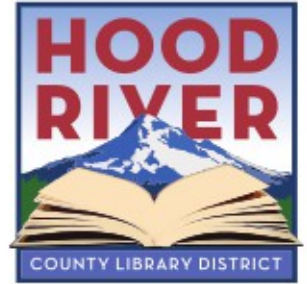


**Board of Directors**  
**Regular Meeting Agenda**  
Tuesday, October 20, 2015, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Suzanne VanOrman, President



- |   |          |
|---|----------|
| <b>I. Additions/deletions from the agenda (ACTION)</b>                    | VanOrman |
| <b>II. Conflicts or potential conflicts of interest</b>                   | VanOrman |
| <b>III. Approval of minutes from September 15, 2015, meeting (ACTION)</b> | VanOrman |
| <b>IV. Open forum for the general public</b>                              | VanOrman |
| <b>V. Presentation by Cataloging Specialist</b>                           | Samuels  |
| <b>VI. Reports</b>  |          |
| i. Friends update   | VanOrman |
| ii. Foundation update   | Snyder   |
| iii. September financial statements                                       | Nielsen  |
| iv. Director's report   | Nielsen  |
| <b>VII. Previous business</b>   |          |
| <b>VIII. New business</b>   |          |
| i. SDAO public meetings and records checklist                             | Nielsen  |
| ii. Personnel Policy revisions (ACTION)                                   | Nielsen  |
| iii. New shelving (ACTION)  | Nielsen  |
| iv. 2016-17 personnel costs   | Nielsen  |
| v. Draft Cascade Locks IGA  | Nielsen  |
| vi. Flexible Savings Accounts for employees (ACTION)                      | Nielsen  |
| <b>IX. Executive session: Hood River property</b>                         | VanOrman |
| <b>X. Agenda items for next meeting</b>                                   | VanOrman |
| <b>XI. Adjournment</b>  | VanOrman |

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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.

502 State Street  
Hood River - OR 97031

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**Board of Directors**  
**Regular Meeting Agenda, Supplementary Info**

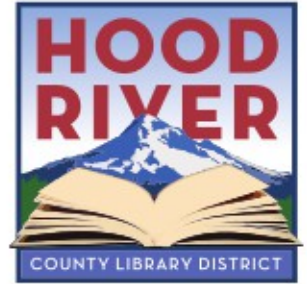
Tuesday, October 20, 2015, 7.00p

Jeanne Marie Gaulke Community Meeting Room

502 State St, Hood River

Suzanne VanOrman, President

Notes prepared by Library Director Buzzy Nielsen



**I. Additions/deletions from the agenda (ACTION)**

VanOrman

**II. Conflicts or potential conflicts of interest**

VanOrman

**III. Approval of minutes from September 15, 2015, meeting (ACTION)**

VanOrman

Attachments:

- III. September 15, 2015, meeting minutes

**IV. Open forum for the general public**

VanOrman

**V. Presentation by Cataloging Specialist**

Samuels

Sarah Samuels has been with the District since it first opened in 2011. She started out as a Public Service Clerk but since 2011 has served as the District's Cataloging Specialist. The Cataloging Specialist has a very important behind-the-scenes role in the library by entering, updating, and removing records from the library catalog, allowing items to be tracked and enabling patrons to find them and check them out. Samuels is responsible for determining the location of items as well the order in which they will be shelved. She'll present more about what she does during the meeting.

**VI. Reports**

**i. Friends update**

VanOrman

The Hood River County Reads committee is planning programming related to their 2016 selection of *Martin Marten*. In addition to ecology programming presented by wildlife biologist Bill Weiler, they hope to have Chris Van Tilburg or another member of the Crag Rats present.

**ii. Foundation update**

Snyder

Attachments:

- VI.ii. Memo to Foundation regarding other Gardens projects

On October 10, the Foundation had a celebration thanking donors for their contributions to revitalizing the Georgiana Smith Memorial Gardens. About 30 people attended despite the rain. Master Gardeners Audrey Schneider and John Stevens were recognized for their tireless efforts on the project with "Golden Trowel" awards and gift certificates.

The Foundation recently sent out membership renewal letters. At their September meeting, it was decided that fundraising efforts this year, including the Feast of Words, would focus on improving the children's area at Hood River Library. This could include painting, a new setup for showing movies, lowering some shelves and putting them on wheels, and more. I will work with Jana to determine priorities

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### **iii. September financial statements**

Nielsen

The September financial statements were unavailable at the time the meeting packet was distributed.

### **iv. Director's report**

Nielsen

#### *Administration*

- We are in our annual health care benefits review process. Currently our open enrollment is in November. If we stick with our current provider and plan, premiums will increase 10%, 17% if we migrate to an Affordable Care Act-compliant plan. (The requirement to have a compliant plan has been delayed by the Obama Administration, as it has done in previous years.) Given these increases, we are looking into other providers, including Special Districts Insurance Services (SDIS). Previously, SDIS's plan was not cost-effective as the average age of their group was much older than ours. However, SDIS has changed their plans and pricing such that groups are being priced more based on their characteristics. Going with SDIS would be additionally beneficial in that we could align our plan and fiscal years. We also are looking at other providers as well as more unconventional alternatives, such as getting a higher deductible plan then paying the difference between the deductibles into an VEBA account. Several institutions find this to be a less expensive option. Our current deductible is \$1,000.
- Auditors from Pauly Rogers and Co. visited for the final time on October 14 to review our 2014-15 financials. Once again, our financials appear to be strong. The report will be issued by the end of December.
- Near the end of October, we will be visited by staff from the Crook County Library. They are considering switching from being a county department to a special district.
- I did not have the October statistics ready to by the time the meeting packet needed to go out. I will send them separately.

#### *Facilities*

- Hood River Library's new fire alarm system will start being installed on October 20th. It will include pull stations, smoke and carbon monoxide detectors, visual and audible signals, and other improvements.
- The upstairs circulation area at Hood River Library looks quite different! The large wooden furniture unit across from the circulation desk was removed in late September, and it has been replaced with three beautiful tables made by Oregon Corrections Enterprises. They are on wheels so that they can be easily moved for special events. The new adult books, movies, and audiobooks have been moved to the shelves that were behind the wooden unit. We still need to have electrical outlets put into the floors, which likely will occur around October 19. That process also involves drilling new holes in the concrete floor for the electrical boxes. An unexpected donation from last year and monies donated in memory of late Friends volunteer Sydney Burkhart are being used for the project.
- Starting in late September, our air conditioning has not been working. Contractors stated that the rooftop unit needs a new circuit board. I am awaiting pricing. We have been able to maintain relatively comfortable temperatures by turning the boiler off during the day. Heating is working well. I will bring this back to the Board if it exceeds my spending authority.
- Many of our locks at Hood River Library are wearing out, so we need to have the building rekeyed. I spoke with the County, and they approved doing this and approved removing the library from the County's keying system. I anticipate this will cost us around \$1,500.

- We recently replaced all soap dispensers at Hood River Library with automatic foaming types. the new dispensers did not cost us anything. This is anticipated to save us about 40% on costs.

#### Personnel

- We have had a challenging time filling our public service clerk positions recently. These are entry-level positions and as such have a lot of turnover. When we hire new clerks, we typically need certain days and times covered, so it can be difficult to find candidates who are qualified and have a compatible schedule. Assistant Director Rachael Fox and I decided to make Ashley Salisbury, our longest-serving public service clerk, full-time. The extra hours added on to the position are being taken from an unfilled clerk position. We believe this benefits all parties involved. Salisbury will have a full-time job with benefits and stability. While the District will be paying out more money in benefits, the savings we receive from stability, not having to regularly post the positions, and not needing as many part-time employees will be worth the cost.

#### Programs and services

- Together with Decoding Dyslexia of the Columbia Gorge and the Columbia Gorge Dyslexia Fund, the district is celebrating Dyslexia Awareness Month in October. It features displays at the Hood River Library as well as events throughout the month.
- I am applying for a grant on behalf of the district and the Friends of the Cascade Locks Historical Museum to digitize copies of the *Bonneville Dam Chronicle*, a weekly newspaper from the 1930s that chronicled the building of the dam as well as acted as a community newspaper for Cascade Locks, North Bonneville, and Stevenson.
- Our community has been selected by TumbleBooks, our popular kids e-book provider, to pilot a free partnership program between the public libraries and schools to provide better access to their service at schools as well as offer additional content for teachers such as lesson plans, quizzes, and notes. We are excited to try this program, as the school use TumbleBooks heavily.

### VII. Previous business

#### VIII. New business

##### i. SDAO public meetings and records checklist

Nielsen

#### Attachments:

- VIII.i. SDAO Public Meetings and Records Best Practices Checklist

Annually, Special Districts Association of Oregon (SDAO) asks that we complete checklists to determine how well we're complying with safety and policy best practices. This year, their focus is on public meetings and records. They'd like the Board to complete this checklist. If we complete this checklist, we will receive a 2% discount on our annual insurance premiums. Thanks to our efforts this year, we will be receiving the maximum 10% discount.

##### ii. Personnel Policy revisions (ACTION)

Nielsen

#### Attachments:

- VIII.ii.a. Summary of legislation authorizing use of sick leave for domestic violence issues
- VIII.ii.b. Summary of legislation requiring gender-neutral language in government policies
- VIII.ii.c. Summary of legislation requiring organizations subject to OFLA to cover group health insurance expenses
- VIII.ii.d. Proposed Personnel Policy Revisions based on above legislation

Several new laws were passed in by the 2015 Oregon Legislative Assembly requiring some minor changes to our Personnel Policies. These have been approved by District legal counsel Jeff Baker,

#### *11.8 Sick Leave*

Per SB 492, sick leave may now be used for issues of domestic violence, harassment, sexual assault, or stalking. I made this explicit in the policy. In addition, I also made other changes:

- Simplifying wording.
- Adding mental health issues as a category for which sick leave may be used. This already has been the practice, so this addition merely is clarification.
- Clarifying that sick leave accrues during any type of paid leave.
- Generalizing language about in-laws in the section defining family members.

Many of you may be aware of the new legislation, SB 454, requiring sick leave. Baker and I determined that our current policy is sufficient. Our Board implemented paid sick leave for all staff last year. Our accrual of eight hours per month, pro-rated based on a forty-hour workweek, exceeds the law's requirement of one hour per thirty worked. Staff are notified of their accrual monthly on their timesheets. The benefit has already proven a boon to our part-time staff members.

#### *11.9 Leave Donation*

This section has been similarly updated to allow staff to donate their leave to another member who is handling issues of domestic violence and related crimes.

#### *11.10 Bereavement Leave*

Wording regarding in-laws has be generalized in this section as well. I also removed the limitation that staff members may only use one day to handle the death of someone other than a family member as defined in this policy. Typically we do not place restrictions on how employees use their vacation, holiday, or other paid leaves, other than sick leave. While the paragraph did allow employees to use sick leave for this purpose, general practice already allows employees to use sick leave for mental health-related issues or issues where an employee would otherwise be unable to fulfill their job responsibilities well.

#### *11.15 Family Medical Leave*

Oregon now requires employers to continue group health insurance coverage for employees on family medical leave as part of the Oregon Family Leave Act (OFLA). While the District technically does not meet the 25-employee threshold, we follow the provisions of OFLA to provide the benefit to our employees. The District already had the policy that we would continue group health insurance coverage. Now that coverage is required, I reworded this section. I also clarified that the District would continue in-lieu health care benefits while an employee is on leave.

### **iii. New shelving (ACTION)**

Nielsen

#### *Attachments:*

- VIII.iii.a. Quote on rollout boxes for new movies section
- VIII.iii.b. Quote on shelf backings

As part of the redesigned circulation area at Hood River Library, we'll be featuring new DVDs with other new adult materials. Current DVD shelving differs slightly from other shelving in that it allows for dividers to wrangle the items. The shelving in the new items section lacks this feature. Thus, after looking at options, we decided to get rollout shelves so that we could display a lot of DVDs. They will look similar to the shelf shown at right, though without the center divider. We also plan to get 100 small metal backings to the regular shelves. This prevents items from getting pushed backward to far and potentially falling onto the shelves behind them.



Based on the quotes you see, these two order combined should equal around \$4,000. A significant portion of this will be paid for using monies donated in memory of late Friends volunteer Sydney Burkhart; about \$2,500 will come from District capital funds. I'm requesting approval to spend up to \$4,500 on shelving for the new items area.

#### **iv. 2016-17 personnel costs**

Nielsen

##### *Attachments:*

- VIII.iv.a. New overtime regulations fact sheet from Department of Labor
- VIII.iv.b. Frequently asked questions about new overtime regulations from Department of Labor
- VIII.iv.c. *Oregonian* article re: minimum wage being a legislative priority
- VIII.iv.d. 2015-16 salary schedule

I wanted to make you aware of some some increased personnel costs that the District will face, could face, or may choose to adopt in the upcoming fiscal year or beyond. I would appreciate your input on these matters so that I can better prepare for the 2016-17 fiscal year budget. No action is needed on these items yet.

##### *Increasing Assistant Director's salary*

Before the 2013-14 fiscal year, I analyzed assistant director salaries at other libraries and helped get our AD's salary in line with similarly-sized and situated libraries. The position is salaried and exempt (i.e. not eligible for overtime), with a current range of \$47,195 to \$53,149 annually. The Obama Administration is proposing to change regulations regarding exempt positions, specifically the minimum salary at which a position can be considered exempt. (Job characteristics for exempt positions will remain largely the same) Currently that number is \$23,660 per year. They propose to increase it to \$50,440, thus affecting our AD position. The AD's job responsibilities do qualify it for exempt status. This leaves us two options: 1) pay the AD overtime or 2) increase the salary sufficiently to be over the proposed amount. Given the nature of the position, being supervisory and often acting as person in charge, I would recommend the latter. The AD likely would work enough overtime hours to make it challenging to meet the additional costs. It would also be difficult to budget how much overtime. Should these regulations occur, which is likely, I recommend increasing the salary range of the AD to \$52,000 to \$58,560. This bring us in line with the new regulations and give us breathing room as the regulated base salary increases. Compared to status quo, this proposal would increase personnel costs by \$6,200, including benefits and payroll taxes.

#### *Increased minimum wage*

Most of you likely have heard of efforts in Oregon to increase the minimum wage. There have been proposals from \$11 to \$15, up from its current \$9.25. I have started crunching numbers for how this might affect next year's budget assuming that a \$15 minimum wage passes. Currently, our Clerk I, Clerk II, and Library Assistant I classifications have starting salaries lower than \$15, affecting ten employees. I made a very preliminary analysis to see how much our costs would go up if we began moving a third of the way toward that figure starting next fiscal year, keeping the salary increase between classifications (other than Assistant Director and Library Director) constant. When factoring in the change we'll need to make with the AD position, it would cost us an additional \$56,000 over what we pay now. Again, these figures are very rough, but they give you an idea of what we're facing. And that's only a third of the way toward \$15, increasing our lowest wage from its current \$10.36/hour to \$11.91/hour. Some savings can be found in adjusting the distance between classification salaries, as they're inconsistent. Even with that, a shift to a \$15 minimum wage likely would increase our ongoing staff expenses by well over \$125,000 per year once \$15 is achieved, including benefits and payroll taxes.

It seems fairly certain that some sort of minimum wage increase will occur within the next year. The most likely scenario currently appears to be \$13.50. I think it's important that we prepare ourselves and make sure the District is ready to fund it. One important factor to consider in this is how much to value positions requiring additional skills. Starting all three of our lowest paid classifications at the same pay scale may not reflect the value the employees in those positions provide.

#### *Increasing distance between steps*

Some board members and I have noted that the distance between salary steps within the same classifications is relatively low. Moving up a step, accomplished through the annual review process, is how employees get raises (other than cost-of-living adjustments). Currently, steps differ by 2%. While I have not done exhaustive research, many other municipalities have closer to 4-6% differences between steps. I ran numbers, on how this change would affect personnel costs. Assuming we implement the AD salary change, it would cost an additional \$42,000. While I think this would be a nice change to implement, to demonstrate how we value employees, I think it's infeasible to do this in the next several years given the other changes noted above. However, I wanted to provide the information

These figures are very preliminary, although the AD figures are fairly accurate. If you're interested, I'm happy to do more and more extensive financial analysis on these matters. Another thing to consider for next year is that we will have additional non-personnel costs including rent for the Cascade Locks branch (see below) and added insurance premiums due to the transfer of the Hood River property. Our increase in revenue will be fairly fixed unless Foundation fundraising increases or we find alternative ways to fund maintenance of the Georgiana Smith Memorial Gardens. Assuming an annual increase of 3% tax revenue, we would only be bringing in an extra \$25,000-30,000.

#### **v. Draft Cascade Locks IGA**

Nielsen

##### *Attachments:*

- Draft IGA for locating Cascade Locks branch in Cascade Locks School

We are moving forward on relocating the Cascade Locks Library into the school. I spoke to the School Board on October 14, and they are similarly excited. The draft IGA and price is based on the

School District's agreements with other entities using their facilities, including Hood River County. Our rent would increase significantly over our current \$1,600/year, but we would be in a much better facility that enables us to offer better programming, more collections, and partnerships with schools. We hope to start renting the facility sometime next year.

I still need to get costs for furniture, shelving, and physical changes in the facility. Shelving will be the most significant cost. I'll have people coming out later this month to assess those costs as well as for furniture. We intend to make the facility flexible, with few affixed elements other than wall shelving and the staff desk. Most shelving will be short and mobile, and most furniture will be put on casters. We hope the facility can be used jointly by both districts, and eventually maybe the public and school libraries could be combined. We have two excellent models right here in the Gorge including Dufur and Sherman County.

I am not seeking approval of this document; it has deficiencies that I hope to correct. However, I would appreciate your comments, questions, and concerns about it so that I can relay them to the School District. Because the Library and School District share the same legal counsel, we seek another lawyer to review the contract. We likely will use SDAO.

#### **vi. Flexible Savings Accounts for employees (ACTION)**

Nielsen

*Attachments:*

- VIII.vi.a. Health care FSA information
- VIII.vi.b. Dependent care FSA information
- VIII.vi.c. Employee Health Care Benefits Policy

Our health care benefits agent of record, while doing our annual benefits review, offered the possibility of a Flexible Savings Account (FSA) for employees. These accounts allow employees to have money taken out of their pay pre-tax to use for health expenses not covered by insurance or dependent care such as day care. These plans can save employees hundreds of dollars annually. The plans have a relatively low cost: \$5 per participating employee per month. An employee could use an FSA for both health and dependent care, and the cost would remain \$5/month. The initial setup costs around \$100.

I am inquiring if the Board would like to offer this benefit to employees. If all ten of our benefits-eligible employees took advantage of the program, it would cost the District an extra \$50/month or \$600/year. In reality, likely not all employees will take advantage of the plan. I believe this is a helpful and inexpensive benefit that we could offer to employees. If added, I recommend this service be considered as part of the \$1,000 cap on monthly health care benefits.

#### **IX. Executive session: Hood River property**

VanOrman

Items for this session will be distributed separately.

#### **X. Agenda items for next meeting**

VanOrman

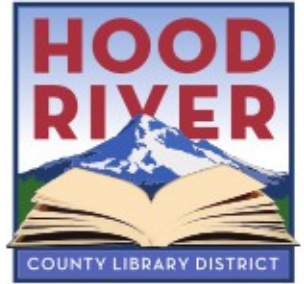
- Strategic planning bids
- Board Governance Policy

#### **XI. Adjournment**

VanOrman



**Board of Directors**  
**Regular Meeting Minutes**  
Tuesday, September 15, 2015, 7.00p  
Jeanne Marie Gaulke Community Meeting Room  
502 State St, Hood River  
Suzanne VanOrman, President



Present: Jen Bayer (Foundation), Yeli Boots (staff), Buzzy Nielsen (staff), Raven Rutherford (public), John Schoppert, Jean Sheppard, Sara Snyder, Alexis Vaivoda

**I. Additions/deletions from the agenda (ACTION)** Vaivoda

Vice-President Vaivoda called the meeting to order at 7.06a. Snyder moved to accept the agenda as presented. Schoppert seconded. The motion carried unanimously.

**II. Conflicts or potential conflicts of interest** Vaivoda

None stated.

**III. Approval of minutes from August 18, 2015, meeting (ACTION)** Vaivoda

Schoppert moved to approve the minutes of the August 18, 2015, meeting as presented. Sheppard seconded. The motion carried unanimously. Snyder abstained.

**IV. Review of Summer Reading Program 2015** Boots

Yeli Boots, Children's Services Assistant, reviewed the 2015 Summer Reading Program. Individual reading goals (e.g., someone wanting to read 60 hours in the summer) for participants were divided into four, and after each quarter toward their goal, kids got a prize. This year, there were 501 kids who signed up, about 75 more than last year. Of those, 135 completed their goals. The programs at Cascade Locks and Parkdale were slightly different, with prizes and goals geared toward families in those communities. There were performers throughout the summer at all three locations as well as Odell in partnership with the Mid Valley Elementary summer school. Performers in Hood River typically saw around 100 attendees (with a high of 250 for Reptile Man, the perennial favorite), and Cascade Locks and Parkdale performers had around 30-40. Many local businesses and organizations sponsored summer reading this year.

Storytime numbers have been growing along with general library usage, especially for infants/toddlers. Boots tried a summer reading for infants/toddlers. Every two hours a parent/guardian read to a their child, they got a free board book. There was also a special performance paid for with this year's Ready to Read Grant from the Oregon State Library. Boots hopes to expand on infant/toddler summer reading in 2016.

Nielsen noted that the teen and adult summer reading programs did similarly well, and adult participation this year increased dramatically. Snyder and Vaivoda commented that they think the staff do a great job with summer activities.

**V. Odell bus project** Boots

Boots explained staff's plans for the 2016 Ready to Read grant. The Ready to Read grant is an annual

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allocation by the Oregon Legislature, administered by the Oregon State Library, given to libraries to 1) promote early learning and/or 2) support library summer programs to help prevent summer learning loss. For 2016, staff plan to have a bus shuttle Odell families to Hood River Library. At Hood River, a storytime or a free book will be offered. Refreshments also will be available. The bus will operate similarly to the Hood River Valley Parks and Recreation District's summer swim bus. The Library District would contract with Community Education to provide the bus. Staff are excited about this possibility of offering better service to Odell. Snyder praised the staff's out-of-the-box thinking.

## **VI. Open forum for the general public**

Vaivoda

Raven Rutherford (702 Molly Rd., Hood River) addressed the Board. He just moved to town. As a writer, he loves books and would like to volunteer with the library however he can. He would like to help fundraise as well. Given his interests, board members suggested that the Library Foundation would be a good place to start volunteering.

## **VII. Reports**

### **i. Friends update**

VanOrman

In addition to the written report, Nielsen noted that local biologist Bill Weiler will offer some ecology programs as part of 2016 Hood River County Reads. Unrelated to HRC Reads, a group interested in engaging in a community conversation about aging may get a large-scale program running as well.

### **ii. Foundation update**

Bayer

In addition to the written report, Bayer noted that there will be a celebratory event for work done on the Georgiana Smith Memorial Gardens on Saturday, October 10<sup>th</sup>, at 4.00p. When the Foundation originally received the money from the Feast of Words, they intended to hire someone to manage the project. However, thanks to the work of Foundation board member Stan Sales and Master Gardeners Audrey Schneider and John Stevens, the project came in much under budget. There are ideas for further Gardens improvements with the available funds. The Foundation also soon will send out membership renewal letters.

### **iii. July and August financial statements**

Nielsen

The August financial statements were emailed out before the meeting and distributed in print during it. The Board reviewed the July and August financial statements. They had no questions.

### **iv. Director's report**

Nielsen

In addition to his written report, Nielsen mentioned the following:

- Sage Library System soon will have several new members for the first time in over three years: North Powder Public Library and all of the schools in the Harney County School District.
- This year, Special Districts Association of Oregon's safety grant program will focus on water intrusion. Nielsen intends to apply for a grant to fix the continuing problem on the northwest side of Hood River Library, outside the children's library, where water continues to build up.

## **VIII. Previous business**

There was no previous business.

## **IX. New business**

### **i. Magazine and newspaper order (ACTION)**

Nielsen

Nielsen presented a proposal to move the library to a new magazine subscription vendor, Rivistas. Staff are excited by the switch. He noted that the *New Yorker* was highest circulating magazine over the past year and three months. Snyder moved to approve purchasing magazine subscriptions from Rivistas in 2016 for up to \$5,500. Schoppert seconded. The motion carried unanimously.

### **ii. Library Card Policy revision (ACTION)**

Nielsen

Nielsen presented revisions to the Library Card Policy that updated fines and fees as well as increased the number of items checked out (from 35 to 50) and holds (from 6 to 9) that a person could have. These changes were precipitated by the Board's revision of the Fines & Fees Schedule at their August meeting as well as policy changes by the Sage Library System. Snyder moved to approve Resolution 2015-16.06, revising the Library Card Policy as amended and attached. Sheppard seconded. The motion carried unanimously.

### **iii. Policy review: Board Governance Policy**

Nielsen

The Board reviewed the Governance Policy with an eye for possible revisions. Snyder noted some typographical errors. She also suggested that the policy require board members to attend or view trainings relevant to the District. Nielsen will review the policy further and return with suggestions.

Schoppert discussed his recent new board member training from SDAO. The training was helpful, he said, and went over the basics of running a district. He was impressed by the services SDAO offered.

## **X. Agenda items for next meeting**

Vaivoda

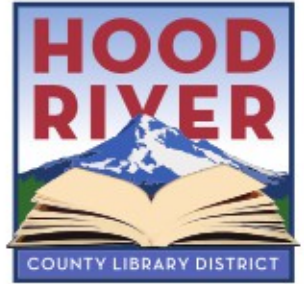
- Presentation by Cataloging Specialist Sarah Samuels
- Strategic planning consultant proposal
- Discussion of annual planning session
- Board Governance Policy

## **XI. Adjournment**

Vaivoda

The meeting adjourned at 8.16p.

October 7, 2015



Foundation members,

Thanks to the efficiency of the Master Gardeners and Gardens committee, headed up by Stan Sales, we still have a large amount of money left to revitalize the Gardens. To date, I show a balance of \$14,650.66, although we have not yet paid bills for irrigation repair and some new plantings. These will probably be about \$1,200 total. We also will need some funds for more plantings in the spring.

Other staff members and I discussed potential needs for the library grounds and suggest the following, roughly in order of priority. I do not have costs for most of these items.

### **Bike racks**

Currently, Hood River Library only has a single, cheap, unattached bike rack on the south side of the building. We would like to purchase new, vintage-style racks like the one shown at right. We anticipate putting three in front of the building, one in back of the building, one by the pergola, and one by the staff entrance. Six is the minimum number of racks we can buy from the company who sells the style we want. These racks would be \$2,504, including shipping and attachment mechanisms.



### **Reseeding the grass**

The grass has seen better days. Parts of it have died due to overwatering or machines that scraped it away. We'd like to work with the Gardens maintenance firm to reseed the grass. The Hood River Soil and water Conservation District could help us select a hearty and drought-resistant variety.

### **Cleaning up hellstrip behind library**

The hellstrip on the northeast side of the library, behind the atrium and the Hood River Jewelers building, is an invasive species nesting ground. We have hired WINGS to remove vegetation from this area several times. To preclude the need for this in the future, we want to hire WINGS to remove vegetation, then have someone lay plastic taring over the area and put gravel on top. We would leave a path to the boiler room, to which staff and contractors occasionally need to access. There are some ornamental trees that were planted here as part of the re-creation of the Gardens in 2005. However, they are not visible to most people. It would be nice to relocate some of these plantings, as they may die when tarped over.

### **Fixing masonry**

Several parts of the 2005 masonry in the Gardens are loose, especially around the upper and lower seating areas in the southwest corner of the Gardens. These loose rocks pose a safety hazard. In addition, the Stoniferous Pine sculpture needs to be reassembled, and the new wall placed around it needs to be sealed to provide stability. We would like to hire a stonemason to address these serious safety concerns.

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**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

**Adding external lighting**

The area near the outside materials dropbox is poorly lit. While not completely dark at night, the area nonetheless could use additional lighting. There are several lighting options available for this space, although the one we feel most keeps with the historic building and Gardens would be to install a wall sconce similar to those outside the main double doors just above the dropbox. There is wiring in the wall behind the dropbox, so it wouldn't be too expensive to install. Since the light would be mounted on the newer part of the building, it also wouldn't involve drilling into the old brick.

**Fixing outdoor power outlet**

There is a power outlet near the bottom seating area in the center of the Garden. It is out of order. It is a relatively easy fix; we just need to hire an electrician to do it.

**Adding faucets around the building**

The Master Gardeners, Gardens Committee, and our maintenance contractors have noted a lack of water faucets outside the building. It would greatly help their work to have more faucets on the north and east sides of the building. We'd have a plumber or irrigation specialist run the faucets through the irrigation system.

These are some of the ideas the staff and I had for the rest of the funds for the Gardens. If you have others, I'd love to hear them.

Cheers!

Buzzy Nielsen

**Seventy-Eighth Oregon Legislative Assembly - 2015 Regular Session**  
**STAFF MEASURE SUMMARY**  
**House Committee On Business and Labor**

**MEASURE: HB 2960 A**

<b>Fiscal:</b>	Fiscal impact issued
<b>Revenue:</b>	Revenue impact issued
<b>Action Date:</b>	03/25/15
<b>Action:</b>	Do Pass As Amended, Be Printed Engrossed, And Bill Be Referred To Ways And Means.
<b>Meeting Dates:</b>	03/06, 03/13, 03/25
<b>Vote:</b>	Yeas: 6 - Barton, Doherty, Evans, Fagan, Holvey, Nosse Nays: 5 - Barreto, Esquivel, Heard, Kennemer, Weidner
<b>Prepared By:</b>	Jan Nordlund, Committee Administrator

**WHAT THE MEASURE DOES:**

Creates seven-member Oregon Retirement Savings Board, to be chaired by Treasurer or Treasurer's designee. Directs Board to develop defined contribution retirement plan for people employed in Oregon. Sets requirements and limitations of the retirement plan. Establishes confidentiality of information regarding individual accounts. Establishes Retirement Savings Plan Administrative Fund to pay costs and expenses of administering plan. Directs agencies that enter into interagency agreement with Board to report to Board by January 1, 2016, on plan to provide outreach, technical assistance and compliance services. Directs Board to report to appropriate committee of Legislative Assembly by December 31, 2016. Preempts local government from establishing or offering any retirement plan for persons not employed by public body. Directs Board to establish retirement plan, unless the plan would not qualify under the Employee Retirement Income Security Act of 1974, so individuals can make contributions by June 16, 2017. Appropriates \$250,000 from the General Fund to the Board to reimburse state agencies for providing outreach and technical assistance to the Board. Declares emergency, effective on passage.

**ISSUES DISCUSSED:**

- Whether auto-enrollment triggers Employee Retirement Income Security Act requirements
- Other states that are developing a similar plan
- Whether employer could contribute on behalf of employee
- Role of employer to provide information enrollment packet and set up payroll deduction
- Ways to incentivize employers to provide a retirement plan to employees
- Recent availability of federal "myRA" program

**EFFECT OF COMMITTEE AMENDMENT:**

Makes the investment administrator the trustee of all contributions and earning. Allows employers to establish alternative retirement plan for all or some employees. Deletes proposed requirement that plan qualify for favorable federal tax treatment ordinarily accorded to individual retirement accounts and comply with section 408 of Internal Revenue Code and all other relevant laws and regulations. Deletes proposed requirement that plan ensures earnings and contributions are exempt from federal and state income tax until moneys are disbursed to account holder. Directs agencies that enter into interagency agreement with Board to report to Board by January 1, 2016, on plan to provide outreach, technical assistance or compliance services. Preempts local government from establishing or offering any retirement plan for persons not employed by public body. Appropriates \$250,000 from the General Fund to the Board to reimburse state agencies for providing outreach and technical assistance to the Board.

**BACKGROUND:**

In 2013, the Legislative Assembly passed House Bill 3436, establishing the Oregon Retirement Savings Task Force and directing the Task Force to develop recommendations for increasing the percentage of Oregonians saving for retirement or enrolled in a retirement plan, and for increasing the amount of those individual savings. The Task Force issued its report at a joint meeting of the Senate Interim Committee on Finance and Revenue and the House Interim Committee on Revenue Committee in September 2014.

The Task Force recommended developing and making available a retirement savings plan to all Oregonians lacking access to a plan at their workplace. The recommendations envision a plan with a minimal employer role, automatic enrollment for the employee (with an option to opt-out), payroll deduction, and annual automatic escalation (with opt-out) of monthly contribution, among other factors. The plan would be part of an overall retirement security program directed by a state board aimed at increasing enrollment in retirement security accounts. The program would include market research, small business outreach, research into incentives, seeking legal guidance, and efforts to increase financial literacy.

House Bill 2960-A creates the Oregon Retirement Savings Board within the Office of the Treasurer. The Board is directed to create a defined contribution retirement plan for people employed in Oregon. The plan is to be operating by June 16, 2017, unless it is determined that the plan would not qualify under the federal Employee Retirement Income Security Act of 1974.

# Oregon Legislature approves state-run retirement plan



**Tracy Loew, Statesman Journal** 9:32 p.m. PDT June 16, 2015



(Photo: DANIELLE PETERSON / Statesman Journal)

Legislation that would create a state-sponsored retirement savings program is heading to Gov. Kate Brown for final approval.

House Bill 2960 (<https://olis.leg.state.or.us/liz/2015R1/Measures/Overview/HB2960>) requires businesses that don't offer a retirement plan to automatically enroll employees in the state program and deduct a portion of their wages for it.

Employers would not be required to contribute, and employees could opt out.

If the Governor signs the bill, Oregon will become the third state to pass such legislation, following California and Illinois.

The bill passed the Senate Tuesday 17-13 on party lines.

It was hotly debated in both chambers.

"Far too many Oregonians are not saving enough to ensure a decent retirement," said Sen. Lee Beyer, D-Springfield, one of the bill's sponsors. "We know that offering a retirement plan through the workplace really works."



STATESMAN JOURNAL

Retirement Is Expensive If You Try To Do It At 55

(<http://www.statesmanjournal.com/story/money/business/2015/05/23/retirement-expensive-try/27813557/>)

Sen. Chuck Thomsen, R-Hood River, argued that enrolling its many transient employees in the plan would be too much work for agricultural employers.

"This is another example of this supermajority not listening to ag interests in this session," Thompson said.

Sen. Jeff Kruse, R-Roseburg, said he suspected a "conspiracy," where the real purpose of the plan was to later bail out the Public Employee Retirement System.

That would be impossible, Beyer said.

The state would manage the plan through a newly created Oregon Retirement Savings Board, chaired by the state treasurer. The funds would be invested by a third-party firm and would not go through the state treasury.

Other Republicans said it was more important to create jobs so more people could afford to save, and to reform PERS.

The bill was developed by a task force led by State Treasurer Ted Wheeler.

Both in Oregon and across the country, social service agencies are seeing a huge strain caring for older adults who did not save for retirement, Wheeler said in an interview after the vote.

"This is a huge win for those who worry about how to save for their retirement years," Wheeler said. "By providing a voluntary, portable, and secure way for Oregonians to consistently save some of the money they earn, we will provide security for families, communities, and the state's bottom line."



# Public Meetings and Records Best Practices Checklist

**\*\* To be completed by the Board of Directors\*\***

**District Name:** \_\_\_\_\_

Below is the Best Practices Checklist for you to complete and return. Unlike prior years, your answers will not be scored but are to be used for self-assessment. Submission of your complete and signed checklist verifying review from your board of directors (signature line on page 2) will result in a 2% credit to your 2016 insurance contributions.

Steps to receive this credit to your 2016 general liability, auto liability, and property insurance contributions:

- Board of Directors and District Manager (if applicable) complete all questions on checklist.
- Board of Directors review and approve answers.
- Representative of the Board fill out and sign page 2 of the checklist.
- After filling out and signing page 2, return **entire checklist** (OR complete online) to SDAO by **November 13, 2015**.

You can return the checklist to us by mail, email, fax, or **complete it online**. Completing the checklist online saves time and gives you immediate access to valuable resources. To complete the checklist online follow these steps:

- Go to **www.sdao.com**
- Click the Sign In button and enter your user credentials. If you are using Internet Explorer, please be sure to add **www.sdao.com** to your compatibility view websites prior to signing in. For instructions, please visit **www.sdao.com/s2/resources/compatibility\_mode.aspx**.
- After signing in, click on the Insurance Site tab.
- Click on the Best Practices tab, then click on the Take Survey button, and complete the survey.
- If your board has reviewed and approved the checklist, click the box verifying their review and click Submit.

## Public Meetings

		Yes	No
1.	Adopt public meetings policy.		
2.	Adopt board duties and responsibilities of officers.		
3.	Adopt parliamentary procedure rules including rules for public participation.		
4.	Distribute copy of Oregon Government Ethics Law to each board member.		
5.	Obtain a copy of the <i>Attorney General's Public Records and Meetings Manual</i> from the Department of Justice.		
6.	The frequency of board meetings complies with the Oregon statute regulating your type of district.		
7.	Ensure that committees, subcommittees or advisory groups appointed by the Board to bring recommendations back to the Board comply with Public Meeting Law.		
8.	Meetings are held within your district boundaries and the meeting place is accessible to all, including people with disabilities.		
9.	Provide an interpreter for hearing-impaired persons and are familiar with the ADA, which may impose requirements beyond state law.		
10.	Circulate materials/minutes in advance of board meeting.		
11.	Provide adequate notice of the time, location and agenda of meetings.		
12.	Meetings are open to the public unless an executive session is authorized by statute.		
13.	Aware of the permissible statutory provisions authorizing an executive session.		

**Public Meetings (continued)****Yes No**

14.	When convening an executive session, the chair cites the specific reason(s) and statute(s) authorizing the executive session for each subject being discussed.		
15.	Media are invited to attend executive sessions subject to the understanding that they not report on certain matters.		
16.	No final decisions are reached in an executive session.		
17.	All official actions of the Board are taken by public vote and a majority of all members of the Board concur in order to make a decision.		
18.	All board members are aware of the requirements for declaring an actual or potential conflict of interest under Oregon Ethics Law.		
19.	Minutes, whether written or electronically recorded, are taken that contain members present, matters or documents discussed or acted upon, and the results of every vote including the vote of every member.		
20.	Minutes are made available to the public within a reasonable after a meeting.		
21.	Minutes are retained forever.		

**Public Records****Yes No**

22.	Adopt public records policy.		
23.	Aware of the statutory provisions exempting certain public records.		
24.	Aware that Public Records Law does not require public bodies to create public records.		
25.	Adopt fees for responding to public records requests.		
26.	Designate one person to coordinate response to public records requests.		
27.	Provide Request for Disclosure of Public Records form to individual requesting records.		
28.	Provide Response Acknowledging Public Records Request to individual requesting records.		
29.	Certify that the information provided is a true copy of the paper or electronic record.		
30.	Cite the specific exemption(s) when denying a public records request.		

Filling out the form below certifies that your Board of Directors has reviewed and approved all answers:

**District Name:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_ **Your Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return the signed checklist (OR complete online) by **November 13, 2015** to receive a 2% credit to your 2016 general liability, auto liability, and property insurance contributions.

**How to submit your Best Practices Checklist****Mail****Email****Fax****Online**

SDIS  
PO Box 12613  
Salem, OR 97309-0613

[memberservices@sdao.com](mailto:memberservices@sdao.com)

(503) 371-4781

[www.sdao.com](http://www.sdao.com)

If you have any questions, please contact SDAO Member Services at 800-285-5461 or by email at [memberservices@sdao.com](mailto:memberservices@sdao.com).

**Seventy-Eighth Oregon Legislative Assembly - 2015 Regular Session**  
**STAFF MEASURE SUMMARY**  
**House Committee On Business and Labor**

**MEASURE: SB 492**  
**CARRIER: Rep. Fagan**

**Fiscal:** Has minimal fiscal impact

**Revenue:** No Revenue Impact

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**Action Date:** 05/13/15

**Action:** Do Pass.

**Meeting Dates:** 05/13

**Vote:**

Yeas: 11 - Barreto, Barton, Doherty, Esquivel, Evans, Fagan, Heard, Holvey, Kennemer, Nosse, Weidner

**Prepared By:** Jan Nordlund, Committee Administrator

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**WHAT THE MEASURE DOES:**

Authorizes use of accrued sick leave or personal business leave to certain employees who are victims of domestic violence, harassment, sexual assault or stalking.

**ISSUES DISCUSSED:**

- Whether proposed change is gender neutral
- Application to employers who offer paid sick leave

**EFFECT OF COMMITTEE AMENDMENT:**

No amendment.

**BACKGROUND:**

Under current law, any employer who employs at least six individuals is required to allow an eligible employee to take reasonable leave to seek services, assistance or treatment if they are a victim of domestic violence, harassment, sexual assault or stalking. The employer may limit the amount of leave if the employee's absence would create an undue hardship on the business. The law allows the employee to use any paid accrued vacation leave or paid leave offered in lieu of vacation leave. However, it does not grant the employee the right to use accrued sick leave when taking domestic violence leave.

Senate Bill 492 allows employees to use accrued sick leave or personal business leave for the purpose of handling matters related to domestic violence, harassment, sexual assault, or stalking.

**Seventy-Eighth Oregon Legislative Assembly - 2015 Regular Session**  
**STAFF MEASURE SUMMARY**  
**Senate Committee On Rules**

**MEASURE:** HB 2478 B  
**CARRIER:** Sen. Rosenbaum

**Fiscal:** Has minimal fiscal impact  
**Revenue:** No Revenue Impact

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**Action Date:** 06/09/15  
**Action:** Do Pass With Amendments To The A-Eng Bill To Resolve Conflicts.  
(Printed B-Eng)  
**Meeting Dates:** 06/09  
**Vote:**  
Yeas: 3 - Beyer, Burdick, Rosenbaum  
Nays: 2 - Boquist, Ferrioli

---

**Prepared By:** Erin Seiler, Committee Administrator

---

**WHAT THE MEASURE DOES:**

Makes statutory changes to achieve gender neutral language with respect to legally recognized marriages.

**ISSUES DISCUSSED:**

- Administrative versus policy changes of neutralization
- Utility of gender neutrality in statute
- Removal of juvenile code, paternity, policy-related items
- U.S. federal court decision

**EFFECT OF COMMITTEE AMENDMENT:**

Resolves conflict with Senate Bill 604, 2015.

**BACKGROUND:**

Same-sex marriage has been legally recognized in Oregon since May 19, 2014, after a U.S. federal district court judge ruled that Oregon's 2004 state constitutional amendment banning such marriages discriminated on the basis of sexual orientation in violation of the Equal Protection Clause of the federal constitution. In the decision, the judge wrote "Oregon's marriage laws discriminate on the basis of sexual orientation without a rational relationship to any legitimate government interest, the laws violate the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution."

Following the court decision, gender-based statutory language defining marriage as between a husband and wife needed to be updated to align with the ruling. House Bill 2478-B updates and modernizes statutes where gender distinction has no policy impact, but is in conflict with now legal same-sex marriages. The measure amends statutes in the areas of: real property; tax and estate; civil rights which reference marital status; parental obligations and dissolutions of marriage.

**Seventy-Eighth Oregon Legislative Assembly - 2015 Regular Session**  
**STAFF MEASURE SUMMARY**  
**Senate Committee On Workforce**

**MEASURE:** HB 2600  
**CARRIER:** Sen. Dembrow

**Fiscal:** Has minimal fiscal impact

**Revenue:** No Revenue Impact

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**Action Date:** 05/20/15

**Action:** Do Pass.

**Meeting Dates:** 05/06, 05/20

**Vote:**

Yeas: 4 - Dembrow, Gelser, Knopp, Rosenbaum

Nays: 1 - Thatcher

**Prepared By:** Matthew Germer, Committee Administrator

---

**WHAT THE MEASURE DOES:**

Requires continuation of group health insurance coverage for employee on family leave.

**ISSUES DISCUSSED:**

- Interplay between the federal Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA)
- Value of health insurance coverage while taking family leave
- Size of employers subject to OFLA but not by FMLA
- Types of employees using OFLA leave after exhausting FMLA leave

**EFFECT OF COMMITTEE AMENDMENT:**

No amendment.

**BACKGROUND:**

The federal Family and Medical Leave Act (FMLA) entitles eligible employees who work for covered employers to take unpaid, job-protected leave for specified family and medical reasons. If an employee is provided group health insurance, the employee is entitled to the continuation of the group health insurance coverage during FMLA leave on the same terms as if they had continued to work. The employee must continue to make any normal contributions to the cost of the health insurance premiums. The Oregon Family Leave Act (OFLA) does not include the requirement that the employee's group health insurance coverage continue during protected leave.

In general, employers with 50 or more employees are covered under FMLA, and employers with 25 or more employees are covered under OFLA.

House Bill 2600 aligns OFLA with FMLA's continuation of group health insurance coverage.

# Personnel Policy Revisions

## 11.8 Sick Leave

~~Upon employment, A full-time employee~~ shall be granted sick leave of eight hours per month, ~~prorated based on a forty-hour workweek, upon employment. All employees shall be granted sick leave on a prorated basis.~~ 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 forty-eight 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.

Sick leave will accrue during earned vacation, ~~holiday, and other paid~~ leave.

Employees may utilize their allowances of sick leave when unable to perform their work duties ~~by reason of~~ due to illness or injury; pregnancy and ~~childbirth~~ birth of children; necessity for medical or dental care, ~~handling issues of domestic violence, harassment, sexual assault, or stalking;~~ or exposure to contagious disease under circumstances under which the health of employees or members of the public with whom the employee associates would be endangered by the attendance of the employee. Sick leave may also be used in the event of illness of an immediate family member, defined as spouse, parent, sibling, child, grandparent, ~~mother or father~~ parent-in-law, stepchild~~ren~~, or domestic partner.

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

1. Notify their ~~ir-Library~~ supervisor within at least one-half 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, due to his/her illness or an illness in the family, the employee may be required to provide a physician's statement, upon his/her 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 his/her normal duties without risk of aggravating the illness or injury. When an employee is, by reason of his/her illness or injury, unable to perform his/her 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 him/herself and take further sick leave.

## 11.9 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; ~~or 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.

### **11.10 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, ~~mother or father~~ 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.

~~An employee may use one day of accumulated sick or vacation leave, makeup or compensation time, or leave without pay to attend the funeral of other than immediate family with prearrangement for absence made with the employee's supervisor.~~

### **11.15 Family Medical Leave**

#### **11.15.1 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).

#### **11.15.2 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.

### **11.15.3 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.

### **11.15.4 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.

### **11.15.5 Additional Family Leave Benefits**

~~In addition to the general provisions of OFLA and those specified here, the District offers additional benefits for employees regularly scheduled for at least twenty hours per week who request family medical leave:~~

~~An employee on family medical leave may continue group medical benefits during any period of family medical leave at the District's expense, up to a maximum of 12 weeks, by making arrangements through the Library Director. The employee still is responsible for any portion of group medical insurance for which they are normally charged.~~



## 12" rollout browser boxes with adjustable plate-style dividers

guy\_foster@storageplanning.com [guy\_foster@storageplanning.com]

**Sent:** 9/18/2015 4:51 PM

**To:** "Buzzy Nielsen" <buzzy@hoodriverlibrary.org>

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September 18, 215

Hi Buzzy,

Before the weekend is here I wanted to get a quote back to you for the:

- 8 ea. slotted 12" rollout browser boxes @ \$ 261.87 ea. \_\_\_\_\_ \$2,094.93
- 40 ea. plate-style adjustable dividers @ \$6.32 ea. \_\_\_\_\_ \$337.07
- **Estimated Freight** \_\_\_\_\_ **\$342.00**

**TOTAL DELIVERED PRICE (Spacesaver "TAN" powdercoat paint)** \_\_\_\_\_ **\$2,774.00**

Please let me know if you have any questions.

Enjoy a beautiful weekend in a wonderful place!

**Guy Foster**

9730 SW HERMAN ROAD · TUALATIN, OR 97062

503-924-4107 PH · 503-924-4114 FAX · 1-800-456-2066

[WWW.STORAGEPLANNING.COM](http://WWW.STORAGEPLANNING.COM)

**Spacesaver**   
**Specialists, Inc.**

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**Attachments:** [image001.jpg](#)

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## Accessory Pricing

[guy\\_foster@storageplanning.com](mailto:guy_foster@storageplanning.com) [[guy\\_foster@storageplanning.com](mailto:guy_foster@storageplanning.com)]

**Sent:** 9/29/2015 9:48 AM

**To:** "Buzzy Nielsen" <[buzzy@hoodriverlibrary.org](mailto:buzzy@hoodriverlibrary.org)>

---

Buzzy,

Jim McCord in our office who normally provides pricing is gone for the rest of this week but I pulled up our commercial price list to be able to respond to your questions:

**Plain full backstops #CPBS-XX** (24, 30, 36 wide are: \_\_\_\_\_) **\$10.25 ea.** weighing 2-2.5 lbs. ea.  
**Slotted full backstops #CSBS-XX** (24, 30, 36 wide) are: \_\_\_\_\_) **\$11.99 ea.** weighing 2-3 lbs. ea.

**Sloped plain shelves #CSPB-3611** (11" deep) are \_\_\_\_\_) **\$90.50 ea.** weighing 11.6 lbs. ea.  
**Sloped slotted shelves #CSSB-3611** (11" deep) are \_\_\_\_\_) **\$90.50 ea.** weighing 11.6 lbs. ea.

Jim can provide more accurate pricing when he returns next week but, I would expect approximately 25% discount to you from the above prices.

NOTE: Freight costs to you are in addition to equipment list prices.

Please get back to me with any questions!

### Guy Foster

9730 SW HERMAN ROAD · TUALATIN, OR 97062  
503-924-4107 PH · 503-924-4114 FAX · 1-800-456-2066  
[WWW.STORAGEPLANNING.COM](http://WWW.STORAGEPLANNING.COM)

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**Attachments:** [image001.jpg](#)

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# United States Department of Labor

## Wage and Hour Division

## Wage and Hour Division

### **FACT SHEET: PROPOSED RULEMAKING TO UPDATE THE REGULATIONS DEFINING AND DELIMITING THE EXEMPTIONS FOR “WHITE COLLAR” EMPLOYEES**

The Department is proposing to update the regulations governing which executive, administrative, and professional employees (white collar workers) are entitled to the Fair Labor Standards Act's minimum wage and overtime pay protections. The Department last updated these regulations in 2004, and the current salary threshold for exemption is \$455 per week (\$23,660 per year). With this proposed rule, the Department seeks to update the salary level required for exemption to ensure that the FLSA's intended overtime protections are fully implemented, and to simplify the identification of nonexempt employees, thus making the executive, administrative and professional employee exemption easier for employers and workers to understand and apply.

#### **Key Provisions of the Proposed Rule**

The Notice of Proposed Rulemaking (NPRM) focuses primarily on updating the salary and compensation levels needed for white collar workers to be exempt. Specifically, the Department proposes to:

1. set the standard salary level at the 40th percentile of weekly earnings for full-time salaried workers (\$921 per week, or \$47,892 annually);
2. increase the total annual compensation requirement needed to exempt highly compensated employees (HCEs) to the annualized value of the 90th percentile of weekly earnings of full-time salaried workers (\$122,148 annually); and
3. establish a mechanism for automatically updating the salary and compensation levels going forward to ensure that they will continue to provide a useful and effective test for exemption.

The Department's proposal to set the standard salary level at the 40th percentile of weekly earnings for full-time salaried workers represents the most appropriate line of demarcation between exempt and nonexempt employees. This salary level minimizes the risk that employees legally entitled to overtime will be subject to misclassification based solely on the salaries they receive, without excluding from exemption an unacceptably high number of employees who meet the duties test. As proposed, this would raise the salary threshold from \$455 a week (the equivalent of \$23,660 a year) to about \$970 a week (\$50,440 a year) in 2016.<sup>1</sup>

The Department is also proposing to automatically update the standard salary and HCE total annual compensation requirements to ensure that they remain meaningful tests for distinguishing between bona fide executive, administrative, and professional workers who are not entitled to overtime and overtime-protected white collar workers. Experience has shown that the salary level test is an effective measure of exempt status only if it is up to date.

In addition, the Department discusses the current duties test and solicits suggestions for additional occupation examples and requests comments on the current requirements. Similarly, the Department seeks

comment on the possibility of including nondiscretionary bonuses to satisfy a portion of the standard salary requirement. The Department is not proposing specific regulatory changes on either of these issues.

**Background**

Since 1940, the Department's regulations have generally required each of three tests to be met for one of the FLSA's white collar exemptions to apply: (1) the employee must be paid a predetermined and fixed salary that is not subject to reduction because of variations in the quality or quantity of work performed; (2) the amount of salary paid must meet a minimum specified amount; and (3) the employee's job duties must primarily involve executive, administrative, or professional duties as defined by the regulations.

Certain highly compensated employees are exempt from the overtime pay requirement if they are paid total annual compensation of at least \$100,000 (which must include at least \$455 per week paid on a salary or fee basis) and if they customarily and regularly perform at least one of the exempt duties or responsibilities of an executive, administrative, or professional employee identified in the standard tests for exemption.

**How to Comment**

The Department encourages interested parties to submit comments on the NPRM. The full text of the NPRM, as well as information on the deadline for submitting comments and the procedures for submitting comments, can be found at the Wage and Hour Division's [Proposed Rule website](#).

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Department will consider all comments received on this proposal in determining the salary level for the Final Rule.

<sup>1</sup> The Department of Labor relied upon 2013 data in the development of the NPRM, under which the 40th percentile of weekly earnings for full-time salaried workers was \$921 per week. These figures project what the salary level would likely be in 2016 based on the proposed rule.

# United States Department of Labor

## Wage and Hour Division

### **FREQUENTLY ASKED QUESTIONS: Overtime NPRM**

#### **GENERAL**

1. [Who is entitled to overtime pay under federal law?](#)
2. [Who is covered by the Fair Labor Standards Act \(FLSA\)?](#)
3. [Does the FLSA and the Department's proposed overtime rule for white collar workers apply to state or local government workers?](#)
4. [Is there a small business exemption from the FLSA or the Department's proposed overtime rule for white collar workers?](#)
5. [Is there an exemption for non-profit organizations from the FLSA or the Department's proposed overtime rule for white collar workers?](#)
6. [How is overtime pay determined?](#)
7. [What are the white collar exemptions to the FLSA?](#)
8. [What determines if an employee falls within one of the white collar exemptions?](#)
9. [I'm paid a salary and my job title is manager. Am I exempt from overtime pay?](#)
10. [What if a state has its own overtime laws?](#)
11. [What is the current salary level required to qualify for a white collar exemption?](#)
12. [When did the Department last revise its overtime regulations for white collar workers?](#)
13. [Why is the Department revising its overtime regulations for white collar workers?](#)
14. [What are the significant proposed changes to the overtime regulations for white collar workers?](#)
15. [Is the Department proposing adjustments to the standard duties tests?](#)
16. [How does the proposed rule provide greater clarity for millions more workers so they - and their employers - know more clearly if they should be covered by overtime protection?](#)
17. [Where can I review, and how can I comment on, the Department's proposed changes to the overtime regulations for white collar workers?](#)
18. [Will the proposed rule impact employees who use electronic devices, such as smartphones or laptops, for work-related purposes outside of regular work hours?](#)

## SALARY LEVEL

1. [What is the proposed standard salary level?](#)
2. [Why is the Department proposing to set the standard salary level at the 40th percentile of weekly earnings for full-time salaried workers?](#)
3. [Is the Department proposing to increase the salary level for highly compensated employees?](#)
4. [Will the Department consider bonuses as part of the new salary level test?](#)
5. [Why is the Department proposing to automatically update the salary level and HCE total annual compensation level?](#)
6. [How is the Department proposing to automatically update the salary level and HCE total compensation levels?](#)

## DUTIES TEST

1. [How will the Department update the "duties tests" in the proposal?](#)
2. [What is the basis for the standard duties test?](#)

## ECONOMICS

1. [What are the costs and benefits of the proposed rule?](#)
  2. [How many employees does the Department think will be impacted by the proposed salary level increase?](#)
  3. [Where can I find the earnings information the Department used in setting the salary and total annual compensation levels?](#)
- 

## GENERAL

### 1. Q. Who is entitled to overtime pay under federal law?

A. Most employees [covered](#) by the Fair Labor Standards Act ("FLSA") must be paid at least one and one-half times their regular rate of pay for any hours they work beyond 40 in a workweek. An employer who requires or permits an employee to work overtime is generally required to pay the employee premium pay for such overtime work.

**2. Q. Who is covered by the Fair Labor Standards Act (FLSA)?**

A. The FLSA establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Covered nonexempt workers are entitled to a minimum wage of not less than \$7.25 per hour. Overtime pay at a rate not less than one and one-half times the regular rate of pay is required after 40 hours of work in a workweek.

Generally, employees of enterprises that have an annual gross volume of sales made or business done of \$500,000 or more are covered by the FLSA. In addition, employees of certain businesses are covered by the FLSA regardless of the amount of gross volume of sales or business done. These businesses include: hospitals, businesses providing medical or nursing care for residents; schools (whether operated for profit or not for profit); and public agencies.

**3. Q. Does the FLSA and the Department's proposed overtime rule for white collar workers apply to state or local government workers?**

A. Yes, state and local government employers are subject to the FLSA and the Department's proposed regulations concerning white collar employees.

**4. Q. Is there a small business exemption from the FLSA or the Department's proposed overtime rule for white collar workers?**

A. The FLSA does not provide an exemption for small businesses. Generally, the FLSA and the proposed rule apply to employees of enterprises that have an annual gross volume of sales made or business done of \$500,000 or more, and certain other businesses. The FLSA creates a level playing field for businesses by setting a floor below which employers may not pay their employees.

**5. Q. Is there an exemption for non-profit organizations from the FLSA or the Department's proposed overtime rule for white collar workers?**

A. There is no exemption for non-profit organizations under the FLSA or in the proposed rule. Thus, the proposed rule may impact non-profit organizations having an annual dollar volume of sales or business done of at least \$500,000. In determining coverage, only activities performed for a business purpose are considered and not charitable, religious, educational, or similar activities of organizations operated on a non-profit basis where such activities are not in substantial competition with other businesses.

**6. Q. How is overtime pay determined?**

A. Unless exempt, employees covered by the FLSA must receive overtime pay for all hours worked over 40 in a workweek at a rate not less than one and one-half times their regular rates of pay.

**7. Q. What are the white collar exemptions to the FLSA?**

A. The FLSA's white collar exemptions exclude certain [executive, administrative, and professional](#) employees from federal minimum wage and overtime requirements. Certain computer professionals and

outside sales employees are also excluded from these requirements.

**8. Q. What determines if an employee falls within one of the white collar exemptions?**

A. Currently, to qualify for exemption, a white collar employee [generally](#) must:

1. be salaried, meaning that they are paid a predetermined and fixed salary that is not subject to reduction because of variations in the quality or quantity of work performed (the "salary basis test");
2. be paid at least a specific salary threshold, which is \$455 per week (the equivalent of \$23,660 annually for a full-year employee) in existing regulations (the "salary level test"); and
3. primarily perform executive, administrative, or professional duties, as provided in the Department's regulations (the "duties test").

Certain employees are not subject to either the salary basis or salary level tests (for example, doctors, teachers, and lawyers).

**9. Q. I'm paid a salary and my job title is manager. Am I exempt from overtime pay?**

A. Job titles do **not** determine exempt status, and the fact that a white collar employee is paid on a salary basis does not alone provide sufficient ground to exempt that employee from the FLSA's minimum wage and overtime requirements. For an exemption to apply, an employee's specific job duties **and** salary must meet all of the applicable requirements provided in the Department's regulations.

**10. Q. What if a state has its own overtime laws?**

A. The FLSA provides minimum standards, and does not preempt a state from establishing more protective standards. If a State establishes a more protective standard than the provisions of the FLSA, the higher standard applies in that State.

**11. Q. What is the current salary level required to qualify for a white collar exemption?**

A. Under the current regulations, a white collar employee must be paid at least \$455 per week (equivalent to \$23,660 annually for a full-year employee) to qualify as an exempt executive, administrative, or professional employee. An employee may qualify as an exempt [computer professional](#) if he or she is paid at least \$455 per week or at least \$27.63 an hour, if paid on an hourly basis. There is no salary level test required to qualify as an exempt [outside sales employee](#). Certain professionals including doctors, lawyers, and teachers are also not subject to the salary level test. Finally, the current regulations also contain a relaxed duties test for certain [employees](#) who receive total annual compensation of \$100,000 or more and are paid at least \$455 per week.

**12. Q. When did the Department last revise its overtime regulations for white collar workers?**



A. The Department last updated the white collar overtime regulations in 2004. That update, which included setting the standard salary level test amount of \$455 per week, has been in effect since August 23, 2004.

**13. Q. Why is the Department revising its overtime regulations for white collar workers?**

A. To help build real, lasting economic security for more hardworking Americans, President Obama directed the Secretary of Labor to update the FLSA's overtime pay protections and to simplify the overtime rules for employers and workers alike. By way of this rulemaking, the Department seeks to update the salary level test to ensure that the FLSA's intended overtime protections are fully implemented, and to simplify the identification of overtime-eligible employees, thus making the white collar exemptions easier for employers and workers to understand.

**14. Q. What are the significant proposed changes to the overtime regulations for white collar workers?**

A. To restore the effectiveness of the salary level test, the Department proposes to set the standard salary level at the 40th percentile of weekly earnings for full-time salaried workers. Using 2013 data, the proposed salary amount would equal \$921 per week (which is \$47,892 annually for a full-year worker). Should the Department decide after consideration of comments received on the NPRM to set the standard salary level in the final rule at the 40th percentile of weekly earnings of full-time salaried workers, the Department estimates that a 2016 level may be about \$970 a week, or \$50,440 a year.

The Department is also proposing to set the highly compensated employee ("HCE") annual compensation level equal to the 90th percentile of earnings for full-time salaried workers (\$122,148 annually). Further, in order to prevent the salary level requirements from again becoming outdated and ineffective between rulemakings, the Department is proposing to automatically update the salary and compensation levels on an annual basis.

**15. Q. Is the Department proposing adjustments to the standard duties tests?**

A. While the Department is not proposing any specific changes to the standard duties tests, the Department is seeking comments on whether the current duties tests are working as intended to screen out employees who are not bona fide "white collar" exempt employees.

**16. Q. How does the proposed rule provide greater clarity for millions more workers so they - and their employers - know more clearly if they should be covered by overtime protection?**

A. The proposed rule will clarify the overtime requirements for approximately 11 million workers who earn below the proposed salary threshold and their employers because their entitlement to overtime pay can be determined solely on the basis of the bright line salary threshold. This group includes almost 5 million white collar workers who will become newly entitled to overtime protection because of the increase in the salary threshold, and approximately 6 million white collar employees who are currently entitled to overtime who will have their eligibility clarified because it will be determined solely by application of the salary threshold.

**17. Q. Where can I review, and how can I comment on, the Department's proposed changes to the overtime regulations for white collar workers?**

A. The Department's Notice for Proposed Rulemaking ("NPRM") is available at [www.regulations.gov](http://www.regulations.gov) under Rule Identification Number (RIN) 1235-AA11. The Department encourages all interested parties to participate in the rulemaking process by submitting written comments regarding the NPRM through the online portal provided at [www.regulations.gov](http://www.regulations.gov).

**18. Q. Will the proposed rule impact employees who use electronic devices, such as smartphones or laptops, for work-related purposes outside of regular work hours?**

A. During its outreach to stakeholders, the Department heard questions and concerns related to the use of electronic devices by white collar workers who may be newly entitled to overtime pay as a result of this rulemaking. Because this concern involves compensation for hours worked by overtime-protected employees, it is beyond the scope of this rulemaking. The Department, however, understands the importance of this concern and will publish a Request for Information (RFI) in the near future seeking information from stakeholders on the use of electronic devices by overtime-protected employees outside of scheduled work hours. The Department anticipates issuing the RFI in August 2015.

## **SALARY LEVEL**

**1. Q. What is the proposed standard salary level?**

A. In order to re-establish the effectiveness of the salary level test as a ready method of drawing a line separating exempt from nonexempt employees, the Department proposes to set the standard salary level at the 40th percentile of [weekly earnings for full-time salaried workers](#). Using 2013 data, the proposed salary amount would equal \$921 per week (which is \$47,892 annually for a full-year worker). Should the Department decide after consideration of comments received on the NPRM to set the standard salary level in the final rule at the 40th percentile of weekly earnings of full-time salaried workers, the Department estimates that a 2016 level may be about \$970 a week, or \$50,440 a year.

**2. Q. Why is the Department proposing to set the standard salary level at the 40th percentile of weekly earnings for full-time salaried workers?**

A. The Department believes that the 40th percentile of weekly earnings for full-time salaried workers represents the most appropriate line of demarcation between exempt and nonexempt employees. This amount effectively distinguishes between employees who may meet the duties requirements of the white collar exemptions and those who likely do not, without necessitating a return to the more detailed "long" duties test that existed before 2004. This salary level minimizes the risk that employees legally entitled to overtime will be subject to misclassification based solely on the salaries they receive, without excluding from exemption an unacceptably high number of employees who meet the duties test.

Currently, approximately 85 percent of white collar salaried workers who fail the duties test- and therefore are entitled to overtime protection- earn at least \$455 per week. Because the current salary level is only screening from exemption approximately 15 percent of overtime-eligible white collar salaried employees, it is not an effective test for exemption and does not serve the intended purpose of simplifying application of the

exemption by reducing the number of employees for whom employers must perform a duties analysis. Increasing the standard salary level to the 40th percentile of weekly earnings for full-time salaried workers would reduce the number of white collar employees who do not meet the duties test but earn at least the proposed salary level to approximately 41 percent.

**3. Q. Is the Department proposing to increase the salary level for highly compensated employees?**

A. The Department is proposing to set the HCE annual compensation level equal to the 90th percentile of earnings for full-time salaried workers (\$122,148 annually).

**4. Q. Will the Department consider bonuses as part of the new salary level test?**

A. In a further effort to respond to changing conditions in the workplace, the Department is seeking comment on whether to allow nondiscretionary bonuses, such as certain production or performance bonuses, to satisfy a portion of the standard salary test requirement. Such bonuses include for example, nondiscretionary incentive bonuses tied to productivity and profitability.

**5. Q. Why is the Department proposing to automatically update the salary level and HCE total annual compensation level?**

A. The Department is proposing to automatically update the standard salary and HCE total annual compensation requirements to ensure that they remain meaningful tests for distinguishing between bona fide executive, administrative, and professional workers who are not entitled to overtime and overtime-protected white collar workers. Experience has shown that the salary level test is a strong measure of exempt status only if it is up to date. Left unchanged, the test erodes due to inflation, becoming substantially less effective as wages for overtime-protected workers increase over time. Automatically updating the salary level and HCE total annual compensation requirement using the most recent data will ensure that these tests continue to accurately reflect current economic conditions.

**6. Q. How is the Department proposing to automatically update the salary level and HCE total compensation levels?**

A. The Department has proposed two different methodologies for updating the standard salary and HCE total annual compensation levels. One method would keep those levels pegged to the 40th and 90th percentiles of earnings for full-time salaried workers, respectively. The other method would adjust the standard salary and HCE compensation amounts based on changes in inflation, as measured by the Consumer Price Index for all Urban Consumers (CPI-U). The Department is seeking comment on both methods of updating.

## **DUTIES TEST**

**1. Q. How will the Department update the "duties tests" in the proposal?**

A. The Department is not making specific proposals to modify the standard duties tests; however, the

Department is seeking comment on whether the standard duties tests are working as intended to screen out employees who are not bona fide white collar exempt employees.

## **2. Q. What is the basis for the standard duties test?**

A. From 1949 until 2004 the regulations contained two different tests for exemption - a long test for employees paid a lower salary, and a short test for employees paid at a higher salary level. Under the old short test/long test structure, the long duties test included a limit on the amount of nonexempt work that could be performed (20 percent for most workers and 40 percent for retail and service workers) and thus provided an adequate safeguard against the exemption of white collar workers who should be overtime-protected but who were paid between the long test salary level and the short test salary level. The short duties test did not include a cap on nonexempt work for employees paid at or above the higher short test salary level. The Department in the 2004 Final Rule replaced the short test/long test structure with a single "standard" test. The standard test based the new "standard" duties tests on the short duties tests (which did not strictly limit the amount of nonexempt work that could be performed), and tied them to a salary test level that was updated from the long test salary (which historically had been paired with a cap on nonexempt work).

## **ECONOMICS**

### **1. Q. What are the costs and benefits of the proposed rule?**

A. The Department estimates that average annualized direct employer costs will total between \$239.6 and \$255.3 million per year, depending on the updating methodology. In addition to the direct costs, this proposed rulemaking will also transfer income from employers to employees in the form of higher earnings. Average annualized transfers are estimated to be between \$1.18 and \$1.27 billion, depending on which of the two updating methodologies is used.

### **2. Q. How many employees does the Department think will be impacted by the proposed salary level increase?**

A. In the first year, the Department estimates that 4.6 million workers exempt under the current regulations who earn at least the current weekly salary level of \$455 but less than the proposed salary level of \$921 would, without some intervening action by their employers, become newly entitled to overtime protection under the FLSA. Similarly, an estimated 36,000 currently exempt workers who earn at least \$100,000 but less than \$122,148 and who meet the minimal HCE duties test but not the standard duties test may also become eligible for minimum wage and overtime. Additionally, the Department estimates that 6.0 million salaried white collar workers who are currently entitled to overtime due to their job duties, and who earn at least \$455 per week but less than the proposed salary level, would have their overtime protection strengthened because their exemption status would be clear based on the salary test alone without the need to examine their duties. This would reduce the number of overtime eligible workers potentially subject to misclassification as exempt by their employers.

### **3. Q. Where can I find the earnings information the Department used in setting the salary and total annual compensation levels?**

A. The Department set these levels using Bureau of Labor Statistics (BLS) data available at [http://www.bls.gov/cps/research\\_nonhourly\\_earnings\\_2013.htm](http://www.bls.gov/cps/research_nonhourly_earnings_2013.htm). On a quarterly basis, BLS publishes a table of deciles of the weekly wages of full-time salaried workers, calculated using Current Population Survey data. See [http://www.bls.gov/cps/research\\_series\\_earnings\\_nonhourly\\_workers.htm](http://www.bls.gov/cps/research_series_earnings_nonhourly_workers.htm)

# Minimum wage will top list as Oregon lawmakers gather at Capitol this week



[<http://connect.oregonlive.com/staff/ikullgren/index.html>] By Ian K. Kullgren | The Oregonian/OregonLive [<http://connect.oregonlive.com/staff/ikullgren/posts.html>]

Email the author | Follow on Twitter [<https://twitter.com/lanKullgren>]

on September 28, 2015 at 5:01 AM, updated September 28, 2015 at 5:05 AM

SALEM — Legislators will gather in Salem this week for the first time since the 2015 session ended, offering a preview of issues they may tackle in 2016.

Topics at the top of the list? The state economy and the minimum wage.

Oregon Employment Department economists will brief lawmakers Monday on job growth and the minimum wage. Also Monday, State Economist Mark McMullen will offer an economic outlook for rural Oregon.

Together, the hearings could help House Democrats decide whether to take another run at raising the minimum wage during next year's monthlong legislative session in February. More than a dozen bills on the issue stalled in the last session.

Adding pressure: A powerful union-lead coalition is pushing for legislation to raise the minimum to \$13.50 an hour — and says it will **take it to the ballot** [[http://www.oregonlive.com/mapes/index.ssf/2015/07/minimum\\_wage\\_should\\_it\\_be\\_1350.html](http://www.oregonlive.com/mapes/index.ssf/2015/07/minimum_wage_should_it_be_1350.html)] in November 2016 if lawmakers don't act. Other advocates are **gathering signatures** [[http://www.oregonlive.com/politics/index.ssf/2015/09/backers\\_of\\_15\\_minimum\\_wage\\_bal.html](http://www.oregonlive.com/politics/index.ssf/2015/09/backers_of_15_minimum_wage_bal.html)] to increase the minimum to \$15 an hour.

This week's meetings, called Legislative Days, are among three-day gatherings held between sessions. The meetings this week will include hearings on everything from road safety and child welfare to updates on the drought and wildfires.

On Tuesday, the full Senate is set to convene to approve more than 50 agency appointments, including **Clyde Saiki** [<http://Clyde Saiki>] as the Department of Administrative Services director.

On Wednesday, the joint committee overseeing Measure 91's marijuana legalization will meet hours before retail sales of pot become legal. The House Judiciary Committee will also hold a hearing that day to discuss untested rape kits.

"Inside the building, the noise will probably be about minimum wage," said Rep. **Brian Clem** [<http://gov.oregonlive.com/legislators/Brian-Clem/>], D-Salem. "I see it as rural versus urban — can we have one statewide minimum wage policy?"

Senate Minority Leader **Ted Ferrioli** [<http://gov.oregonlive.com/legislators/Ted-Ferrioli/>], R-John Day, complained that legislators are sidestepping some important issues, such as transportation funding and a looming budget hole created by the Oregon Supreme Court's decision on pension reforms.

## OREGON POLITICS

**Democratic debate: Live-blogging Clinton, Sanders and a supporting cast on Vegas stage**

[[http://www.oregonlive.com/mapes/index.ssf/2015/10/democratic\\_debate\\_live-blogging.html#incart\\_story\\_package](http://www.oregonlive.com/mapes/index.ssf/2015/10/democratic_debate_live-blogging.html#incart_story_package)]

**Anti-Obama protests in Roseburg: I'm embarrassed by my fellow Oregonians (Letters to the Editor)**

[[http://www.oregonlive.com/opinion/index.ssf/2015/10/anti\\_obama\\_protests\\_roseburg.html#](http://www.oregonlive.com/opinion/index.ssf/2015/10/anti_obama_protests_roseburg.html#)]

**Initiative to ban trade in ivory and other products from endangered species is launched in Oregon**

[[http://www.oregonlive.com/mapes/index.ssf/2015/10/initiative\\_to\\_ban\\_trade\\_in\\_ivo.html#](http://www.oregonlive.com/mapes/index.ssf/2015/10/initiative_to_ban_trade_in_ivo.html#)]

**Noted climate scientist, once a pessimist, now sees reason for hope**

[[http://www.oregonlive.com/today/index.ssf/2015/10/noted\\_climate\\_scientist\\_once\\_a.html#](http://www.oregonlive.com/today/index.ssf/2015/10/noted_climate_scientist_once_a.html#)]

**The de-evolution of America: Letters to the Editor**

[[http://www.oregonlive.com/opinion/index.ssf/2015/10/the\\_de-evolution\\_of\\_america\\_le.html#incart\\_](http://www.oregonlive.com/opinion/index.ssf/2015/10/the_de-evolution_of_america_le.html#incart_)]

### All Stories

[<http://topics.oregonlive.com/tag/politics/posts.html>]

Minimum wage will top list as Oregon lawmakers...

<http://www.oregonlive.com/politics/index.ssf/2015...>

"We haven't had a real conversation about PERS," Ferrioli said. "Meanwhile, there are distractions and people pushing buttons."

Reporters from The Oregonian/OregonLive will cover this week's sessions. Follow their stories at **[oregonlive.com/politics](http://www.oregonlive.com/politics)**  
**<http://www.oregonlive.com/politics/>**.

— Ian K. Kullgren

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 **Ad Choices**

## Salary Schedule, 2015-16 (Personnel Policies, Appendix A)

Steps:	1	2	3	4	5	6	7
<b>Clerk I</b>	\$10.36 \$21,549	\$10.57 \$21,980	\$10.78 \$22,419	\$10.99 \$22,868	\$11.21 \$23,325	\$11.44 \$23,792	\$11.67 \$24,267
<b>Clerk II</b>	\$11.78 \$24,502	\$12.02 \$24,992	\$12.26 \$25,492	\$12.50 \$26,002	\$12.75 \$26,522	\$13.01 \$27,053	\$13.27 \$27,594
<b>Library Assistant I</b>	\$14.41 \$29,979	\$14.70 \$30,579	\$15.00 \$31,190	\$15.30 \$31,814	\$15.60 \$32,450	\$15.91 \$33,099	\$16.23 \$33,761
<b>Library Assistant II</b>	\$16.63 \$34,581	\$16.96 \$35,273	\$17.30 \$35,979	\$17.64 \$36,698	\$18.00 \$37,432	\$18.36 \$38,181	\$18.72 \$38,944
<b>Librarian I</b>	\$19.02 \$39,562	\$19.40 \$40,353	\$19.79 \$41,160	\$20.18 \$41,983	\$20.59 \$42,823	\$21.00 \$43,679	\$21.42 \$44,553
<b>Librarian II</b>	\$22.69 \$47,195	\$23.14 \$48,139	\$23.61 \$49,102	\$24.08 \$50,084	\$24.56 \$51,086	\$25.05 \$52,107	\$25.55 \$53,149
<b>Library Director</b>	\$32.91 \$68,453	\$33.57 \$69,822	\$34.24 \$71,218	\$34.92 \$72,643	\$35.62 \$74,096	\$36.34 \$75,577	\$37.06 \$77,089

Range approved by the Board of Directors, May 19, 2015

Steps established by Library Director, May 19, 2015





**LEASE AGREEMENT  
2015/2016**

This lease is made and entered into by and between Hood River County Library - CL. (LESSEE) hereinafter called "HRCL-CL", and Hood River County School District (LESSOR) hereinafter called the "DISTRICT."

**1. Description of Premises**

The DISTRICT hereby leases to HRCL-CL and HRCL-CL leases from the DISTRICT. Additionally, the DISTRICT agrees to allow use of the Cascade Locks School, Rooms 11 & 13, for use by Hood River County Library - CL.

HRCL-CL agrees:

- to adhere to all School Board Policies and Rules;
- that all use shall be scheduled with the Facilities Use Coordinator for the use of the CL Rooms #11 & 13 including access to restrooms;
- that the premise shall be used and occupied in a safe and proper manner;
- that no nuisance, trade or custom that is unlawful or hazardous shall be permitted therein; and,
- that no waste shall be committed upon, nor any damage be done to said premises.

**2. Term**

The term of the lease shall be for a period of 12 months beginning **January 1, 2016** and ending **December 31, 2016**. HRCL-CL may renew the lease annually for additional one-year terms with DISTRICT approval. Either party may cancel this lease at any time with 30 days written notice to the other party.

**3. Rent**

HRCL-CL shall pay to the DISTRICT rent of \$ 864 monthly over the period of use. Said rent includes payment for utilities (water, sewer, electricity, trash service, telephone line/internet, basic custodial services and cleaning supplies. Any rent due shall be payable on the 1st day of each month with the first payment due on or before the first day of lease agreement. Rent for future lease terms will be negotiated each renewal period. Rent will be mailed to Hood River County School District, Attn: Cindy Williams, 1009 Eugene, Hood River, OR 97031.

**4. Insurance**

A. The DISTRICT shall keep the leased premises insured at the DISTRICT's expense against fire and other risks covered by a standard fire insurance policy.

B. Each of the parties agrees to maintain its own liability insurance in an amount not less than \$500,000 per occurrence, related to activities conducted upon the demised premises. HRCL-CL agrees to indemnify, hold harmless, and defend the DISTRICT from any claim, loss, liability, suit, or action arising out of or related to any negligent activity of the HRCL-CL in connection with HRCL-CL'S operation upon the demised premises. HRCL-CL will name the DISTRICT as an additional insured on HRCL-CL'S policy.

C. Neither party shall be liable to the other (or to the other's successors or assigns) for any loss or damage caused by fire or any of the risks enumerated in a standard fire insurance policy with an extended coverage endorsement, and in the event of insured loss neither party's insurance company shall have a subrogated claim against the other.

D. HRCL-CL shall provide the DISTRICT with an original certificate of insurance, naming the DISTRICT as an additional insured. The HRCL-CL shall maintain the insurance policies in effect, and provide the DISTRICT with the necessary certificate of insurance, during the term of this agreement. Said certificate will cause the DISTRICT to be notified not less than thirty (30) days prior to cancellation or non-renewal.

**5. Assignment**

HRCL-CL shall not assign this lease, or any interest therein, or any portion thereof; nor shall HRCL-CL sublet any portion of the demised premises, nor permit any other person to occupy or use said premise or any part thereof, without first obtaining the written consent of the DISTRICT. There shall be no personal storage use on the leased premises.

**6. Alcohol, Drugs, and Weapons**

The HRCL-CL shall familiarize itself with all District policies regarding Alcohol, Drugs, and Weapons. HRCL-CL shall comply with all the conditions of said policies. HRCL-CL understands that the DISTRICT does not allow any alcoholic beverages, tobacco products, drugs, or weapons on DISTRICT property, and agrees to uphold these and other conditions contained in its policies and procedures.

**7. Inspection of Premises**

The DISTRICT and its representatives shall have the right to search or inspect the premises, fixtures, and equipment at any time.

**8. Alterations and Additions**

HRCL-CL shall make no alterations or additions to the leased premises without prior written consent of the DISTRICT, which all reasonable requests will be considered, and any permanent improvements to the leased premises made by HRCL-CL shall remain the property of the DISTRICT at the termination of this lease, except as otherwise provided below. Must be specified in Appendix A.

**9. Taxes**

Under the provisions of ORS 307.112, certain real property tax savings resulting from the exemption of the property leased herein shall be to the benefit of the DISTRICT. In future tax years, in the event for reasons not foreseen, if the DISTRICT loses the tax exemption status for the space defined in this lease, then, for purposes of this lease, an adjustment to the rent shall be negotiated which will accommodate the increased tax burden to the DISTRICT.

**10. Possession and Surrender of Premises**

HRCL-CL agrees to return to the DISTRICT said premises at the expiration of this lease, in good order and condition, usual wear and tear and damage by the elements excepted, and also to remain liable for rent until all the premises, with keys to the same being returned to the DISTRICT in like good order, and no demand or notice of such delivery shall be necessary. At the termination of this lease, all trade fixtures and equipment, unless a permanent improvement, provided or installed by the HRCL-CL, moveable partitions, furniture and equipment of HRCL-CL shall remain HRCL-CL property and may be removed from the leased premises.

Any property remaining on said premises belonging to the HRCL-CL remaining 60 days after the termination of the lease shall be considered property of the DISTRICT. At that time DISTRICT shall immediately remove all property in accordance with its policies and procedures.

**11. Repairs and Maintenance****A. DISTRICT'S obligations:**

- i) Repairs and maintenance of the roof and gutters, exterior walls, load bearing walls, structural members, and foundation.
- ii) Repair and maintenance of interior walls, ceilings, doors, windows and related hardware.
- iii) Painting of exterior walls.
- iv) Repair of sidewalks, driveways, curbs, parking areas, and areas used in common by HRCL-CL and the DISTRICT.
- v) Repair and maintenance of water, sewage, gas, electrical and plumbing services.
- vi) Repair and maintenance of the heating and air conditioning system.
- vii) The DISTRICT shall be responsible for all other items listed in Appendix A, Item A.

**B. HRCL-CL'S obligations.**

- i) Any repairs necessitated by the negligence of HRCL-CL, its agents, employees, and invitees.
- ii) All other repairs to the premises that the DISTRICT is not required to make under Section A above.
- iii) All painting of interior walls – with approval of District Maintenance Director.
- iv) The HRCL-CL shall be responsible for all costs for the approved repair or addition, including permitting and inspection.
- v) The HRCL-CL shall be responsible for all other items listed in Appendix A, Item B.

**12. Governing Law**

This lease shall be governed by and construed in accordance with the laws of the State of Oregon.

**13. Amendments**

No waivers, alterations or modifications of this lease or any agreements in connection therewith shall be valid unless dully executed in writing by both the DISTRICT and HRCL-CL.

**14. Time is of the Essence**

Time is of the essence of this lease.

**IN WITNESS WHEREOF, the undersigned DISTRICT and HRCL-CL have executed this lease in duplicate as of the date first above written.**

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**Hood River County Library-CL**

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**DISTRICT**

Hood River County Library - CLES

Hood River County School District

---

Buzzy Nielsen

---

Saundra Buchanan

Title: Hood River County Library - CLES

Chief Financial Officer

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**LONG TERM AGREEMENT  
2015/16**

**APPENDIX A**

This attachment is pertaining to the use of the Cascade Locks School, Rooms 11 & 13 for Hood River County Library-Cascade Locks for the 2015/16 School Year, beginning January 1, 2016 through December 31, 2016.

Proposed days/hours of use:

Tuesday	3 pm – 7 pm
Wednesday	10 am – 2 pm
Thursday	3 pm – 7 pm
Friday	10 am – 2 pm
Saturday	10 am – 2 pm

A. The DISTRICT'S obligations:

- a. Provide Internet access/web filtering service and Wi-fi
- b. Telephone service
- c. Rooms will be keyed separately

B. HRCL-CL Obligations:

- a. Removal of sink and countertop, room #13 SW corner
- b. Removal of Wall Covering
- c. Interior painting
- d. Replace carpet
- e. Install library shelving, bolted to the floor and walls
- f. Glass wall enclosure for study area
- g. Provide screen and projector
- h. Signage for HRC Library
- i. Computer, printer, projector and screen

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Hood River County Library-CL

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Hood River County School District

Initials: \_\_\_\_\_

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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Proposed Long Term Agreement between HRCSD & HRC Library-CL

10/6/2015

Cascade Locks

Hood River County Library

Cascade Locks School  
Rooms #11 & #13

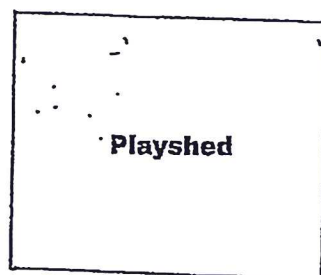
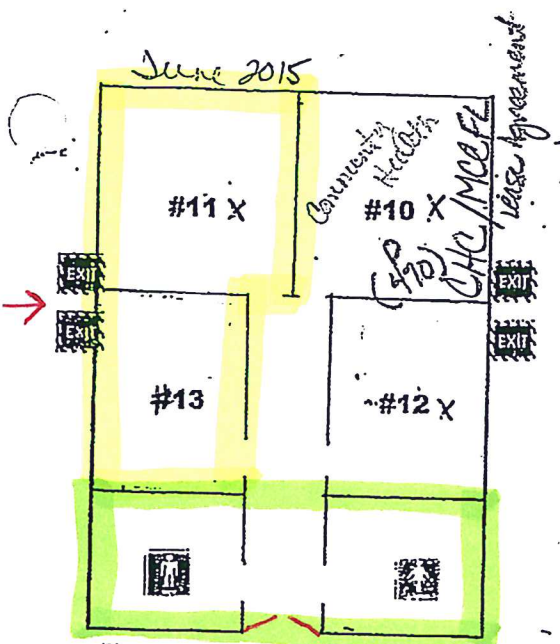
		Square Feet	CL Comp Rate	
Room #11	27' x 27'	729	\$ 0.50	\$ 364.50
Room #13	27' x 27'	729	\$ 0.50	\$ 364.50
Custodial Rate/hr	\$ 25.00			\$ 729.00 Rent amount, Rooms #11 & #13
Supplies	\$ 10.00			\$ 125.00 5 Hours per month*
				\$ 10.00 Supplies/paper products, trash bags, cleaners, etc
				<u>\$ 864.00 Per Month</u>

\* Custodial: 15 mins per/day x 20 days/month

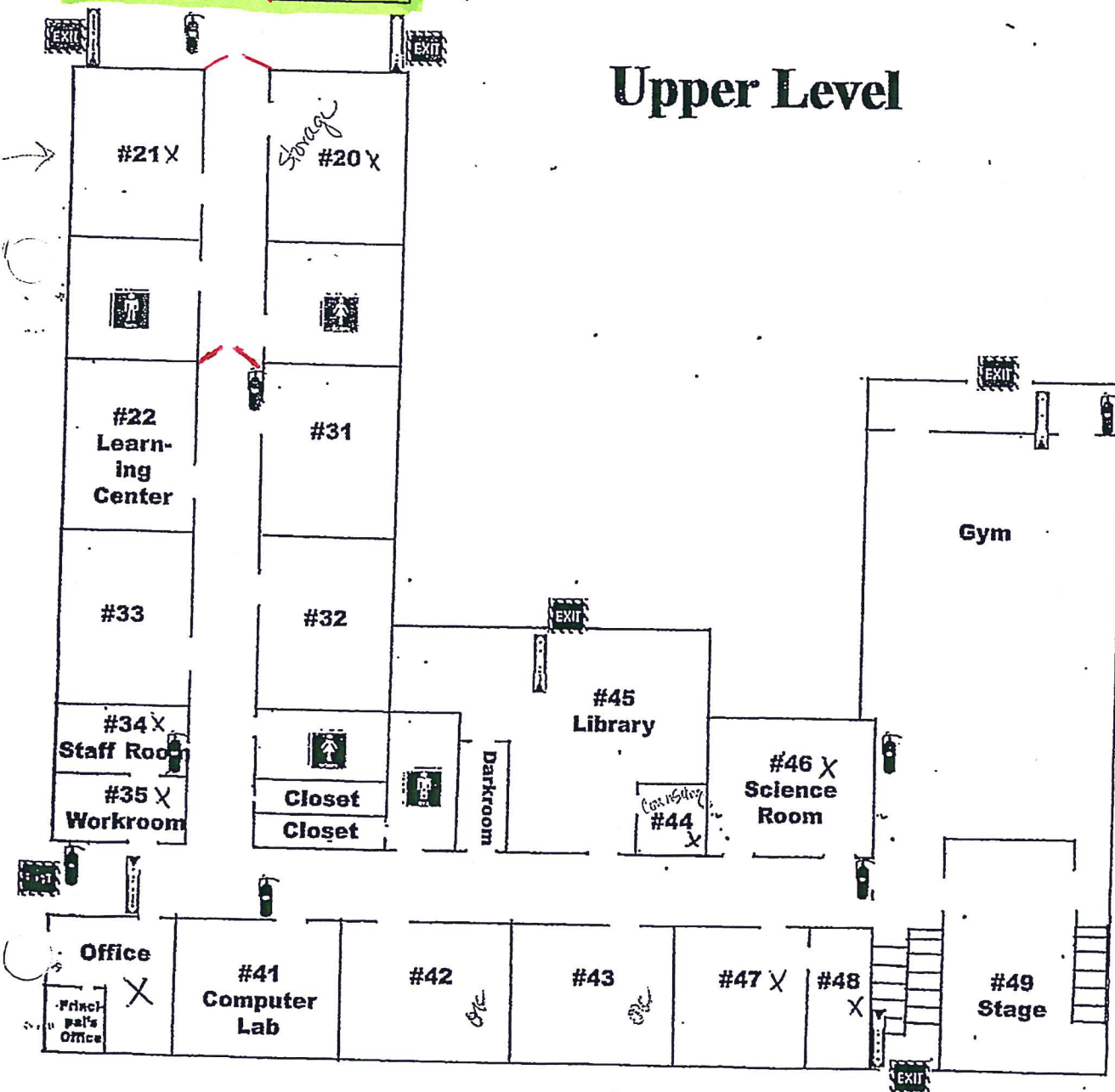
10/16/14

Room #13 =  $27' \times 27' = 729 \text{ ft}^2$

## Locking Doors



## Upper Level







## What is a Healthcare FSA?

A flexible spending account is an employer-sponsored benefit that allows you to pay for eligible medical expenses on a pre-tax basis. If you expect to incur medical expenses that won't be reimbursed by another plan, FSAs are a great way to save money while covering those costs.

## How Does It Benefit Me?

An FSA saves you money. The contributions you make to an FSA are deducted from your pay before your federal, FICA and state taxes are calculated and are never reported to the IRS. The end result is that you decrease your taxable income and increase your spendable income. You can save hundreds.

Federal Tax Rate	Annual FSA Contribution	Annual Tax Savings*
15%	\$1,500	\$340
15%	\$2,500	\$566
25%	\$1,500	\$490
25%	\$2,500	\$816
33%	\$1,500	\$610
33%	\$2,500	\$1,016

\*For illustrative purposes only. Based on a 7.65% FICA. Your tax situation may be different. Consult a tax advisor.

Plus Point Services, Inc., a subsidiary of BCI Group, Inc, specializes in full-service, tailored third-party administration (TPA). We offer COBRA administration, S125 administration and Health Reimbursement Arrangement (HRA) administration. Our clients value our team's responsiveness, dependability, accessibility and reliability.



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# Maximize your income with a healthcare FSA





# Save on predictable healthcare expenses.

## How a Healthcare FSA Works

You can contribute up to \$2,500 annually to your flexible spending account. This annual election amount will be deducted evenly out of each pay check on a pre-tax basis and put into your FSA. You can then use the funds to pay for eligible expenses. Changes to the annual election amount are only permitted due to a change of status such as marriage or birth of a child.



A big perk to an FSA is that it is pre-funded, meaning that you will have access to your full annual election amount at the very beginning of the plan year, regardless of the amount contributed to date. That is like having a tax-free, interest-free loan to help you pay for healthcare expenses. So go ahead and schedule that laser eye surgery in January!

Your plan may also include a grace period extension. This feature creates a grace period that immediately follows the end of the plan year. During this time frame, you may incur expenses and use the funds remaining in your account toward eligible FSA expenses.

Flexible spending accounts reduce your taxable income by setting aside pre-tax dollars to pay for eligible healthcare expenses.



## Who's Covered

An FSA covers eligible expenses for you and all of your dependents, even if they are not covered under your primary health plan.

## What's Covered

For a complete list of eligible expenses see IRS Publication 502: Medical and Dental Expenses. Examples of eligible expenses:

- ▶ Acne Treatments\*\*
- ▶ Allergy Medicine\*\*
- ▶ Antacids\*\*
- ▶ Bandages
- ▶ Chiropractic Care
- ▶ Cold Medicine\*\*
- ▶ Condoms
- ▶ Contact Lenses & Cleaners
- ▶ Copays, Co-Insurance & Deductibles
- ▶ Dental Care
- ▶ Diabetic Supplies
- ▶ Eyeglasses
- ▶ Hearing aids
- ▶ Laser Eye Surgery
- ▶ Orthodontia
- ▶ Pain Relievers\*\*
- ▶ Pregnancy Tests
- ▶ Prescription Drugs
- ▶ Smoking Cessation Programs\*\*
- ▶ Sunscreen

\*\*Over-the-counter (OTC) drugs and medicines (except insulin) are only eligible for reimbursement when prescribed by a physician.



## Benefits Debit Card

Spending your FSA funds on eligible expenses has never been easier. The card allows you to avoid out-of-pocket expenses, cumbersome paperwork and reimbursement delays. One card can manage multiple account types, such as a dependent care FSA, health savings account, or commuter account.



## Online Access

Get account information from our easy-to-use online portal. See your account balance in real time, file a claim for reimbursement, and check on a claim status.

## Advantages of an FSA

- ▶ Increase your spendable income by reducing your taxable gross income
- ▶ Budget for planned healthcare expenses
- ▶ No waiting for reimbursement when you use your benefits debit card

## Employee FAQ: Dependent Care FSA

### What is a dependent care FSA (DCA)?

A DCA is a flexible spending account that allows you to contribute a portion of your paycheck before taxes are taken out to pay for qualified dependent care expenses so that you can work or look for work.

### Why should I participate?

Since contributions to the account are deducted from your paycheck before income taxes are assessed, your taxable income is reduced. Participants enjoy a 30% average tax savings on the total amount they contribute to the account.

### How do I contribute money to my DCA?

Once you make your annual election during open enrollment, your employer will deduct this amount from your paycheck before taxes are assessed in equal amounts throughout the year.

### How much can I contribute?

The IRS limits annual contributions to \$5,000 on income tax returns for single or married filing jointly, and \$2,500 for married filing separately.

### Who qualifies as a dependent?

You can use your DCA to pay for care for children under age 13 that you claim as dependents, as well as adults or other relatives that are incapable of caring for themselves (if you provide more than 50% of their support).

### What type of care is eligible?

Eligible expenses must be for the purpose of allowing you to work or look for work. Services may be provided at a child or adult care center, nursery, preschool, after-school, summer day camp, or a nanny in your home.

### What type of care is not eligible?

Care expenses that are not eligible to be paid with DCA funds include care for a child over age 13, overnight camp, babysitting that is not work related, school fees for kindergarten and higher grades, and long-term care services.

### Do I have access to my entire DCA election amount at the beginning of the year?

No, you will only have access to DCA funds that have already been deducted from your paycheck.

### Are there any rules about who can care for my dependents?

Yes. You can not use funds to pay for care provided by a spouse, a person you list as a dependent for income tax purposes, or one of your children under the age of 19.

### How do I use the funds in my account?

If you have a benefits debit card and your care provider accepts credit cards, you may pay directly from your account. Otherwise, pay out-of-pocket and then file a reimbursement claim with your expense documentation.

### What happens if I don't spend all of my DCA funds by the end of the plan year?

It is essential to estimate conservatively during elections. Any unused funds at the end of the plan year are forfeited, also called the use-it-or-lose-it rule.

### Can I change my election amount mid-year?

Typically, you cannot change your contribution mid-year. However, if you experience a qualifying event, such as the birth of a new child, or if your child care provider significantly increases their rates, you may be eligible to adjust your contribution.

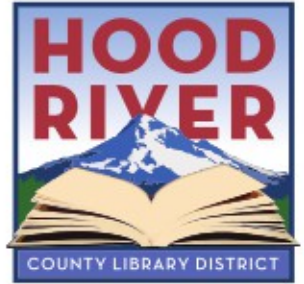
### What happens to my account if my employment is terminated?

Participation in the plan is also terminated. This means that only expenses that were incurred prior to your termination date are eligible for reimbursement.

### Can I still deduct dependent care expenses on my tax return?

Yes, but not the same expenses for which you have already been reimbursed. If your total expenses were \$7,000 and you were reimbursed \$5,000 from your DCA, you may only claim the \$2,000 difference.

# Employee Health Care Benefits Policy



In an effort to ensure a healthy, productive, and talented workforce, the Hood River County Library District provides health care benefits to eligible employees. This policy establishes those benefits, how they are selected, and what types of health care benefits are provided by the District.

## Eligibility

Any regular employee who is scheduled in any capacity at any site to work for the District at least twenty hours per week is deemed to be eligible for health care benefits as defined in this policy. Health care benefits shall be available two months after an employee's start date.

## Health Care Benefits

The District shall contribute to the cost of health care benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,000 per month. In future years, the amount of the District's monthly contribution may be 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. 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. For employees participating in the HRA VEBA 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 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.

502 State Street

Hood River - OR 97031

541 386 2535

Adopted by the Board of Directors, January 17, 2012  
Last revised, November 18, 2014

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