



# **Employee Handbook**

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## **INTRODUCTION**

### **WELCOME TO HOOD RIVER COUNTY LIBRARY DISTRICT!**

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

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

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

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

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

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## **ABOUT THIS HANDBOOK**

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

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

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

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

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

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

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

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. If you have

additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

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

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**EMPLOYMENT POLICIES**

## **EMPLOYMENT RELATIONSHIP**

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

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

### ***Equal Employment Opportunity***

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

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

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

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

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## **AMERICANS WITH DISABILITIES ACT**

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

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

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

They have a history of such impairment; or,

They are regarded as having such impairment.

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

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

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

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## **HARASSMENT**

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

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

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

Submission to the conduct is in any way deemed to be a term or condition of employment;  
Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,

The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

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

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

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

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

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

### ***Reporting Incidents of Harassment***

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

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

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

### ***External Complaint Procedure***

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

Oregon Bureau of Labor and Industries at the following web address:  
[https://www.oregon.gov/boli/CRD/Pages/C\\_Crcompl.aspx](https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx)

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

### ***Employment Agreements***

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

***Additional Employee Support Services***

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

**Legal Resources**

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

**Counseling and Support Services**

Contact your health insurance provider for referral to counseling services

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## **WORKPLACE PROFESSIONALISM**

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

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

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

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

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

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

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

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## **DISPUTE RESOLUTION**

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

### ***Reporting Issues Other than Harassment/Discrimination***

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

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

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## **EMPLOYMENT**

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

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

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

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

### ***New Employee Orientation***

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

### ***Introductory Period***

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

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

## **Re-employment**

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

## **Credit for Prior Seniority**

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

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

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

## **Employment Classifications**

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

Introductory\*: Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, vacation benefits for 90 days.

Regular Full-time: An employee who is regularly scheduled to work 30 hours or more per week. Classification normally is eligible for medical, retirement, vacation, holiday and sick leave benefits.

Regular Part-time: An employee who regularly works less than 30 hours per week. The District will provide prorated holiday and sick leave benefits for all regular part-time employees. The District will provide vacation, medical, and retirement benefits for Regular Part-Time employees regularly scheduled to work 20 hours or more per week.

Temporary\*: An employee who is hired for a specified period of time, usually no more than 12 months. This classification is typically not eligible for benefits, except for those mandated by law.

On-Call\*: An employee who does not have a set schedule and works only when called upon. This classification is typically not eligible for benefits, except for those mandated by law.

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

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

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

### ***Job descriptions***

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

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

### ***Reclassification***

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

### ***New classification***

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

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

### ***Volunteers***

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

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

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## **EMPLOYMENT RECORD KEEPING**

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### ***Access to Personnel Files***

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

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

### ***Change in Personal Data***

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

Name

Marital status

Address

Telephone number

Dependents

Beneficiary[ies]

Person to be notified in case of emergency

Job-related physical or other limitations that impact employment

Other information having a bearing on your employment

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**EMPLOYMENT RELATIONS AND CONDUCT**

## **ETHICS**

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

### ***Public Officials***

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

Upon employment with our organization you became a Public Official.

### ***Gifts***

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

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

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

### ***Use of Official Position or Office***

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

Except:

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

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

Reimbursement of expenses.

An unsolicited award for professional achievement.



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

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

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

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

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

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

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

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

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

### ***Honoraria***

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

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

### ***Financial Interest in Public Contracts***

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

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

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

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## **CONFIDENTIALITY**

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### ***Organization and Patrons***

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

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

### ***Employee Records***

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

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

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

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

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

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

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

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

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

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

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## **WORKPLACE RULES**

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Hood River County Library District believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate the work behaviors considered important to Hood River County Library District.

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

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

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

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

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

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

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

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

## **WHISTLEBLOWER PROTECTIONS**

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

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

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

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

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## **COMMUNICATION AND SOFTWARE SYSTEMS**

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### ***Electronic Communications Systems***

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

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

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

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

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

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

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

### ***Electronic Mail System***

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

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to company systems must be disclosed to the organization's Library Director or Assistant Director.

### ***Organization-owned Personal Computers***

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

### ***Laptop Security***

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

### ***Social Media and Networking***

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

### ***Business Use***

Employees may use social networking websites to conduct organizational business, as long as such use is authorized and complies with the organization's policies. Company logos or other organizational information must conform to pre-approved marketing



concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

### ***Ownership of Social Media Accounts***

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from Hood River County Library District, the organization has the right to assume control of this account.

### ***Monitoring***

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

### ***Protection***

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

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

### ***Prohibited Conduct***

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

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

### ***Telephone Usage***

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

## ***Voice Mail System***

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

## ***Cell Phones***

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

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

## ***Conducting District Business on Personal Devices***

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

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

If employees use personal devices to conduct District business, they should be aware of public records laws and that using their personal devices could open up that device to public records requests. The District retains ownership of any documents created for

District purposes, whether created on a District-owned or employee's personal devices. All District documents created on personal devices should be stored or backed up on District-provided technology.

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

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## **GENERAL PROVISIONS**

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### ***Selling and Peddling on District Property***

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

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

### ***Cost Consciousness***

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

### ***Political Expression and Campaigning by Employees***

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

### ***Legal Liability***

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

### ***Personal Use of District Resources***

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

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

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

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

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## **PERFORMANCE MANAGEMENT AND REVIEW**

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

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

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

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

Ensure communication and two-way feedback;

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

Provide a tool for career planning; and,

Provide a permanent record of employee performance and organizational contributions.

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

Reasonable employee training;

Assigning, directing, controlling, and reviewing employee work;

Assisting employees in correcting deficiencies; and,

Objectively evaluating employee performance during the evaluation period.

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

Inquire about your performance periodically;

Accept additional responsibilities and show initiative;

Review opportunities for advancement within the organization;

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

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

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

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

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

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## **CORRECTIVE ACTION**

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

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

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

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

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

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

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

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

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

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

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



seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

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

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## **COMPENSATION**

## **PAY ADMINISTRATION**

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

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

### ***Wages***

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

### ***Pay Increases***

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

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

### ***Cost of Living Increases***

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

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## **PAY PRACTICES**

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### ***Paydays***

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

### ***Payroll Deductions***

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

### ***Pay Advances***

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

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

### ***Delivery of Paychecks***

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

### ***Method of Payment***

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

### ***Employee Withholding Allowance Certificates (Form W-4)***

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

### ***Time Records for Non-Exempt Employees***

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

Timesheets should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Supervisors will review and sign timesheets each pay period. If an error needs to be corrected, the timesheet should be taken to the supervisor for appropriate action. All corrections must be made, reviewed, and initialed by the supervisor or other appropriate management member. Timesheets should be reviewed, signed, and turned in at the end of the pay period. Your signature on the timesheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your timesheet. Willfully falsifying a time card will be grounds for corrective action, up to and including termination.

### ***Time Records for Exempt Employees***

Employees classified as exempt fill out timesheets to record earned time off and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because Hood River County Library District does not have paid time off, vacation, sick pay benefits programs, if you have earned time in these bank(s), you must use this time first from whichever benefit applies to cover any time off that is less than your normal work day.

### ***Dispute Resolution Process for Paycheck Errors***

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

### ***Final Paycheck***

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

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## **HOURS OF WORK AND WORK SCHEDULES**

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### ***Work schedules***

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

### ***Attendance***

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

### ***Overtime***

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

### ***Compensatory time***

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

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

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

### ***Meal and Rest Periods***

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

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

## **Lactation**

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

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

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

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

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

## ***Social and Recreational Activities***

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

## ***Inclement Weather and Emergency Closures***

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

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

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

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

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## **TELEWORK OR TELECOMMUTE**

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

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

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

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

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

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

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

### ***Information Technology***

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

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

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

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

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

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

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

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

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

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

## **Security**

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

Steps include making sure that:

All devices have anti-virus software.

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

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

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

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

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

Two factor authentication is enabled and being used if available.

### ***Physical Security***

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

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

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

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

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

### ***Technology Support***

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

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## **EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT**

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

### ***Expense Reimbursement Procedure and Reports***

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

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

### ***Mileage Reimbursement***

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

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

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

### ***Credit Card Payment***

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

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

### ***Overnight Travel and Meal Expense Reimbursement***

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

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

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

### ***Exceeding meal reimbursement limits***

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

### ***Alcoholic Beverages***

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

### ***Transportation Expense Reimbursement***

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

### ***Spouse/Guest Expense Reimbursement***

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

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

### ***Conference costs***

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

### ***Training Time***

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

### ***Travel Time***

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

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

Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is work time when it cuts across the employee's work day. The employee is substituting travel for other duties. The time is not only hours worked on regular working days of the normal work week, but also during the

corresponding hours on nonworking days. Time spent in travel away from home outside regular work hours as a passenger on an airplane, train, boat, bus, or automobile is not considered work time unless the employee is performing work while a passenger.

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## **PAY EQUITY**

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

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## **BENEFITS**



## **PURPOSE AND POLICY**

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

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

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

### ***Benefit Pro-ration and Employee Cost Sharing***

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

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

### ***Benefit Design and Modification***

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

### ***Benefit Plan Documents***

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the Library Director for your review. We ask that you refer any questions about this information to the Library Director.

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

## **HEALTH INSURANCE BENEFIT**

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### ***Eligibility***

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

### ***Health Insurance Benefits***

The District shall contribute to the cost of health insurance benefits for qualifying employees. Currently, the District's contribution for qualifying employees shall be up to a cap of \$1,300 per month. In future years, the amount of the District's monthly contribution may be revised and is set by resolution of the Board of Directors. The amount of the monthly cap paid for each employee is based on a forty-hour work week, and it will be reduced proportionally for employees who work fewer than forty hours per week. The District shall make available the option of purchasing benefits for spouses, children, same-sex domestic partners, or opposite-sex domestic partners (with a signed affidavit supplied by the District or benefits provider) of qualifying employees and the District will contribute to the cost of such spousal or family insurance coverage up to the amount of the current monthly cap. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the Library Director.

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

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

### ***In-Lieu Health Care Benefits***

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

### ***Other Considerations***

Some provisions of the health care benefits provided by the District are affected by the Personnel Policies, particularly those pertaining to benefits and leave. Employees are

encouraged to read carefully those policies as well. In addition, the District's health care benefits providers may place their own limits and conditions on employee eligibility and benefits, so these restrictions, if any, must be considered as well.

### ***Plan Enrollment***

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

### ***Termination of Coverage***

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

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

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## **RETIREMENT BENEFITS**

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

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## **VACATION BENEFIT**

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

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

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

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

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

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

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

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

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## **SICK LEAVE**

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

Employees may use sick leave for the following purposes:

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

Absences associated with the death of a family member by:

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

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

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

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

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

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

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

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

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

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

### ***Sick leave donation***

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

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

Created: April 19 2022

Last Revised: April 19, 2022

Last Reviewed: April 19, 2022



## **PAID HOLIDAY BENEFIT**

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

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

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

New Year's Day: January 1

Martin Luther King, Jr., Day: Third Monday in January

Presidents' Day: Third Monday in February

Memorial Day: Last Monday in May

Juneteenth: June 19

Independence Day: July 4

Labor Day: First Monday in September

Veterans Day: November 11

Thanksgiving Day: Fourth Thursday in November

Native American Heritage : Fourth Friday in November After Thanksgiving Day

Christmas Eve: December 24

Christmas Day: December 25

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

New Year's Eve: December 31

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

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

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

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

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

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

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

Created: April 19 2022

Last Revised: January 17, 2023

Last Reviewed: January 17, 2023

## **COMPENSATORY TIME**

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

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

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

Created: April 19 2022

Last Revised: April 19, 2022

Last Reviewed: April 19, 2022

## **LEAVES OF ABSENCE**

## **LEAVE OF ABSENCE POLICY**

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

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

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

## ***Family and Medical Leave (FMLA)***

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

Created: April 19 2022

Last Revised: April 19, 2022

Last Reviewed: April 19, 2022

## **OREGON FAMILY LEAVE ACT (OFLA)**

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### Purpose

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

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

### Eligibility

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

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

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

### Reasons for Leave

The following situations qualify for family and medical leave:

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

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

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

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

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

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

### Length of Leave

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

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

### Request and Certification Procedure

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

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

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

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

Any medical information provided on either a personal health condition or the health condition of a family member is kept confidential and only those with a valid business-



related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the Library Director.

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

Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;  
Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

### General Provisions

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

### Reinstatement

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

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

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Last Revised: April 19, 2022

Last Reviewed: April 19, 2022

## **PAID LEAVE OREGON INSURANCE**

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### ***Paid Leave Oregon Insurance***

Hood River County Library District provides a Paid Leave Oregon Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

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Employees will see *up to .006%* deduction from gross wages for each paycheck. The employer will contribute *no less than .004%* of the employee's gross wages for each paycheck. While the employee contributions are not required for the District (due to our employee population being less than the mandate standard) the Board has decided to provide these benefits as though the Act's provisions did apply. This decision will be revisited periodically and may be amended at any time by the board.

The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

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### ***Eligibility***

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

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### ***Length of leave***

The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in single day or single week segments.

### **Reasons for leave**

Benefits may apply to a variety of situations, including:

#### **Family leave** - Caring for members of the employee's family:

1. During the birth of a child
2. Bonding with a child in the first year:
  1. After birth
  2. Through adoption
  3. When the child is placed in the employee's home through foster care
3. To care for a family member with a serious health condition\*.

**Medical leave** - The employee caring for themselves when the employee has a serious health condition\*.

**Safe leave** - For survivors of:

4. Sexual assault
5. Domestic violence
6. Harassment
7. Stalking

\* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

### ***Insurance benefit while on leave***

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Employees may visit the [Employees and Paid Leave Oregon](#) websites for the current rates.

Employee may make up the difference between the Paid Leave Oregon benefit amount and their regular rate of pay. The following leave banks are available for this purpose: Vacation, Sick Leave, Compensatory Leave, and Holiday Leave.

### ***Notification of the need for leave***

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events, the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Please complete the Paid Leave Oregon - Notice Form found on the Hood River County Library District employee staff wiki to notify the employer of the intention to take leave. The employee may also contact the Library Director for a copy.

### ***Filing a Claim for coverage***

Employees will need to establish an account at [Frances Online](#) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

### ***Job and Benefit Protection while on leave***

If an employee has been employed with the employer for at least ninety (90) days prior to

the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

If, at the time of leave, the employee is receiving health benefits, these will be maintained.

### ***Complaints Procedure***

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Library Director promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

Created: September 19, 2022  
Last Revised: October 17, 2023  
Last Reviewed: October 17, 2023

## **BEREAVEMENT LEAVE**

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

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

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

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

### Length of Leave

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

### Request Procedure

If possible, you should provide notice of the need for leave 10 days in advance. You are required to at least provide oral notice within 24 hours of taking leave, but someone else

can do this on your behalf, if necessary. You must provide written notice of the request for time off within three days of returning to work.

#### Pay While on Leave

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

#### Status of Benefits

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

## **CIVIC DUTY LEAVE**

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### ***Jury or Witness Duty Leave***

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

#### Length of Leave

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

#### Request Procedure

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

#### Pay While on Leave

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

#### Status of Benefits

Benefits are not affected by jury or witness duty leaves.

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Last Revised: September 19, 2023

Last Reviewed: September 19, 2023

## **CRIME VICTIMS' LEAVE**

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

### Safety Measures

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

### Eligibility

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

### Length of Leave

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

### Request Procedure

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

### Pay While on Leave

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

### Status of Benefits

Benefits are not affected by crime victims' leave.

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## **DOMESTIC VIOLENCE LEAVE**

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

### Eligibility

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

### Types of Services/Treatment

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

### Length of Leave

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

### Request Procedure

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

### Safety Measures

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

### Pay While on Leave

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

### Status of Benefits

Benefits are not affected by domestic violence leave.

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## **LEAVE TO DONATE BONE MARROW**

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### Eligibility

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

### Length of Leave

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

### Request Procedure

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

### Status of Benefits

Benefits are not affected by this leave.

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Last Reviewed: April 19, 2022

## **PERSONAL LEAVE OF ABSENCE**

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

### Eligibility

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

### Length of Leave

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

### Request Procedure

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

### Pay While on Leave

Personal leaves of absence are without pay.

### Status of Benefits

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

### Reinstatement

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

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Last Reviewed: April 19, 2022

## **UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT**

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

### Eligibility

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

### Length of Leave

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

### Request Procedure

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

### Pay While on Leave

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

### Status of Benefits

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

### Reinstatement

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

- 1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would

have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Hood River County Library District to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

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

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

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

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**HEALTH AND SAFETY**

## **EMPLOYEE HEALTH AND SAFETY**

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

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

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

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

### ***Procedures for Reporting Accidents***

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

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

If an injury or illness occurs you are required to:

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

## ***Tobacco/Smoke Free Workplace***

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

## ***Employee Right to Know/Hazard Communication Program***

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

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

### ***Container Labeling***

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

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

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

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

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

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

### ***Safety Data Sheets (SDS)***

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

### ***Employee Information and Training***

New employees will attend a hazard communication class that covers the following topics:  
An overview of the requirements in OR-OSHA's hazard communication rules.

Hazardous chemicals present in the workplace.

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

Physical and health effects of the hazardous chemicals.

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

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

Steps taken to reduce or prevent exposure to these chemicals.  
Emergency procedures to follow if an employee is exposed to these chemicals.  
How to read labels and review SDS.

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

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

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## **EARLY RETURN TO WORK**

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

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

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

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

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## **DRIVING**

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

### ***Insurance***

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

### ***Safety Regulations***

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

No vehicle should be operated with a known safety deficiency.

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

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

### ***Restrictions on Vehicles Owned by Hood River County Library District***

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

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

### ***Accidents and Citations***

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

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

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## **SUBSTANCE AND ALCOHOL**

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

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

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

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

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

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

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

The following definitions apply:

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

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

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

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

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

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

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## **WORKPLACE VIOLENCE**

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

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

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

### ***Responsibilities and Reporting***

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

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

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

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

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## **EMERGENCY PREPAREDNESS**

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

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

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

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

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## **SUSPECTED CHILD ABUSE REPORTING POLICY**

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### ***Purpose***

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

### ***Definitions***

Oregon law recognizes these types of child abuse:

Mental injuries;

Sexual abuse or exploitation;

Rape or incest;

Neglect or maltreatment;

Threatened harm;

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

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

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

### ***Reporting Procedure***

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

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

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

The child's age;

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

The explanation given for the abuse;

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

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

### ***Immunity of Persons Reporting in Good Faith***

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or

imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

### ***Failure to Comply***

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

### ***Training***

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

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# **EMPLOYMENT SEPARATION**

## **SEPARATION FROM EMPLOYMENT**

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

### ***Resignation***

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

### ***Job Abandonment***

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

### ***Job Elimination, Reduction in Work Hours***

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

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

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

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of six months. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address,

and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

### ***Discharge***

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

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

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

### ***Exit Interview***

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

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

### ***Return of Organization Property***

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

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Employee's Notes

**Appendix A**

**Hood River County Library District**

**HANDBOOK RECEIPT ACKNOWLEDGMENT FORM**

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

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

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

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

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

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

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's Name

