classification Plan

The Library Director is responsible for maintaining job descriptions through periodic review.

Created: June 29, 2011

Last revised: June 29, 2011

9 Compensation

9.1 Wages

Employees shall be paid in accordance with the salary or hourly wage determined by their classification, according to the established pay schedule in Exhibit A: Salary Schedule, and in no case less than the applicable minimum wage law requires.

Job classification salary schedules provide for step increases in grade, for which an employee is eligible on each annual anniversary following successful completion of the trial period. Such step increases are not automatic, but are granted as a proper recognition for exceptional job performance and growth, as determined by the Library Director, provided that funds are available.

Created: June 29, 2011

Last revised: November 15, 2011

9.2 Attachments and Garnishments

The District will honor only those attachments and garnishments as they are required by law. An employee does not have any recourse for removing these through the District, but must apply directly to the legal entity filing such attachment or garnishment.

Created: June 29, 2011

Last revised: June 29, 2011

9.3 Pay Day

Employees shall be paid on the 5th of each month. If the 5th falls on a Saturday, Sunday, or holiday, employees shall be paid on the immediately preceding weekday. The pay period begins on the first day of each month and ends on the last day of each month. An employee may take a draw on the 20th of each month in any amount up to one-half of the employee's net monthly salary. All payroll expenses and withholding will be calculated and withheld on the salary paid on the first of the month for work performed in the month preceding.

Created: June 29, 2011

Last revised: February 19, 2013

9.4 Appointee Compensation

Upon initial appointment to a position, the employee shall receive the minimum salary for the class to which the position is allocated. However, in cases when unusual difficulty in filling a vacancy is experienced, or when the appointee is exceptionally qualified, the Library Director may cause the appointment to be made at a salary level above the minimum, but not more than the maximum, for the class.

Created: June 29, 2011

Last revised: June 29, 2011

9.5 Cost of Living Increase

Adjustments for cost-of-living for all employees will be considered annually by the District during the budgeting process. Such cost of living increases are not automatic, but are granted by the Library Director and Board of Directors depending on budgetary and other considerations.

Created: June 29, 2011

Last revised: June 29, 2011

9.6 Pay Transparency

The District will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the District's legal duty to furnish information, including public records requests.

Created: February 16, 2016

Last revised: February 16, 2016

10 Benefits and Leave

10.1 Generally

The District will adhere to all applicable state and federal laws regarding leave and benefit rights.

Created: June 29, 2011

Last revised: June 29, 2011

10.2 Definitions

Benefits are those compensations paid or partially paid on behalf of a qualified employee and are authorized at any time by the Board of Directors which are in addition to an employee's salary. They include but are not limited to health care benefits, vacation, sick leave, holidays, and retirement benefits. See individual benefits addressed further in this article.

Unemployment coverage is provided by the District per ORS 657.

Created: November 15, 2011

Last revised: January 17, 2012

10.3 Distribution of Costs

The percentage of the costs of benefits provided to eligible employees shall be determined by the requirements of the operative benefit plan and the Board of Directors. Any Board resolution which alters the benefit compensation package shall be made known in writing to affected employees within thirty days of such action.

A benefit package is not a contractual right and may be altered at any time by the Board of Directors. Decisions affecting a package may be based on equity, change in benefit costs, and budget considerations.

It is the Board of Directors' policy to provide the maximum benefit package possible to attract and retain a skilled work force.

Created: November 15, 2011

Last revised: November 15, 2011

10.4 Eligibility

Any permanent employee who is scheduled regularly in any capacity at any work site to work for the

District at least twenty hours per week is eligible for benefits as defined in this article and the Employee Health Care Benefits Policy. Employees who are scheduled regularly for fewer than twenty hours per week are eligible for sick leave benefits as defined in this article. Unless otherwise specified, employees must be employed beyond their trial period (see 7.1) to be eligible for the leave benefits delineated in this article.

Created: November 15, 2011

Last revised: April 21, 2015

10.5 Waiting Period

There is a waiting period before an eligible employee may qualify for benefits under the District's health care or retirement benefits. The waiting period begins on the hire date of the employee. Health care benefits shall be available on the first day of the month that occurs after sixty days from the hire date.

Created: November 15, 2011

Last revised: January 17, 2012

10.6 Retirement Benefits

The District shall contribute a monthly amount equal to six percent of an employee's gross salary into a 403(b) or 457(b) plan, the provider of which shall be selected by the employees, with guidance and limitations established by the Board of Directors. In addition, the District shall match up to an additional three percent of an employee's own contributions. Retirement benefits shall be available three months after an employee's start date.

Created: January 17, 2012

Last revised: January 17, 2012

10.7 Vacation Leave

Vacation time with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. During an employee's trial period (see 7.1), vacation leave shall accrue but not be granted. A full-time employee shall accrue vacation leave as follows:

- 1-5 years of service - 8 hours per month
- 6+ years of service - 10 hours per month

Accrual occurs during continuous service, which is service unbroken by separation as a District employee, except that time spent by an employee on military leave. Time spent on other types of authorized leave, except sick, vacation or emergency leave, shall not count as part of continuous service except that employees returning from such leave, or employees who were laid off, shall be entitled to credit for service prior to the leave. Vacation leave shall not accrue while an employee is on extended sick leave of over forty hours.

Employees may carryover up to eighty hours of vacation leave into a new fiscal year.

Accrued vacation upon termination or death after one full year of employment shall be paid for the last regular rate of the employee's pay on the date of termination or death. In the event of death, earned but unused vacation leave shall be paid in the same manner as salary due the deceased employee.

Personnel who are not eligible for overtime shall be granted an additional two hours of vacation each month.

Created: November 15, 2011

Last revised: April 21, 2015

10.8 Sick Leave

Upon employment, hourly employees shall accrue sick leave at a rate of 1 hour per 21.5 worked, rounded to the nearest quarter-hour. Salaried employees shall accrue eight sick leave hours per month, prorated based on a forty-hour workweek. Salaried employees shall receive their full sick leave accrual during any month in which they have payable hour. Sick leave shall accrue during earned vacation, holiday, and other paid leave. Sick leave accrual shall be limited to four hundred hours for employees who are regularly scheduled for twenty hours a week or more, and capped at eighty hours for employees who are regularly scheduled for fewer than twenty hours a week. Accrued sick leave shall not be compensated upon termination or death of an employee.

Employees may use sick leave when unable to perform their work duties due to illness or injury; pregnancy and childbirth; medical or dental care; mental health issues; handling issues of domestic violence, harassment, sexual assault, or stalking; or exposure to contagious disease that could be spread to the public or coworkers. Sick leave may also be used in the event of medical, dental, or mental health issues of an immediate family member, defined as spouse, parent, sibling, child, grandparent, parent-in-law, stepchild, or domestic partner.

Employees who will be absent from work for sick leave shall:

1. Notify their supervisor within at least one hour of the start of their workday when possible;
2. Specify the cause for their absence; and
3. Indicate estimated date of return, if possible.

In the event that an employee is off work more than five successive workdays under this section, the employee may be required to provide a physician's statement, upon their supervisor's request, as to the nature of the illness, the need for the employee's absence, and the estimated duration of the absence. Prior to allowing the employee to return to work, the employee's supervisor may require a doctor's release stating that the employee may return to their normal duties without risk of aggravating the illness or injury. When an employee is, by reason of illness or injury, unable to perform their job with the regularity, efficiency, or degree of safety necessary and/or when the employee's illness is at a stage where it may present an unreasonable risk of infection to others, the employee's supervisor may require that the employee absent themselves and take further sick leave.

Created: November 15, 2011

Last revised: February 16, 2016

10.9 Leave Donation

Benefits-eligible employees who are past their trial period and who have exhausted their sick and vacation leave benefits may receive a gift of sick leave from other District employees if they require extended time off for illness or injury of the employee or family member. In such event, the District's only involvement shall be to transfer an employee's leave credit in accordance with the employee's request and add it to the sick leave balance of another employee. Employees may donate either their

sick or vacation leave, up to half of the sick and vacation leave they would normally accrue in a year. The donated amount will be transferred to the other employee's sick leave balance. An employee who receives sick leave must return any unused donated hours to the employee who donated them.

Donation requests, whether initiated by the employee in need or the donor, must be made in writing to the Library Director. It is the intent of this policy that donations shall only be utilized by employees who have a serious health condition; have a family member who has a serious health condition; or are handling issues of domestic violence, harassment, sexual assault, or stalking. This program is not intended to be used for routine illnesses. A serious health condition is defined as:

1. Inpatient care;
2. Critical illnesses or injuries diagnosed as terminal or which pose an imminent danger of death;
3. Conditions requiring "constant" or "continuing" care; or
4. Permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer's disease, a severe stroke, or terminal stages of a disease.

A "family member" shall have the same definition as provided for in the leave provisions of these personnel policies.

Created: December 17, 2013

Last revised: October 20, 2015

10.10 Bereavement Leave

All employees shall receive up to three days of paid leave in the event of a death in the immediate family, defined as spouse, parent, sibling, child, grandparent, parent-in-law, stepchildren, or domestic partner. For additional leave days employees must use accumulated sick or vacation leave, makeup or compensation time, or leave without pay.

Created: November 15, 2011

Last revised: October 20, 2015

10.11 Holidays

A full-time employee shall be granted eight hours for a paid leave for full-day holiday and four hours paid leave for an early closure holiday. Eligible part-time employees shall be granted holiday pay on prorated basis.

Paid holidays will be posted each year and will be the same holidays each year except as may be changed by the Board of Directors.

Some other holidays may be recognized by the Library Board, which will not be paid, but during which the Library may be closed based on pre-determined and mutually agreed upon staff preferences. On such days, scheduled staff may make up their hours in any appropriate way at any time during the pay period, provided they do not go into overtime for any given week with prior approval.

Created: November 15, 2011

Last revised: December 15, 2015

10.12 Compensation Time

Compensation time off may be granted by arrangement with the Library Director and only if the

employee has worked or is scheduled to work the full number of hours required in the pay period.

Compensation time off may not exceed forty hours accumulation at any one time, and must be used within six months of being earned, unless otherwise approved by the Library Director. It is earned in direct proportion to overtime hours worked and does not accrue additional compensation.

Overtime compensated in this manner is created by the choice of the employee with approval from the Library Director. The employee is responsible for logging compensatory time earned and taken on the time slip and for providing a separate current accounting before the first of each month, except there shall be no monthly accounting required if there was no credit on the books during the entire pay period.

Compensation time may not be taken in advance of being earned unless repaid within the same pay period and by agreement with the Library Director. In such cases the time slip accounting shall be the only accounting required.

Created: November 15, 2011

Last revised: November 15, 2011

10.13 Military Leave

A military leave of absence will be granted to 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). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees will continue to receive full pay while on leave for two-week training assignments and shorter absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available vacation time for the absence.

Continuation of health care benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to thirty days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Created: June 29, 2011

Last revised: June 29, 2011

10.14 Jury and Witness Duty

If an employee is called for jury duty or subpoenaed to appear as a witness in court, the employee shall notify his/her supervisor and show a copy of the jury duty summons. Arrangements will be made to reassign work and time off will be granted. Employees are expected to report for work at the District when not selected for a jury on any day the employee is scheduled to work, or when jury duty requires only a partial day's service.

All employees are eligible for paid jury and witness duty. They will be compensated based on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Any compensation for jury duty will be signed over to the District. Employees may retain any amount the court compensates for travel expenses.

Created: June 29, 2011

Last revised: November 15, 2011

10.15 Family Medical Leave

10.15.1 Generally

The District offers family medical leave of up to twelve weeks in a twelve-month period. The District offers this benefits subject to the terms of the Oregon Family Leave Act (OFLA).

10.15.2 Scope and Definitions

Family medical leave may be used for any of the following purposes:

- Serious health condition of the employee or family member;
- Disability due to pregnancy or period of absence for prenatal care;
- Birth, adoption, or foster placement of a child under the age of 18; or adoption or foster placement of an adult child who is incapable of self-care because of a physical or mental impairment (includes leave to effectuate the legal process for adoption or foster placement); or
- Illness or injury necessitating home care, other than a serious health condition, for a minor child or adult child substantially limited by a physical or mental impairment.

A "serious health condition" is one that requires inpatient care, poses an imminent danger of death in the near future, or requires constant care. An employee who is unsure whether a medical condition qualifies for family medical leave should contact the Library Director.

"Family members" consist of children (biological, step, adopted, or foster) under the age of 18 or adult children substantially limited by a physical or mental impairment, spouses, parents, grandparents, parents-in-law, same- and opposite-gender domestic partners, children and parents spouses or same- and opposite-gender domestic partners, siblings, or legal guardians of children.

When a benefits-eligible employee is on family medical leave, the District shall continue making normal contributions toward the employee's group health insurance or in-lieu benefits. The employee still is responsible for any portion of group medical insurance for which they are normally charged.

10.15.3 Eligibility

To qualify for family medical leave, an employee must have been employed with the District for at least 180 days and worked an average of at least twenty hours per week. Employees requesting leave for birth, adoption, or foster placement of a child under age 18 are not subject to the twenty hour minimum. The maximum amount of leave an employee may use at any one time is determined by the twelve-month period beginning the first day the employee takes leave. If more than one family member employed by the District requests leave at the same time, the District may require that the leave be

taken at different times.

10.15.4 Approval

An employee who wishes to take family leave should contact the Library Director to obtain further information and submit a request. Family medical leave is unpaid employees must exhaust all of their available sick leave prior to utilizing family medical leave. No vacation or sick leave shall accrue during the leave. Employees may use vacation leave to receive a salary during any portion of family medical leave, although the time shall still count against the twelve allowable weeks.

Created: June 29, 2011

Last revised: October 20, 2015

10.16 Education Leave

After completing one year of continuous service, an employee, upon written request, may be granted a leave of absence without pay by the Library Director for the purpose of upgrading his/her professional ability through enrollment in educational courses directly related to library employment at an accredited school or course of study. The period of such leave of absence shall not exceed one year, but may be renewed or extended upon request of the employee and approval of the Library Director. One-year leaves of absence, with requested extension, for educational purposes shall not be provided more than once in any three-year period. The replacement for an employee on approved educational leave shall be considered a temporary employee.

Created: November 15, 2011

Last revised: November 15, 2011

10.17 Training Leave

Employees may be granted time off with pay for educational purposes, for reasonable lengths of time, to attend conferences, seminars, briefing sessions, training programs, and other programs of a similar nature that are intended to improve or upgrade the employee's skill and professional ability, when such time off is authorized or directed by the Library Director.

Created: November 15, 2011

Last revised: November 15, 2011

10.18 Workers' Compensation

The District provides comprehensive workers' compensation insurance to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the District nor the insurance carrier will be liable to pay workers' compensation for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the District.

Created: June 29, 2011

Last revised: June 29, 2011

10.19 Leave of Absence Without Pay

A leave of absence without pay may be granted to employees in extenuating circumstances. Such leave must be requested in writing and approved by the Library Director in writing. No credit for longevity or other benefits will be earned while on leave without pay.

Created: November 15, 2011

Last revised: November 15, 2011

10.20 Return from Leave

At the end of any leave of absence granted under section 10, normally the employee will return to his/her former position. If the former position does not exist for some business reason, the employee may return to an available equivalent position. Any employee who is granted a leave of absence without pay under this section and for any reason fails to return to work at the expiration or termination of said leave of absence shall be considered as having resigned his/her position with the District, and his/her position shall be declared vacant, unless the employee prior to expiration of his leave of absence or prior to the termination date has furnished evidence that s/he is unable to work by reason beyond his/her control and seeks an extension of leave for such reason. Such a request for extension shall be in writing. An extension shall be granted only for a specified period of time, and only if the Library Director determines that the request is reasonable and justified and that the extension may be granted without unduly handicapping the operations of the employee's department.

Requests for extensions of leaves of absence under this section shall be in writing on a form provided by the Library Director. This form shall contain the name of the employee, the effective date of the absence, the number of days of absence, the purpose of the absence, and signature lines for the employee and the Library Director. The purpose of the request form will be to eliminate misunderstanding as to the purpose, dates, and length of absence.

Created: June 29, 2011

Last revised: February 19, 2013

II Safety and Health

II.1 Generally

The District has a sincere concern for the welfare and safety of its employees and the public it serves. It is the District's policy to prevent accidents and to ensure that employees are provided safe and healthful working conditions, free from recognized hazards.

A Safety Committee is established to oversee safety matters and make recommendations to management for improving safe practice and correcting unsafe conditions.

Employees are responsible for guarding the safety of themselves, other employees, and the public. It is the employee's responsibility to learn applicable safety regulations and to use safety equipment and safe practices in their performance of duty.

Created: June 29, 2011

Last revised: November 15, 2011

II.2 Procedures for Reporting Accidents

An employee is responsible for notifying the Library Director immediately following an accident unless the seriousness of the accident makes it impossible to do so.

The employee shall submit a written incident report to the Library Director before leaving work for the day. If the injury requires medical treatment the employee shall complete and submit an Accident Report form required by Workers' Compensation laws within twenty-four hours of the accident. The Library Director or designee is responsible for preparing the Accident Report in the event the employee is incapable of doing so.

An employee must report injured status to his or her supervisor once a week to assist the supervisor in determining the employee's potential for light duty work.

Created: June 29, 2011

Last revised: June 29, 2011

II.3 Hazard Communication

These hazard communication procedures help assure that employees receive the information and training they need to work safely with hazardous chemicals found in the workplace. These procedures are the primary tool for providing hazard communications to our employees.

II.3.1 Right to Know Information Center

An employee "Right to Know" Information Center is located behind the upstairs circulation desk at Hood River Library. A copy of this policy, up-to-date Material Safety Data Sheets (MSDS), a current chemical inventory and container labels are maintained at this Center and are available for review.

II.3.2 Labeling Requirements

OR-OSHA defines a label as any written, printed, or graphic sign or symbol displayed on containers of hazardous chemicals. These labels include the identity of the material, appropriate hazard warnings, and name and address of the chemical manufacturer, importer, or other responsible party. Proper labeling is essential to the success of this hazard communication program.

Employees receiving or accepting delivery of chemicals should check incoming chemical containers to make sure they are properly marked. Each container shall be examined when it is received to be sure the label is accurate and the container is in good condition. If found to be inadequately labeled or the container damaged, the District will attach its own label or return the damaged container.

Employees may not remove or deface a label on any chemical container. If a label is found defaced, the product container must be removed from use until the label is replaced with an approved one.

All hazardous chemical containers used by the District will clearly identify the chemical on the label and include appropriate hazard warning and the manufacturer's name and address.

No container will be released for use until this information is verified. The Safety Committee will ensure that all containers are labeled with a copy of the original manufacturer's label or a label that has the appropriate identification and hazard warning.

11.3.3 Material Safety Data Sheets (MSDS)

The District will obtain, keep on file, and have readily available for review by employees the most current MSDS on each hazardous chemical product used in the workplace. MSDS catalogs are kept behind the upstairs circulation desk at Hood River Library. The MSDSs are updated and managed by the Safety Committee. If a MSDS is not available for a hazardous chemical, immediately notify the chair of the Safety Committee.

MSDSs contain the following information:

- The product identity used on the label;
- The chemical and common name of all ingredients;
- Physical and chemical characteristics of the substance (such as vapor pressure, flash point);
- Physical hazards of the chemical(s), including the potential for fire, explosion and reactivity;
- Health hazards of the chemical(s), including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemical(s);
- Primary route of entry;
- The OSHA Permissible Exposure Limit (PEL), American Conference of Governmental Industrial Hygienists (ACGIH), Threshold Limit Value (TLV) and any other exposure limit used or recommended by the chemical manufacturer, distributor or other responsible party preparing the MSDS, where available;
- Whether the hazardous chemical(s) is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions), or by OSHA;
- Any precautions or control measures for safe handling and use that are known to the chemical manufacturer, including appropriate hygienic practices (such as personal protective equipment), protective measures during repair and maintenance or contaminated equipment, and procedures for cleanup of spills and leaks;
- Emergency and first aid procedures;
- Date the MSDS was prepared or the date of the last change to it;
- Name, address and telephone number of the party who prepared the MSDS, who can provide

additional information on the chemical and appropriate emergency procedures, if necessary.

Additionally, the following requirements for MSDS should be followed.

- The information on the MSDS must accurately reflect the scientific evidence used in making the hazard determination.
- MSDSs must be provided with initial shipments and with the first shipment after a revision.
- Manufacturers and distributors must ensure that updated information is provided to the District in a timely manner.
- The District must maintain copies of the MSDS for each chemical product used in the workplace and ensure that these are accessible in the work area during each shift.
- Where employees must travel from one geographical location to another during a work shift, the MSDSs may be kept at a primary workplace.
- MSDSs must be made readily available to employees, their designated representatives, and OSHA.
- The MSDS may be kept in any form as long as it provides the required information and meets the accessibility requirement.

11.3.4 Training

New employees will attend a hazard communication class that covers the following topics:

- An overview of the requirements in OR-OSHA's hazard communication rules.
- Hazardous chemicals present in the workplace.
- The written Hazard Communication Plan and where it may be reviewed.
- Physical and health effects of the hazardous chemicals.
- Methods used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through use of control/work practices and personal protective equipment.
- Steps taken to reduce or prevent exposure to these chemicals.
- Emergency procedures to follow if an employee is exposed to these chemicals.
- How to read labels and review MSDS.

After attending the training, each employee will sign a form verifying that they understand the above topics and how the topics are related to our Hazard Communication Plan.

11.3.5 Hazardous Non-Routine Tasks

Before employees perform non-routine tasks that may expose them to hazardous chemicals, they will be informed by their supervisor about the chemicals' hazards. The information will include:

- Specific chemical hazards
- Safe work practices necessary to control exposure
- What to do in case of an emergency
- Measures the District has taken to reduce the hazards, including ventilation, presence of another employee and emergency procedures.

11.3.6 Informing Contractors

It is the responsibility of the Library Director to provide contractors and their employees with the following information if they may be exposed to hazardous chemical in our workplace:

- A copy of this Hazard Communication Plan.

- The identity of the chemicals, how to review material safety data sheets, and an explanation of the container and pipe-labeling system.

This person will also obtain a MSDS for any hazardous chemical a contractor brings into the workplace.

Created: June 19, 2012

Last revised: June 19, 2012

11.4 Controlled Substances

Pursuant to the Drug Free Workplace Act of 1988, the District is responsible to provide safe environments for employees and the public, unencumbered by performance-impairing substances. Misuse of such substances can impair employee health and performance, and may jeopardize employee and public safety. Employees shall not report to work if they are impaired by controlled substances, including medical prescriptions. It is the employee's responsibility to determine with a medical professional if a prescription could affect job performance and to inform their supervisor accordingly. Employees also are expected to report facts and circumstances of controlled substance convictions to their supervisor no later than five days after conviction.

Use of alcohol, marijuana, medical prescriptions, or other legal controlled substances off-duty is not controlled by this policy, unless such use affects the employees' performance of their required job duties.

11.4.1 Tobacco/smoke free workplace

The District supports a tobacco and smoke-free workplace. Employees are expected to refrain from smoking or using tobacco products while on duty. Employees wishing to stop smoking or using tobacco products are encouraged to seek advice, information, and assistance voluntarily from their supervisor, the Library Director, any Board member, or through the District's Employee Assistance Program (EAP).

11.4.2 Employee assistance

The District assists employees to overcome drug or alcohol related addiction through appropriate treatment. Proactive training and information about controlled substance use shall be provided by the District periodically. All District employees are encouraged to seek advice, information, and assistance voluntarily from their supervisor, the Library Director, any Board member, or through the District's EAP. Medical confidentiality will be maintained, consistent with this policy. An employee who seeks drug treatment voluntarily and not under adverse employment circumstances may use sick leave while attending treatment.

11.4.3 Testing

The District may ask employees to submit to controlled substance tests to ensure safety. Such tests may include blood, urine, breath, or other methods deemed scientifically accurate. Employees shall sign a form consenting to such tests before they are given.

All employees are subject to the following controlled substance testing:

- *Post-accident:* Employees shall be tested in the event of a motor vehicle accident either with a District-owned vehicle or a personal vehicle used to conduct District business if the accident involved loss of human life, injury requiring medical treatment, disabling damage incurred to a vehicle, or receipt of a citation for a moving violation arising from the accident.

- *Reasonable suspicion:* A supervisor may order a test if they have reasonable suspicion that an employee is under the influence of alcohol, marijuana, or a controlled substance while on the job and such impairment poses a danger to the public or other employees.

An employee whose position is considered “safety sensitive” may also be asked to submit to pre-employment or random drug testing or return-to-duty drug testing following an incident prohibited by this policy. The dates for random tests will not be announced and will be spread throughout the calendar year.

Tests shall be given by certified individuals who document chain of evidence and respect employees' privacy. Positive results may only be disclosed to the employee, the appropriate EAP administrator, the appropriate District management officials, or a court of law or administrative tribunal in any adverse personnel action. Any other disclosures require written consent of the employee, court order, or otherwise as permitted by law. Positive test results shall require a confirmatory test from the same sample using a different testing method.

Employees who refuse to submit to testing or who test positive shall be subject to discipline up to and including dismissal. Employees may request a representative to witness the test, but absence of a representative shall not be considered grounds for refusal to consent.

The employee shall be notified of all test results conducted pursuant to this policy. Employees who test positive shall be afforded an opportunity to provide medical or other information that may explain the result. If a question exists, the available information will be reviewed by a licensed physician with training in forensic drug testing. Following a positive result, employees also may conduct independent tests at their own expense

11.4.4 Discipline

An employee may be subject to discipline from controlled substance abuse on the basis of any appropriate evidence including, but not limited to direct observation, evidence obtained from an arrest or criminal conviction, a verified positive test result, or an employee's voluntary admission. In such a case, the employee may be subject to discipline up to and including immediate dismissal.

As part of the discipline arising from impairment by controlled substances while on the job, an employee may be directed to consult with health care providers, utilize the District's EAP, or participate in a treatment program as a condition of continued employment. When an employee is required to undergo treatment under the policy, the employee may be required to authorize District monitoring of the employee's participation and/or submission to random controlled substance testing for a specific period of time not to exceed thirty-six months. When an employee voluntarily enters a treatment program, which is not associated with District intervention, testing and monitoring by the District will not be required. Medical confidentiality shall be preserved, subject to rights granted by the employee to the District and applicable medical privacy laws.

Created: June 29, 2011

Last revised: February 16, 2016

11.5 Workplace Violence Prevention

11.5.1 Generally

The safety and security of employees and patrons is important to the District. Threats and acts of violence against employees, patrons, visitors, guest or other individuals by anyone in or on District facilities or vehicles is strictly prohibited at all times and will not be tolerated. Violations of this program by an employee or non-employee will lead to sanctions that may include employment dismissal, exclusion, and/or criminal prosecution.

Workplace Violence includes any act of physical, verbal or written aggressive behavior that arises in conjunction with employment or personal relationships as well as external threats and violence from strangers carried out on District premises. Workplace violence may include by is not limited to:

- *Threats* – An expression of intent to commit violence that places the listener in fear of imminent bodily harm, or is of such a character that a reasonable person could be placed in fear of imminent bodily harm upon perceiving the expression of intent.
- Acts of physical, verbal or written aggressive behavior.
- *Intimidation* – Offenses of criminal mischief, harassment, menacing, or assault when the intent is to intimidate the victim by reason of their race, color, religion, national origin or sexual orientation. (ORS 166.155 – 166.165)
- *Harassment* – Offensive physical contact or provoking another to a violent response through words or gestures. (ORS 166.065)
- *Menacing* – Intentional use of words or conduct that places a person in fear of imminent serious physical injury. (ORS 163.190)
- *Assault* – Causing physical injury to another person. (ORS 163.160 – 163.185)
- Criminal mischief of District property as it would relate to the definition of workplace violence.

11.5.2 Responsibilities and Reporting

Employees are responsible for the following:

1. Creating and maintaining a work environment free of workplace violence.
2. Promptly dialing 911 and provide relevant information in an emergency situation.
3. Removing the individual from the premises, if it will defuse the situation.
4. Notifying the Library Director or designee of any act of physical, verbal, or written aggressive behavior that they have witnessed, have received, or have been told that another person has witnessed or received.
5. Reporting any behavior they have witnessed which they regard as threatening or violent, when the behavior is job-related, when the act might be carried out in District facilities or vehicles, or when it is connected to employment with the District. This report shall be made regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior.

The District is responsible for the following:

1. Taking any report of a threat or an act of workplace violence seriously by documenting the information and taking immediate necessary steps to prevent or reduce the impact of any violent act.

2. Directing reports of external threats and acts of violence to law enforcement for solutions, if appropriate.

Additional District responses may include, but are not limited to, referral to the Employee Assistance Program (EAP), disciplinary action up to and including termination, exclusion from facilities, criminal prosecution of the person or person involved, and suspension or termination of any business relationship.

As deemed appropriate by the District, erroneous information pertinent to the allegations will be disclosed to the parties involved. Intentional reporting of known false information by an employee regarding workplace violence could lead to disciplinary action up to and including termination.

Any intimidation, coercion, discrimination or retaliation against an individual who reports an act of workplace violence or who testifies assists or participates in any manner in an investigation will not be tolerated. Should an act of retaliation be confirmed, the employee who is retaliating against another person is subject to discipline, up to and including termination.

11.5.3 Confidentiality

The District recognizes the sensitivity of the information requested in this procedure. The privacy of individuals will be protected to the greatest extent possible. Information received from these reported incidents will be shared only with those who have a need to know. Written reports will be handled in a secure and confidential manner.

Individuals who are the object of threats or potential danger shall be informed and will be a part of the discussion for the establishment of a defensive posture.

11.5.4 Post-Incident Options

Employee Assistance Program (EAP) – This program is available to all employees and has an intended purpose of de-escalating any potential volatile situation involving an employee or family member as it related to workplace violence.

Traumatic Incident Stress Management – Should a traumatic or violent incident occur, a program will be available to any employee involved in order to reduce the post-stress syndrome.

The District will encourage employees who are victims of workplace violence to report the crime to law enforcement. When feasible the District will facilitate employees' reporting of workplace violence crimes to law enforcement.

11.5.5 Self-Defense

While employees are strongly discouraged from becoming physically engaged, in some cases an employee may be justified in using physical force to defend against an assault. ORS 161.205 gives an individual the right to use physical force for self-defense.

Employees using physical force for self-defense may use only the force that is reasonable necessary to defend themselves or another person. An employee involved in any incident involving physical force must immediately contact the Library Director and submit an incident report.

Unwarranted or excessive physical force by an employee may result in disciplinary action up to and including termination and/or criminal charges being filed.

Created: November 15, 2011

Last revised: November 15, 2011

11.6 Suspected Child Abuse Reporting Policy

11.6.1 Purpose

Oregon law mandates that workers in certain positions must report if they have reasonable cause to suspect child abuse or neglect. These people are called mandatory reporters. Employees of the District, as defined under ORS 419B.005, are obligated to report suspected abuse while either on or off duty.

11.6.2 Definitions

Oregon law recognizes these types of child abuse:

- Mental injuries;
- Sexual abuse or exploitation;
- Rape or incest;
- Neglect or maltreatment;
- Threatened harm;
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured;
- Unlawful exposure to a controlled substance, as defined in ORS 475.005, that subjects a child to substantial risk of harm to his/her health or safety.

A child is an unmarried person under the age of 18.

11.6.3 Reporting Procedure

Any employee who has reasonable cause to believe that a child has been abused or who comes into contact with someone suspected of abusing a child shall immediately notify the Oregon Department of Human Services or the Hood River County Sheriff. The employee shall then immediately inform the Library Director.

A written record of the abuse report shall be made by the employee suspecting the abuse of a child. The report must contain, if known, the following information:

The names and addresses of the child and parents/guardians responsible for the child's care;

- The child's age;
- The nature and extent of abuse (including any evidence of previous abuse);
- The explanation given for the abuse;
- Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator's identity.

All District volunteers significantly involved in the delivery of services to children are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects

that a child has been abused is to report the situation to the Library Director. The Library Director will then immediately notify the Oregon Department of Human Services or the Hood River County Sheriff.

11.6.4 Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

11.6.5 Failure to Comply

Any District employee subject to this policy who fails to report suspected child abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of child abuse is also a violation of law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, s/he will be subject to discipline, up to and including termination.

11.6.6 Training

The District shall provide annual training for all District staff and volunteers subject to this policy. The training shall cover the prevention and identification of child abuse and the obligations of District employees and volunteers to report suspected child abuse.

Created: February 19, 2013

Last revised: February 19, 2013

11.7 Suspected Elder Abuse Reporting Policy

11.7.1 Purpose

Oregon law mandates that workers in certain positions must report to the appropriate authorities if they have reasonable cause to suspect elder abuse or neglect. These people are called mandatory reporters. Employees of the District, as defined under ORS 124.050, are obligated to report suspected abuse while in the performance of their official duties.

11.7.2 Definitions

Oregon law recognizes these types of elder abuse:

- ⌘ Physical abuse;
- ⌘ Neglect;
- ⌘ Self neglect;
- ⌘ Abandonment;
- ⌘ Verbal or emotional abuse;
- ⌘ Financial exploitation;
- ⌘ Sexual abuse;
- ⌘ Involuntary seclusion;
- ⌘ Wrongful restraint.

An elder or elderly person is any person 65 years of age or older with whom an employee comes in contact while acting in an official capacity. Mandatory reporting requirements also extend to any

resident in a long-term care facility with whom an employee comes in contact while acting in an official capacity.

11.7.3 Reporting Procedure

Any employee who has reasonable cause to believe that an elderly person or resident of a long-term care facility has been abused or who comes into contact with someone suspected of abusing an elderly person or resident of a long-term care facility shall immediately notify the Oregon Department of Human Services or the Hood River County Sheriff. The employee shall then immediately inform the Library Director.

A written record of the abuse report shall be made by the employee suspecting elder abuse. The report must contain, if known, the following information:

- ✧ The names and addresses of the elderly person or resident and any person responsible for his/her care;
- ✧ The nature and extent of abuse (including any evidence of previous abuse);
- ✧ The explanation given for the abuse;
- ✧ Any information the employee believes may be helpful in establishing the cause of the abuse or the perpetrator's identity.

All District volunteers significantly involved in the delivery of services to elderly persons or residents of long-term care facilities are also subject to this policy, even though they are not mandatory reporters under the law. A volunteer who suspects elder abuse is to report the situation to the Library Director. The Library Director will then immediately notify the Oregon Department of Human Services or the Hood River County Sheriff.

11.7.4 Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

11.7.5 Failure to Comply

Any District employee subject to this policy who fails to report suspected elder abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of elder abuse is also a violation of law. If an employee fails to report suspected elder abuse or fails to maintain confidentiality of records as required by this policy, s/he will be subject to discipline, up to and including termination.

11.7.6 Training

The District shall provide annual training for all District staff and volunteers subject to this policy. The training shall cover the prevention and identification of elder abuse and the obligations of District employees and volunteers to report suspected elder abuse.

Created: March 19, 2013

Last revised: March 19, 2013

11.8 Driving Policy

11.8.1 Purpose

The District owns, rents, and leases vehicles and equipment, or asks employees and volunteers to use their personal vehicles, to carry out the District's mission.

11.8.2 General provisions

1. The District's commercial insurance generally covers employees and volunteers while properly and legally driving a vehicle to conduct approved District business.
2. The District will be responsible for maintaining any District owned, leased, or rented vehicle in a safe and sound working condition through a program of regular maintenance.
3. The District's Safety Committee shall prepare procedures to implement the provisions of this policy.

11.8.3 Operators

1. An employee or volunteer driving a vehicle for District business must maintain a valid driver's license and current automotive insurance, if using a personal vehicle. Proof of insurance shall be kept on file. An employee or volunteer is required to notify the Library Director if the status of his/her driver's license changes. The District may check the driving records of employees or volunteers without notice at any time.
2. The District reserves the right to restrict who may operate vehicles it owns, leases, or rents. The District will review motor vehicle division records of potential drivers to assess whether they present a safety risk. The decision to restrict an employee's ability to operate a District vehicle will be left to the Library Director's sole discretion.
3. Anyone wishing to use a vehicle for District business must go through a District-approved training program for drivers.

11.8.4 Safety regulations

1. The District, its employees, and its volunteers will comply with all safety laws and regulations that apply to motor vehicles in the applicable jurisdiction.
2. No vehicle should be operated with a known safety deficiency. Vehicles being used for District business shall be inspected to ensure safe operating conditions.
3. Drivers and passengers of vehicles being used for District business must wear seat belts.
4. District employees and volunteers may not operate vehicles for District business while under the influence of alcohol or illegal drugs, prescription medication that warns against operating a vehicle or equipment, or under any condition that impairs the driver's ability to operate the vehicle in a safe and legal manner.
5. Use of any hand-held electronic device while operating a vehicle for District business is prohibited.

11.8.5 Restrictions on vehicles owned, leased, or rented by the District

1. District owned, leased, or rented vehicles may only be used to conduct District business.
2. A trip log shall be maintained for each District owned, leased, or rented vehicle.
3. Passengers in District owned, leased, or rented vehicles must be engaging in District business. Family members, other than District employees or volunteers engaged in District business, may not drive a District vehicle or ride as passengers.

4. An employee may be authorized by the Library Director to take a vehicle home providing it is more efficient and cost effective to the District.
5. Tobacco products may not be used in any vehicle owned, leased, or rented by the District.

11.8.6 Accidents and citations

1. Any accident involving a vehicle being used for District business must be reported immediately to the police in accordance with state law. After an accident is reported to the police, it must then be reported to the Library Director. Employees must report to their immediate supervisor. All accidents must be reported to the District's insurance company.
2. An employee or volunteer receiving a traffic citation while conducting District business will be personally responsible for its payment and to report this fact to the Director.

Created: May 20, 2014

Last revised: May 20, 2014