OREGON CASCADES WEST
COUNCIL OF GOVERNMENTS

PERSONNEL POLICIES

Approved and Adopted by the OCWCOG Board
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I. INTRODUCTION

Welcome to Oregon Cascades West Council of Governments (hereinafter "OCWCOG"). Whether you are a newcomer or a current employee, we want you to know we are pleased to have you as a part of our organization. OCWCOG has developed this Employee Handbook to provide answers to questions that frequently arise regarding its current employment policies and practices.

This Handbook becomes effective **July 1, 2020** and covers all employees of OCWCOG. Unless otherwise expressly noted in this Handbook, the policies in this handbook supersede all prior personnel policies, procedures, and practices, written or verbal. ***However, for our union employees covered by a Collective Bargaining Agreement (CBA), in the event of a conflict between the applicable CBA and OCWCOG's policies and procedures, the CBA is the controlling document and the provisions of the Handbook do not apply on that issue.***

Any deviation from OCWCOG policies require documented, reasonable justification and must have written approval from the Executive Director, designee, or OCWCOG's Board of Directors.

This Handbook is not a guarantee or contract for continued employment or benefits at any level. ***Rather, except as otherwise provided in an applicable CBA or written individual employment agreement signed and dated by the Executive Director (or Board of Directors if applicable to the Executive Director's position), all employment with OCWCOG is "at will."*** This means that either you or OCWCOG may terminate this relationship at any time, for any reason, with or without cause or notice, and without appeal rights or due process procedures other than those expressly provided for in this Handbook or required by law.

This Handbook is a summary of OCWCOG's current employment policies and practices for informational purposes. OCWCOG reserves the right to change or discontinue any policy, procedure, practice or benefit plan, at any time as it determines appropriate for efficient operations (*subject to applicable collective bargaining obligations, if any*). In order to avoid misunderstandings, any written or verbal promises or statements different from or in addition to the policies and practices outlined in this Handbook (including but not limited to any supplemental departmental rules and individual employment agreements) must be approved in writing by the Executive Director (or the Board of Directors if applicable to Executive Director's position) in order to be valid. Likewise, changes to this Handbook can only be made by the Executive Director, with the approval of the Board of Directors.

As an employee of OCWCOG, you are expected to familiarize yourself with the information provided in this Handbook. If you have any questions, please contact your supervisor or Human Resources. If you have any questions about matters covered in this Handbook, please contact the Human Resources Manager.

II. EQUAL EMPLOYMENT OPPORTUNITIES AND ETHICS

EQUAL EMPLOYMENT OPPORTUNITY POLICIES

Non-Discrimination Policy: Oregon Cascades West Council of Governments (OCWCOG) recognizes that the strength and growth of the Agency is in its people. It is our policy to provide equal employment opportunities to all qualified persons without regard to race, religion, color, sex, sexual orientation, gender identity, national origin, age, mental or physical disability, genetic information, military status, marital status, veteran's status, injured worker's status, or other protected status or activity in accordance with applicable law. We make employment decisions based on our evaluation of an individual's qualifications, ability and contribution to the success of OCWCOG, and we expect all employees to act responsibly to establish a pleasant working environment free of discrimination.

Anti-Harassment Policy: It is also OCWCOG's policy to create a work environment where individual dignity is respected. For that reason, we expect all employees to accomplish their work in a business-like manner with concern for their coworkers and others they come into contact with through their jobs. Any conduct that could reasonably be viewed as harassment of employees, citizens/customers, vendors, etc. by employees is not permitted, regardless of working relationship or supervisory status. Likewise, OCWCOG does not permit others on our worksites to engage in any conduct that could reasonably be viewed as harassment of our employees. Specifically forbidden is conduct related to an individual's race, color, national origin, ancestry or ethnic background, religion, sex, sexual orientation, gender identity, mental or physical disability, age, veteran status, marital status, or other legally protected status or activity.

Prohibited conduct of a **sexual and gender based** nature includes but is not limited to conduct such as:

- Unwelcome sexual advances; innuendoes; requests for dates
- Unwelcome touching
- Unwelcome visual conduct, such as leering or making sexual gestures
- Telling dirty jokes
- Making offensive or derogatory comments about a person's gender
- Making derogatory remarks about alternative lifestyles, including comments about individuals who are gay, lesbian, or transgender
- An employee talking about their sex life or asking about other people's sex lives
- Spreading rumors or telling stories about other people's (such as a coworker's) sex life
- Displaying sexually suggestive objects, pictures, cartoons or posters
- Use of OCWCOG computers or other communication systems to access, send, receive or store material of a sexual/gender, etc. based nature
- Any other verbal, graphic, electronic or physical conduct of a sexual or gender based nature, which has the purpose or the effect of creating a hostile or offensive work environment or otherwise unreasonably interfering with another employee's work.

Prohibited conduct of a **racial, ethnic, religious, age or disability, etc. based** nature includes but is not limited to conduct such as the following:

- Making racial slurs or offensive ethnic comments

- Telling racial or ethnic jokes
- Displaying cartoons, printed material or other objects which are racially or ethnically offensive
- Displaying racist symbols
- Making derogatory comments or jokes about, or mimicking a person's physical or mental limitations
- Unwelcome pushing of religious beliefs on others
- Criticizing or making fun of another person's religious beliefs
- Making derogatory age-based comments or jokes
- Using OCWCOG computers or communications systems to access, send, receive or store racially, ethnically, age-related, disability related or religiously, etc. offensive material; and
- Other verbal, graphic, electronic, physical or other conduct of a racial, religious, ethnic, age or disability related nature, which creates a hostile or offensive work environment or unreasonably interferes with another employee's work.

These are examples of conduct that is prohibited by this policy. Employees are expected to exercise reasonable judgment and refrain from other similar kinds of conduct. Also, conduct of this nature is prohibited even if it occurs off-duty, if it creates an offensive work environment or unreasonably interferes with another employee's work. Therefore, all employees are expected to refrain from engaging in such conduct, regardless of the circumstances. It is not an acceptable excuse that others participated in the conduct or did not appear to be offended. In addition, no one should suggest or threaten that an individual's cooperation with or tolerance of conduct of this nature will have any effect on that person's employment or education. OCWCOG does not make employment or educational decisions on that basis.

Policy against Retaliation: OCWCOG respects the rights of its employees and others in our workplace to raise harassment and discrimination concerns and to participate in investigations. OCWCOG does not permit supervisors, managers, employees or others to retaliate against individual(s) who report harassment or discrimination, cooperate with investigations, testify in harassment proceedings or assist in enforcement of our policies against discrimination and harassment.

"Retaliation" is broadly construed and may include on-duty or off-duty conduct, whether related to employment or not, that could discourage an employee from making a complaint of discrimination, harassment or retaliation, or from testifying, assisting or participating in an investigation, proceeding or hearing. Retaliation includes treating another employee differently because they or someone close to them reported harassment, complained about discrimination or engaged in any of these types of activities. It also includes giving an employee "the cold shoulder" or treating an employee rudely because they or someone close to them reported harassment, withholding information or cooperation necessary for them to do their job, changing work assignments or hours, because of their complaint or participation in enforcement of this policy etc. are examples of retaliation. Retaliation also includes discouraging an employee from reporting harassment or criticizing an employee who reports harassment or cooperates in an investigation. Examples of this kind of retaliation include telling an employee not to "rat" on another employee who is committing harassment.

Retaliation is serious. These types of complaints are promptly investigated and violators are subject to appropriate disciplinary action, up to and including termination of employment. Retaliation complaints should be reported as outlined in the Reporting Procedures, below, and are also investigated and appropriate corrective and/or disciplinary action is taken when violations occur.

Reporting Procedures: If an employee experiences or witnesses conduct in violation of these policies, including:

- Discrimination in violation of OCWCOG policy or equal employment opportunity laws;
- Conduct prohibited by these policies, particularly of a sexual, gender, age, racial, ethnic, religious or disability-related nature, etc. whether by an employee or by anyone else you come into contact with through your job (vendors, citizens/customers, or other business visitors, etc.);
- Retaliation for the reporting of discrimination or harassment, opposing discrimination or harassment or cooperating with investigations; or
- If you have observed behavior or overheard comments that raise concerns regarding compliance with this policy toward others

Report the incident(s) to the Human Resources Manager. If that is not possible, report to a manager or Director. OCWCOG strongly encourages employees to report complaints and work with us to resolve problems involving violations of our equal employment opportunity policies. OCWCOG's ability to prevent and resolve these kinds of problems is dependent on cooperation from employees in bringing these matters to management attention. All complaints of violations of OCWCOG's Equal Employment Opportunity policies are promptly investigated. If OCWCOG finds that an employee has violated its policy, appropriate disciplinary action up to and including immediate discharge is taken. In addition, other corrective action, such as individualized training and other steps, may be taken as OCWCOG determines appropriate.

DISABILITY ACCOMMODATION POLICY

OCWCOG is committed to complying with its reasonable accommodation obligations for qualified individuals with disabilities. However, we cannot respond to workplace obstacles if we don't know they exist. If an employee believes a workplace modification or other assistance is needed to perform the duties of the position, it is the employee's responsibility to contact Human Resources. Reasonable accommodations are intended to enable an employee to perform their essential job duties. When OCWCOG is notified of a condition that may require accommodation, OCWCOG will engage the employee in the interactive process to assess job limitations, and discuss what, if any, reasonable accommodations can be made. All employees are expected to cooperate with this process including requests for medical documentation of the nature and extent of any limitations on their ability to perform the duties of the position. The interactive process is not a one-time event and should continue until the employee can perform the duties of the position successfully, or it is determined that no accommodation can be made.

RELIGIOUS ACCOMMODATIONS AND HOLIDAY DECORATIONS

OCWCOG provides employees with reasonable accommodations of their religious beliefs and practices consistent with applicable law. If an employee needs such an accommodation, they should notify their manager and contact Human Resources.

Holiday & Religious Decorations: OCWCOG strives to provide its employees an opportunity to create a comfortable and professional work environment at all times while still being sensitive and respectful of co-workers, clients, and the public as well as our obligations as a government entity.

Religious symbols, including any symbol that could be interpreted as belonging to a religious order and/or under the control of a religious body, may not be displayed in any public or common areas at any time during the year, or in individual workspaces that are visible to the public or accessed by members of the public. For the purpose of this policy, areas include but are not limited to:

Public Areas	Common Areas
(a) Lobby	(a) Hallways in office areas
(b) Elevator	(b) Break rooms
(c) Restrooms	(c) Kitchens
(d) Parking lot	(d) Mail Room
(e) Building exterior	(e) Waiting areas
(f) Interview rooms	(g) Conference rooms
(h) Training rooms	

Employees whose workspaces are not visible or accessible to the public may generally decorate their own workspace according to their own preferences and beliefs, provided such decorations are in compliance with OCWCOG's other Equal Employment Opportunity policies (e.g. non-discrimination, anti-harassment) and Workplace Violence policies, etc. with consideration given to a professional and respectful work environment for all employees, as long as OCWCOG determines that they are maintaining a safe and professional work environment and remaining respectful of office mates and co-workers.

Except as otherwise noted above, each work site may choose to decorate public and common areas in accordance with applicable laws. All public decoration must be consistent with OCWCOG's professional public image, policies and applicable law. If there is a disagreement, the Executive Director or designee will decide among the options being considered. Furthermore, the Executive Director or designee may require a change in decor if they determine the chosen option(s) will not reflect well on the image of OCWCOG.

Seasonal Events and Gatherings: As a public entity, OCWCOG does not sponsor or endorse any religion, including religious/holiday gatherings. Employees may elect to hold seasonal gatherings as long as the Executive Director or designee determines that it will not interrupt normal work time or business operations. Events held at any OCWCOG office may be held in any of the conference rooms as long as those rooms have been approved and scheduled with the appropriate staff person in advance and do not conflict with operational and public service needs. Conference rooms that are approved and scheduled for a seasonal event may be decorated during the time of the scheduled event as long as the decorations adhere to the provisions of this policy and are removed immediately following the event.

WORKPLACE ETHICS, HONESTY & WHISTLE BLOWING PROCEDURES

The proper operation of OCWCOG requires that employees be independent, impartial, and responsible to the people they serve; that decisions and policy be made in the proper channels of the OCWCOG structure; that OCWCOG not be used for personal gain; and that the public have confidence in its integrity.

Public Employee Ethics & Gifts: All OCWCOG employees must comply with the Oregon Ethics law. This includes but is not limited to refraining from using or attempting to use their position for personal gain or to avoid any financial detriment (for example: use of OCWCOG time, equipment, services or influence, directly or indirectly canvassing members of OCWCOG to obtain preferential consideration for the appointment of staff, etc.). Employees are also strictly prohibited from using any confidential information they obtained because of their employment with OCWCOG to advance the personal interest of themselves or others.

Also, employees should be aware that the Oregon Ethics law restrict employees from accepting gifts in many situations. For example, OCWCOG employees must not accept favors or solicit or receive gifts (in aggregate of more than $50 per year) from any source that could reasonably be known to have an interest in OCWCOG matters. For more information on your ethical obligations as a public employee, contact Human Resources or the Oregon Government Ethics Commission.

Political Activity at Work: OCWCOG does not restrict the right of its employees to express their personal political views. However, OCWCOG employees are strictly prohibited from using their official authority or position with OCWCOG to further the cause of any political party or candidate. Further, in accordance with Oregon law, OCWCOG employees are strictly prohibited from coercing, requiring or attempting to coerce or require any other public employee to influence or give money, service or any other thing of value to promote or oppose any political committee or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder. OCWCOG employees are likewise prohibited from soliciting any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures or on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours.

Use of OCWCOG Property and Equipment: All OCWCOG owned property and equipment (including OCWCOG vehicles, office equipment and supplies) are for OCWCOG business purposes only. Accordingly, employees are prohibited from using OCWCOG property or equipment for personal or other private use. In addition, all OCWCOG employees are expected to practice reasonable economy in the performance of their duties to preserve OCWCOG resources.

Whistleblower Policy: All employees are expected to be honest in their dealings with and on behalf of OCWCOG and to demonstrate high standards of integrity and impartiality in the conduct of all OCWCOG business. In the event an employee reasonably believes that anyone at OCWCOG is engaging in unethical or unlawful business activities, including but not limited to: violations of federal, state or local laws; gross waste of funds, mismanagement or other abuse of authority, that there is a substantial and specific danger to the public health and safety created by OCWCOG's actions; or other conduct prohibited by law, you are encouraged to report those concerns to the Human Resources Manager, , Executive Director, or OCWCOG Board of Directors. Employee(s) who are aware that a person receiving services, benefits or assistance from the state (including any agency or subdivision) is subject to a felony or misdemeanor warrant for arrest anywhere in the United States are required to report such information in compliance with applicable law.

No manager, supervisor or other employee is permitted to discipline or otherwise discourage, restrain, dissuade, coerce, or otherwise prevent or prohibit any employee from discussing or disclosing the

types of information outlined above. This includes both internal reports as well as reports to state and federal regulatory and enforcement agencies.

OCWCOG employees have the right to discuss the activities of OCWCOG, the state, or any agency or political subdivision of the state (including the activities of any person authorized to act on behalf of these entities) with any member of the Legislative Assembly (or their legislative committee staff as directed by the Assembly), and other elected officials. Employees are not obligated to give OCWCOG advanced notice of any reports made under this policy. Employees should, however, be aware that nothing in this policy prohibits OCWCOG from requiring disclosures when authorized by law. Further, except as otherwise required by law, employees are not permitted to leave their assigned work station or duties to make such reports, except as provided for by applicable law.

Employees making reports of unlawful or unethical conduct as outlined in this policy must continue to comply with applicable public records confidentiality laws in making such disclosures. In the event that exempt/confidential materials are disclosed, a limited defense for unlawful disclosures of confidential/exempt information may be available, provided the disclosure is made to: a state or federal regulatory agency; a law enforcement agency; the Executive Director; or a licensed Oregon attorney for the purpose of obtaining legal services for the employee. An attorney employed by OCWCOG may report violations of law to the Attorney General, subject to rules of professional conduct.

OCWCOG strictly prohibits all managers, supervisors, and other employees, etc. from engaging in any form of retaliation against employees who make good faith reports of unethical or unlawful conduct, cooperates with city, state or federal investigations under this policy or otherwise exercise their rights under this policy. Any employee who believes they are being subjected to any form of retaliation, or who believes that another employee is being subjected to retaliation, should promptly contact OCWCOG's Human Resources Manager, , or Executive Director.

OCWCOG promptly investigates reports under this policy and the identity of the employee who discloses information listed above is strictly confidential during any investigation of the information provided by the employee and is not disclosed without the reporting employee's written consent. OCWCOG maintains the confidentiality of other information and participants in its investigations to the extent that it determines confidentiality can be maintained while allowing it to comply with its investigation obligations.

Violations: Violation of OCWCOG'S Workplace Ethics, Honesty & Whistleblowing Procedures, including but not limited to public employee ethics rules, is grounds for discipline up to and including discharge from employment. Because compliance with the ethical rules is also required by Oregon law, employees may also be subjected to individual civil fines and penalties if they are found to have violated these rules. For more information on the public employee code of ethics or for questions about obligations as an OCWCOG employee, please contact Human Resources or the Oregon Government Ethics Commission.

CRIMINAL HISTORY AND BACKGROUND CHECKS

OCWCOG does not automatically disqualify employees and applicants from positions based on the existence of a criminal history record. However, as an Agency that serves vulnerable populations, OCWCOG must also be aware of the need to provide a safe and secure environment for our clients,

employees and volunteers. We also want to make sure that all clients who receive our services can expect to do so in safety and without fear in an atmosphere of mutual trust and respect. As a result, individuals with certain criminal convictions and/or abuse records may not be eligible for employment in particular positions. In accordance with this policy and applicable law, OCWCOG requires criminal background screening and fitness determinations for all selected applicants, employees, interns, and volunteers who work or will work in covered positions. "Covered positions" include all positions in which an employee, intern or volunteer provides or may provide care, treatment, education, training, instruction, supervision, placement services, transportation, recreation or support, or otherwise have direct contact with vulnerable people, including children, seniors or persons with disabilities, and/or have access to confidential or financial information.

OCWCOG's screening process includes criminal history and abuse checks conducted through the Department of Human Services' (DHS) Background Check Unit (BCU) and general background checks (including but not limited to verification of identity, licenses, certifications, degrees and other qualifications). Criminal history checks include checking the State of Oregon Law Enforcement Data System (LEDS), the Federal Bureau of Investigation (FBI), Driver and Motor Vehicles Division (DMV), court records and other states' data systems.

All employees are required to report any conviction, citation, or other incident that could result in a disqualifying condition to their manager and Human Resources as soon as possible. Anytime such incident occurs a new background check will be conducted in accordance with BCU policies and procedures to determine an employee's ongoing fitness to perform the duties of their position.

III. EMPLOYMENT CLASSIFICATIONS

OCWCOG employment classifications include: Trial Service, Regular (full-time or part-time), Temporary, or Limited term, as explained below. Each classification is determined to be FLSA exempt or non-exempt for overtime and other purposes. Employee classifications are used to determine wages, benefit eligibility, and other employment conditions but do not change any employee's at-will employment status. For questions about positions or classifications, please contact Human Resources.

***Please Note*: Employees covered by a CBA should refer to their CBA for information on the trial service, classifications, and benefits applicable to their employment, which may vary from the policies outlined in this Handbook. For such employees, the CBA (& not this policy) outlines the trial service and benefits applicable to your position.**

TRIAL SERVICE PERIOD EMPLOYEES

The trial service period for new employees who are hired for ongoing employment is six (6) months from the most recent date of hire. The trial service period is an integral part of the examination of new employees and provides OCWCOG with the opportunity to observe the employee's work and to train and aid the employee in adjustment to their new position. The attitude and aptitude an employee demonstrates in their work habits during the trial service period, in particular, demonstration of required and/or desirable skills, attendance, punctuality, ability to learn, and ability to perform as a member of a team, are some of the factors evaluated to determine successful completion of the trial service period. The trial service period should also serve as a new employee's opportunity to evaluate whether the work for which they were hired, the people with whom they work, and the general atmosphere and conditions at OCWCOG meet their expectations.

Completion of the trial service period is not intended to provide an employee with any particular job rights or guarantees. OCWCOG has no obligation to retain an employee for the entire six (6) month trial service period if a trial service employee's performance or other business considerations warrant separation from OCWCOG service. The trial service period may also be extended if additional time is needed to evaluate an employee's performance. Trial service employees are not eligible for benefits except as specifically provided in this Handbook (consistent with any applicable formal benefit plan documents, which are controlling) and as required by law.

REGULAR EMPLOYEES

Regular employees are employees who have been hired for on-going employment and who have successfully completed the trial service period.

A **regular full-time** employee is one whose position is budgeted for, and is regularly and consistently scheduled to work at least 40 hours per week. Regular full-time employees are eligible to receive all the employee benefits outlined in this Handbook, provided they meet the eligibility requirements for that benefit (including any eligibility requirements outlined in applicable insurance and/or other formal benefit plan documents, which are controlling).

A **regular part-time** employee is one whose position is budgeted for, and is regularly and consistently scheduled to work less than 40 hours a week. Regular part-time employees who work less than 30 hours per week are not eligible for OCWCOG provided insurance benefits. Other OCWCOG provided benefits are provided on a pro-rated basis as required by law.

A temporary assignment of a regular part-time employee to additional hours of work (such as for special projects and/or during busy periods), or the extension of a temporary employee's assignment does not automatically change the employee's classification status for benefit eligibility purposes. To avoid misunderstandings, all changes in employment status must be confirmed in writing by Human Resources to be valid.

TEMPORARY EMPLOYEES

Temporary employees are those who have been hired directly by OCWCOG or through a temporary employment agency/service to work on an interim, relief or on-call basis or as needed for temporary short-term employment that is anticipated to last for twelve or fewer months.

Temporary employees hired directly by OCWCOG are not eligible for any OCWCOG employment benefits except as outlined in this Handbook (provided eligibility is consistent with the terms of any formal benefit plan documents, which control) and as required by law.

Temporary employees hired through a temporary employment agency are subject to OCWCOG's performance expectations for the services they perform as well as OCWCOG's conduct policies in our workplace. Temporary employment agency employees are not, however, eligible for any employment benefits through OCWCOG. Rather, OCWCOG reports hours of service and other information to the employing agency. As a result, all questions regarding pay and benefits should be directed to the employment agency.

LIMITED TERM EMPLOYEES

Limited Term employees are hired to fill in for a regular employee who is on an extended leave of absence, perform work for a new service or function, or to fill a position requiring unique skills when the work is generally subject to the continuation of a grant, contract, or award. Services are performed for a specific project on a short-term basis, not to exceed a two (2) year period. All employment benefits are extended to individuals in Limited Term appointments under the same conditions as they are extended to regular service employees.

FLSA EXEMPT AND NON-EXEMPT STATUS

OCWCOG must determine the FLSA status of each position as exempt or non-exempt. Non-exempt employees, including but not limited to all hourly employees, are eligible to earn overtime pay or compensatory time off as outlined in OCWCOG's Wages and Compensation policies and to the extent otherwise required by applicable law.

Employees who hold supervisory/managerial, professional and certain high level administrative positions are generally classified as exempt based upon their job duties and level of responsibility. Employees who OCWCOG has classified as exempt are paid a salary that covers all of their hours worked (regardless of how many), and are not legally entitled to additional pay or benefits for overtime.

VOLUNTEERS

As a public entity, OCWCOG may use the service of volunteers. Volunteers are individuals who donate their services to OCWCOG for civic or humanitarian reasons without compensation or expectation of compensation in accordance with applicable law. Individuals who have been hired into paid employment positions with OCWCOG (employees) are strictly prohibited from volunteering to perform the same or similar work to the work they perform in their paid positions and from performing any volunteer work during their normal working hours. In order to avoid misunderstandings or conflicts of interest, OCWCOG employees must consult with Human Resources before performing any volunteer services. Although OCWCOG expects volunteers to meet our conduct and behavior standards (as well as any performance needs related to the nature of their volunteer services), volunteers are not considered employees of OCWCOG and are not paid for their services or eligible for benefits. Volunteers may choose to discontinue their volunteer services at any time. OCWCOG may also discontinue volunteer services at-will at any time for any reason without appeal rights or due process procedures.

IV. WORK HOURS AND SCHEDULES

HOURS OF WORK AND SCHEDULES

OCWCOG's public business hours are ~~generally~~ 8:00 a.m. to 5:00 p.m., Monday through Friday. Individual employee schedules vary by department and position as OCWCOG determines necessary to provide maximum efficiency and public service. Employee work schedules are approved by their supervisor in order to meet operational needs. .. The workweek begins on Monday at 12:01 a.m. and ends on Sunday at 12:00 midnight of each week.

Except as otherwise provided in an applicable CBA, OCWCOG reserves the right to change the schedules and/or hours of all or any employee(s), to provide for efficient public services. Although OCWCOG strives to provide employees with stable work schedules, its ability to do so depends on management's assessment of work needs and budgetary considerations. Nothing in this Handbook creates any guarantee of any specific work schedule or of employment on certain days of the week or for a specified number of hours per day or week. Employee schedules and hours may be changed, reduced, or they may be laid off as OCWCOG determines appropriate for efficient provision of its services, budgetary, workload or other business reasons.

Alternate Schedules: OCWCOG strives to accommodate employees' personal scheduling preferences while ensuring that we are meeting the needs of our clients and those we serve. As a result, employees may be approved for alternate work schedules as outlined below. If an employee would like to request an alternate schedule, they must:

1. Develop a proposed work schedule of at least one (1) month in duration, which provides for a starting time of no earlier than 7:00 a.m. and an ending time no later than 6:00 p.m.; and,
2. Complete and submit the payroll alternate schedule form with manager signature; and
3. Submit your proposed schedule to your supervisor in writing at least ten (10) working days in advance of the proposed start date of the schedule.

Requests for alternate schedules are approved or denied at the discretion of OCWCOG, based on its evaluation of operational needs and budgets, public and clients service needs, etc. and all such schedules must be approved in writing before implementation. Proposals that OCWCOG determines to create a hardship to the public, your co-workers or office productivity will be denied. Employees who have an approved alternate schedule must also understand that the Agency can rescind approval of that schedule at any time with ten (10) days' notice in advance.

ATTENDANCE AND TARDINESS

All employees are expected to be on time and prepared to begin work at the scheduled starting time. Likewise, all employees are expected to work until their scheduled quitting time and to limit their lunch and break periods to the designated times. When an employee needs to leave work during their scheduled working time, the employee must obtain supervisor approval in advance. Punctual, reliable and predictable attendance is necessary for efficient operations. Therefore, while some allowances may be made for occurrences beyond the employee's control, unauthorized, habitual, patterned, or excessive countable absenteeism or tardiness, as determined by OCWCOG, is subject to disciplinary

action up to and including discharge. *Countable absences and tardies include all absences and tardies that are not scheduled and approved in advance or otherwise protected by applicable law and shall be considered unauthorized leave without pay*.

Reporting Planned Absences: Planned absences require supervisor approval as far in advance as possible for coverage planning purposes.

Reporting Unplanned Absences: Unplanned absences and tardiness must be reported to the employee's supervisor thirty (30) minutes before the scheduled starting time. Reporting to a coworker is insufficient.

Except for pre-approved extended absences, an employee must notify their supervisor each day they are going to be absent in the event of an ongoing illness, injury, or other event creating the need to be out an undefined amount of time. The reporting policy for employees on extended leaves of absence, including employees off work on family leaves and workers' compensation leaves, is addressed under the Leaves of Absence section of this Handbook.

No-Call/No-Show: Employees who fail to report to work or call in within 15 minutes of the start of their scheduled shift are considered to be a no-call/no-show, such time shall be considered unauthorized leave without pay and may be subject to discipline up to and including discharge. Employees who no-call/no-show for three (3) consecutive workdays are considered to have voluntarily resigned their employment, unless OCWCOG determines special circumstances beyond their control excuse the lack of notice.

Verification of Absences: OCWCOG may require employees to provide verification of the nature and need for absences from work to properly designate employee leaves and administer benefits. Employees who have been absent for more than 3 days due to illness or other medical needs will be required to provide a release to return to work from their primary care provider, or medical documentation to support further absence.

MEAL AND REST BREAKS

Meal Breaks: Non-exempt employees who work six (6) continuous hours or more must take an *unpaid* meal break of at least thirty (30) minutes and no more than one (1) hour. While on a meal break, an employee must be completely relieved from their duties. In the event an employee is not relieved of their duties their supervisor should be notified immediately to arrange necessary coverage.

Meal breaks should be scheduled near the middle of the scheduled workday, consistent with applicable law. However, meal breaks are also scheduled to meet the particular needs of each department and must not be taken at the beginning or end of the scheduled workday.

Rest Breaks: OCWCOG provides employees with a paid 15-minute rest break for every four (4) hours worked. Rest breaks are scheduled to avoid disruption of work or interference with the needs of the department. However, rest breaks are usually provided between the 2nd and 3rd hours worked (or as nearly as practicable to the middle of each four (4) hours of work). *Rest periods cannot be combined with lunch breaks or used to shorten the workday or add to vacation, and are to be limited to the time allotted in this policy*.

Additional Break Time: In the interest of sustaining quality work and in an effort to help employees balance their work and personal life, full-time employees may be allowed additional break time to be taken in blocks of at least fifteen (15) minutes, up to sixty (60) minutes per week, to be used in conjunction with their morning or afternoon breaks and/or lunch times. Part-time employees may receive a pro-rated amount. The use of additional break time cannot be used to alter an employee's start time or stop time and cannot be carried over into the next week. The use of ABT time is coordinated with the employee's supervisor. The supervisor will make every effort to approve the additional break time taking into consideration that the needs of the public are adequately met, and that the time off does not interfere with the employee's ability to perform their job.

Breastfeeding Mother Breaks: OCWCOG provides employees who are breastfeeding a child aged eighteen (18) months or younger with reasonable rest breaks as needed to express breast milk in accordance with applicable law. Generally, employees who need to express breast milk are expected to do so during their regularly scheduled meal and rest breaks. However, if it is not feasible to utilize regularly scheduled meal and rest breaks, additional time may be available. OCWCOG also provides employees with a private location (other than a bathroom) to express milk. For questions regarding breastfeeding breaks or locations, please contact Human Resources.

OVERTIME WORK

OCWCOG strives to minimize unnecessary overtime and may adjust employee work schedules as needed to minimize the need for overtime. However, on occasion it may be necessary for an employee to work overtime to meet Agency needs. All employees are expected to perform overtime work when it is required. OCWCOG attempts to be fair and consistent when assigning overtime and when possible may consider individual extenuating circumstances of employees. (*Failure to work mandatory overtime may result in disciplinary action*).

All overtime must have prior supervisor authorization ***before*** *it is worked*, emergent extenuating circumstances may be considered when a supervisor is not available to provide prior authorization. OCWCOG pays non-exempt employees for all overtime worked when required by law (see Non-exempt Employee Overtime & Compensatory Time Pay page 19) . Employees are expected to accurately record their time worked, including overtime, on their time records to ensure proper payment for hours worked. False reporting of overtime, or unauthorized overtime hours may be subject to disciplinary action (See Section V Wages and Compensation for more information).

TIME SHEETS

In order to properly administer pay and benefits, OCWCOG requires all employees to accurately record all hours worked. Each employee must review and sign their time sheet to verify that it is accurate. Management must approve time records.

Finance posts the due date for timesheets, monthly, on the intranet site. Generally, timesheets are due between the 19th and the 24th of a month. The pay period for Community & Economic Development staff is from the 21st of one month to the 20th of the next month. For all other staff, timesheets cover a calendar month and time worked from the date timesheets are due through the end of the month is estimated. Adjustments to estimated time are submitted to the supervisor on an amended time sheet on the first working day of the following month.

Misrepresenting hours worked/falsification of time records, including assisting any other employee to do so, is considered a serious violation of Agency policy, and is subject to discipline up to and including discharge.

V. WAGES AND COMPENSATION

WAGES AND PAY RATES

It is OCWCOG's policy to pay wages and salaries that it has determined fair when taking into account its geographic location, comparable rates being paid for similar work in the community and other similarly sized communities, as well as its budgetary constraints and fiscal responsibilities. To facilitate these efforts, OCWCOG has established position classification plans, including designated minimum and maximum wages, as well as steps for wage advancement. For questions about the wage rate or range for any position, contact Human Resources.

PAYDAYS AND PAY

OCWCOG maintains a monthly pay period, with payment on the last business day of each month, following the close of the pay period via electronic payment.

Deductions from Pay: OCWCOG takes deductions from the employee's pay as required by law for FICA, federal and state taxes, garnishments, etc. Other deductions, (e.g. benefit contributions) are taken as outlined in the CBA or otherwise as permitted by law and/or upon written authorization from the employee.

Corrections to Pay: If monthly pay is not accurate, an employee should promptly notify the Payroll Department. OCWCOG's goal is to pay employees correctly every pay period. In the event that an error results in an underpayment of 5% or more, pay is corrected within three (3) days from when the error is realized. Any other underpayments are generally corrected on the next regular payday.

When an overpayment is discovered the employee will be notified of the amount and nature of the overpayment. Payroll will develop a repayment schedule with the employee. The repayment schedule can be over a period of up to three months. Repayments will be deducted from month end payroll.

NON-EXEMPT EMPLOYEE OVERTIME & COMPENSATORY TIME PAY

Non-exempt employees are paid for overtime at the rate of one and one-half (1-1/2) times their regular rate of pay for all hours worked over 40 hours in workweek. Hours not actually worked (for example, vacation, holidays, etc.) are not counted toward the 40-hour workweek for purposes of calculating overtime eligibility and pay. OCWCOG's workweek for overtime purposes begins at 12:01 a.m. on Monday and continues through 12:00 a.m. Sunday each week. Employees shall not work overtime until and unless authorized to do so in writing by their immediate supervisor. When it is not feasible to obtain prior approval, the employee shall follow the alternate procedure established by their supervisor.

Compensation for Overtime: Compensation for overtime work is in the form of either compensatory time off or cash. During the first three (3) months following the date earned by the employee, cash or compensatory time off shall be at the Employer's discretion. After three (3) months, the employee may choose either cash or compensatory time off. At six (6) months after the date earned, overtime will be compensated in cash. No Compensatory time shall be carried for more than six (6) months

Use of Compensatory Time: Compensatory time must be authorized by a supervisor, with a leave request form

Employees who have accumulated compensatory time are encouraged to take it in a timely basis. Employees who request use of accumulated compensatory time are permitted to use such time within a reasonable period after making the request provided, in the Agency's determination, the granting of compensatory time would not unduly disrupt the operations of the department or OCWCOG. Employees who wish to take compensatory time off should request the time off at least three (3) working days in advance. Requests for use of compensatory time should be made to your supervisor and must generally be taken in increments of at least ½ hour.

On termination of employment, any accumulated and unused compensatory time is paid out on termination of employment at either the final regular rate of pay at termination of employment or the average regular rate of pay during the last 3 years of employment with OCWCOG, whichever is higher.

REIMBURSEMENT OF EXPENSES

In order to best utilize our public funds, OCWCOG strives to conduct its operations in the most efficient and cost-effective manner. Prior to incurring any costs on OCWCOG business, employees must obtain approval from their supervisor. Management evaluates all requests and determines the necessity, available resources, and justification for the need for expense (such as the method of travel and related expenses, if applicable). Itemized receipts are required for all reimbursements.

Meal/Lodging Reimbursement: Employees who travel on pre-approved overnight OCWCOG business will be reimbursed for travel meal and lodging expenses. Meals for one-day workshops, fieldwork, or events will not be reimbursed. Employees who use their personal vehicles for authorized travel will be reimbursed for mileage at the current IRS rate.

Mileage Reimbursements: Employees who travel on Agency business are expected to utilize OCWCOG owned/leased vehicles whenever possible. If an Agency vehicle is not available, or the employee is approved to use a personal vehicle, OCWCOG will reimburse employee mileage for business travel at the established IRS rate at the time of travel, which covers all vehicle related expenses except parking, which may be separately reimbursed with approved itemized receipts. Employees are required to comply with all applicable laws while driving on Agency business. Costs associated with traffic violations (e.g. traffic citations, parking tickets, court costs and fees) are the responsibility of the employee and not paid by or reimbursed by OCWCOG.

Employees who choose to use a personal vehicle when an OCWCOG vehicle is available or when the Agency has determined that another method of transportation is more efficient for the circumstances are not eligible for mileage reimbursement. Mileage and parking reimbursements are made only for pre-approved travel for OCWCOG business, and are not provided for travel to and from work.

Cell Phone Reimbursements: In order to ensure that managers are accessible to their staff and to each other when they may be out of the office, or in the event of an emergency, all managers and designated staff are required to carry a cell phone. With exceptions for specific business needs OCWCOG can provide cell phones for managers and key designated staff. Management and staff who have been notified in writing that they are required to carry a cell phone will be provided a monthly cell phone stipend. .

VI. PAID TIME OFF BENEFITS

The following policies outline OCWCOG's paid time off benefits for non-represented employees only. For employees covered by a CBA, employee benefits information is established and governed by the terms of that CBA and applicable law, and <u>not</u> this policy (unless expressly noted). Such employees should consult their current CBA or Human Resources for information about benefits applicable to their employment.

PAID VACATION BENEFITS

All regular and limited term employees who have been continuously employed by OCWCOG for a period of six (6) months are eligible to receive paid vacation benefits.

Amount of Paid Vacation Benefits: Upon successful completion of the trial service period, full-time regular and limited term full-time employees are credited with 48 hours of paid vacation benefits, which may then be used immediately consistent with the provisions of this policy. Part-time regular, and limited term employees are credited with a prorated amount upon successful completion of the trial service period. Thereafter, paid vacation benefits are earned at the end of each month. The following chart sets forth the amount of vacation pay and time off a regular full-time employee who regularly and consistently works 40 hours per week is eligible to earn.

Length Of Continuous Employment	Vacation Benefit
6 months to 36 months (3 years)	8 hours per month
37 months to 72 months (6 years)	10 hours per month
73 months to 144 months (12 years)	14 hours per month
145 or more months	16 hours per month

Part-time regular, and limited term employees who regularly and consistently work less than 40 hours per week are eligible to earn pro-rated vacation benefits. For example, a part-time employee who regularly and consistently works 30 hours per week (or 75% of 40 hours) is eligible to earn 6 hours of vacation per month.

On January 1st of each year, an employee's maximum beginning vacation balance may be no more than three hundred (300) hours. Any accrued vacation hours over 300 hours on December 31st of each year will be converted to sick leave.

Vacation leave shall only be taken after the time has been accrued. For example, if an employee works the full month of December, they accrue eight (8) hours of vacation leave which is first available for them to use on January 1. Vacation leave will not be approved for employees who do not have sufficient accrued vacation time.

Vacation Use and Scheduling: Vacations must be scheduled in such a way that OCWCOG can best serve the public by maintaining sufficient staffing to meet their needs. Therefore, time off for vacations must be approved by the Agency in advance. While OCWCOG strives to satisfy employee requests, all approvals are subject to the Agency's operational needs, except as required by law. Because of the nature of our work, or to fairly allocate vacation time off between employees, it may be necessary to limit the number of employees using paid vacation benefits at the same time, to prohibit an employee from taking time off during a particular period of time, or to cancel or reschedule employee vacations during a particular period of time. Please give as much advance notice as possible.

1. Once a year, Annual, Priority Vacation requests: A vacation priority request for the year February 1 through January 31 will be arranged in January of each year. For those requests returned by January 31, the following procedure will apply:

   Subject to the staffing requirements of the Employer, vacation is scheduled at the request of the employee. In the event that more than one (1) employee has requested the same vacation period off and the workload does not permit all employees to have that period off, the employees will attempt to work the scheduling conflict out amongst themselves. If the employees cannot resolve the scheduling conflict, the senior employee(s) has their choice of vacation; provided however, that each employee may only exercise their seniority for vacation bidding once per calendar year, for a single block of time-off.

2. Other Vacation Requests: For all non-priority vacation requests after January 31, the following procedure will apply:

   Requests for vacation leave shall be made at least ten (10) working days prior to the starting date of the vacation leave. An employee shall be allowed to request leaves of less than one (1) week in length, with approval of their supervisor, with less than ten (10) working days' notice. An employee may be denied the requested leave dates if it would cause unusual disruption of work. All vacation leave shall be taken in blocks of at least one-quarter (1/4) hour.

Employees cannot use vacation benefits that have not been earned. All earned and unused paid vacation benefits must be used before unpaid time off is taken (except when otherwise provided by applicable law, such as during periods of military leave, jury duty leave, and domestic violence leaves, when employees may elect to save such benefits.) Paid vacation benefits must be used in increments of at least 1/4 hour.

Payment of Vacation Benefits during Employment: Vacation benefits are paid at your regular, straight-time rate of pay for the hours you would otherwise have been scheduled to work on the day that the benefits are used. OCWCOG also permits employees to cash-out their accumulated benefits on a limited basis each year. An employee may request to cash out up to twenty-five percent (25%) of the dollar value of their vacation leave balance at the time of cash out, but no less than five (5) hours. The employee may cash out no more than two (2) times per calendar year, but not within the same month. Once vacation benefits are cashed-out, they are considered to be used and your vacation benefit balance is adjusted accordingly.

Payment of Vacation Benefits On Termination: In the event of the employee's, layoff, resignation with notice, or the employment relationship is otherwise terminated by OCWCOG, all unused vacation leave accumulated by the employee shall be paid for in cash at the employee's current salary in their final pay. If less than a two (2) weeks' (10 working days) written notice is given, the employee forfeits any earned and unused vacation benefits.

Donating Paid Vacation Benefits: OCWCOG permits employees to donate their earned and unused vacation benefits to another employee as outlined in this policy. In order to be eligible to donate, the donating employee must have sufficient benefits to ensure at least 24 hours of paid vacation benefits remain after the donation.
To be eligible to receive donated vacation benefits, an employee must:

- have a serious illness or medical condition or be caring for a family member with a serious illness or medical condition that requires a prolonged absence from work;
- have exhausted all paid vacation, sick leave, compensatory time, and other paid time off benefits;
- not be eligible for disability benefits (under PERS, Worker's Comp, or the Agency's long-term disability benefits); and
-

An employee will not receive more donated leave than necessary to cover the approved period of absence.

PAID SICK LEAVE BENEFITS

OCWCOG provides paid sick leave benefits to employees as outlined in this policy, in accordance with applicable law.

Eligibility for Paid Sick Leave Benefits: In order to be eligible to use any paid sick leave benefits under this policy, an employee must be a trial service period, regular, temporary or limited term employee who has been hired directly by OCWCOG. Temporary workers who are employed and paid by an employment agency are not eligible for any benefits through OCWCOG and should consult their employing agency for information about benefits applicable to their employment.

Amount of Paid Sick Leave Benefits:

Trial Service Period Employees Hired for Regular or Limited-Term Employment:

1. Newly hired trial service period employees who have been hired for *full-time* regular or limited-term employment are provided with 48 hours of paid sick leave benefits on their first day of employment.
2. Newly hired trial service employees who have been hired for *part-time* regular or limited term employment are provided with a pro-rated amount of paid sick leave benefits based upon the percentage of full-time their position is budgeted to work. E.g. an employee hired for a 30-hours per week position (.75 FTE) is provided with 36 hours (75% of the full-time benefit) on the first day of employment.

Regular Status and Limited Term Employees Who have completed 6-Months of Employment: After successfully completing 6 months of continuous employment, full-time employees who have obtained regular status and full-time limited-term employees maintain the balance of sick leave not used and are eligible to accrue 8 hours of paid sick leave benefits for each full-month of service. Part-time employees who have obtained regular status and part-time limited term employees are eligible for a pro-rated amount of paid sick leave benefits based upon the percentage of full-time their position is budgeted to work. E.g. an employee hired for a 30-hours per week position (.75 FTE) accrues 6 hours per month (75% of the full-time benefit) after 6 months of continuous employment.

Temporary Employees: Temporary employees accrue 1.33 hours of paid sick leave benefits for every 40 hours worked, up to a maximum of 40 hours of paid sick leave benefits each calendar year. Paid sick leave benefits begin accruing on the first day of employment. Paid sick leave benefits are earned based on actual hours worked, including overtime hours for non-exempt employees.

Use of Paid Sick Time Benefits: Employees may begin using accrued paid sick leave benefits as soon as they are accrued as outlined below.

- An employee's own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care. This includes using such benefits to make up the difference between workers' compensation benefits and an employee's regular wages, if applicable.
- To care for a family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care. "Family member" means the employee's spouse, same-gender domestic partner, parent, child (custodial, non-custodial, adoptive, foster, biological, step-parent/child, in loco parentis, etc.), parent-in-law, grandparent, or grandchild.
- For qualifying FMLA and OFLA absences/leaves.
- For any purposes allowed under the Oregon Family Leave Act (OFLA) even if the employee has not met the eligibility requirements under OFLA.
- For any purpose allowed under Oregon's domestic violence, criminal harassment, sexual assault, or stalking law.
- In the event of a public health emergency, including upon an order of a general or specific public health emergency, or when the employer excludes the employee from the workplace by law or rule for health reasons.
- As otherwise required by applicable law.

Following the exhaustion of protected Oregon paid sick time, paid sick leave benefits may only be used for:

- Employee injuries or illnesses, including to make up the difference between workers' compensation benefits and an employee's regular wages, if applicable.
- For qualifying FMLA and OFLA absences/leaves.
- For time off when otherwise required by applicable law.

Paid Sick Leave benefits must be used in increments of at least 1/4 hour. Employees who need time off for qualifying purposes under this policy must follow OCWCOG's attendance reporting

procedures as outlined in this Employee Handbook. If the need for the absence is covered by Oregon sick time rules and is known in advance, notify management at least 10 days in advance, or as soon as possible if the need for the absence allows less than 10 days' notice. If it is not known in advance, notice must be provided within thirty (30) minutes before the scheduled starting time, unless circumstances prevent doing so. In that event, provide notice as soon as practicable.

Payment of Sick Leave Benefits: Paid sick leave benefits are paid out at the employee's regular straight time hourly rate of pay (or base salary rate for salaried employees) for the hours the employee would otherwise be required to work on the day the benefits are used. Employees are required to use any accrued and unused paid sick leave benefits for all absences covered by this policy rather than taking the time off as unpaid.

Verification of Absences: All employees are expected to be honest and accurate in reporting the circumstances surrounding absences. Abusing paid sick leave benefits is a serious policy violation that results in discipline up to and including termination of employment. We may require certification of an attending physician or practitioner to support the employee's claim for sick leave in the following circumstances:

- When we have reason to suspect that an employee has abused paid sick leave benefits, such as taking patterned absences, use when time off has otherwise been denied, etc.;
- When an employee has been absent for more than three (3) three working days for their own illness or injury that required medical treatment;
- When we deem it necessary to comply with our obligations under applicable laws, such as OFLA or FMLA.

OCWCOG may require a release to return to work from an employee's healthcare provider for absences of more than three (3) consecutive workdays.

Carryover of Paid Sick Leave Benefits and Maximum Accumulation: OCWCOG does not limit the amount of paid sick leave benefits that regular status and limited term employees may accumulate and carryover from one year to the next.
Temporary employees are permitted to carry over up to a maximum 40 hours of earned and unused paid sick leave Benefits from one calendar year to the next. However, total accumulation of paid sick leave benefits is capped at 80 hours.

Payout on Termination: Paid sick leave benefits are not vested and are not paid out on termination of employment. OCWCOG does, however, report unused paid sick leave benefits to the Public Employees Retirement System (PERS) in accordance with applicable law. Employees who are eligible to earn benefits under this paid sick leave policy and leave OCWCOG's employment and are rehired within 180 days have up to 80 hours of previously earned and unused paid sick leave benefits restored. They may begin using paid sick leave benefits after 90 days of employment, including the prior length of service.

HOLIDAYS

OCWCOG recognizes the following paid holidays:

New Year's Day Labor Day

Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	½ Day on December 24
Two Personal Days	December 25

If December 24th falls on a Saturday or Sunday, the preceding Friday is generally observed as the Holiday. For all other holidays, if the holiday falls on a Saturday, the preceding Friday is observed as a holiday; and, if the holiday falls on a Sunday, the following Monday is observed as a holiday.

OCWCOG respects the right of each employee to worship as their faith dictates. Time off to observe a holiday other than those listed may be arranged with advance notice and approval from management. Employees are not, however, granted more **paid** holidays than those recognized by OCWCOG.

Holiday Pay Eligibility: Employees who meet the following eligibility requirements are entitled to receive holiday pay:

1. The employee must be a Trial Service, Regular or Limited Term employee on the date of the holiday. Temporary employees are not eligible for holiday pay benefits.
2. The employee must be actively employed on the day of the holiday.
3. The employee must not be on any leave without pay status the workday before **and** the workday after the holiday is observed.

Amount of Holiday Pay: Salaried employees who are eligible to receive holiday pay receive a continuation of salary without deduction. Full-time hourly employees who are eligible to receive holiday pay are eligible to receive eight (8) hours pay at their regular hourly rate. Regular part-time hourly employees are eligible to receive pro-rated holiday benefits based on the percentage of full-time (40 hours) that their position is budgeted to work. Limited Term employees are eligible to receive holiday pay based on the hours that they would normally be scheduled to work on the date of the holiday. When a recognized holiday falls on a regular working day within an employee's vacation period, the day is paid as holiday pay, and not as vacation pay.

Working on a Holiday: OCWCOG's offices and operations are scheduled to close on recognized holidays. If, however, an employee voluntarily chooses to work on a holiday, and receives written permission to do so from their supervisor, they may take their holiday time off on another day on an hour-for-hour basis within the same workweek. If an employee is required to work on a holiday, they are provided with compensating time off at 2.5 hours for each full hour worked on the day of the holiday. The supervisor must request the employee to work on a holiday, in writing, to accumulate compensating time off. Please note that OCWCOG respects the service of our Veterans. Qualified Veterans are not required to work on Veteran's Day.

PAID PERSONAL DAYS

Regular status and Limited Term, full time employees are eligible to receive two (2) paid personal days (16 hours) each fiscal year (Beginning July 1st), pro-rated for part time, which may be used at any time within the fiscal year in which they are earned. Personal days cannot be carried over into the next fiscal year. If an employee works less than full-time for all, or part, of the previous six (6) months,

they are provided with a pro-rated portion of the 8 hours in proportion to the actual paid hours worked. Credit is not given for unpaid hours, such as when an employee is on leave without pay. Personal days must be scheduled that permits OCWCOG to best serve the public by maintaining sufficient staffing to meet their needs. Therefore, time off for a personal day must be requested and scheduled in advance. Personal day benefits must be taken in increments of at least ½ hour.

PAID LONGEVITY PERSONAL DAYS

Copy contract language

PAID BEREAVEMENT AND COMPASSION BENEFITS

Regular status and limited term employees are eligible for a maximum of three (3) days (24 hours) of paid leave, or a prorated amount for part-time employees (at the regular straight time hourly or base salary rate of pay),shall be granted in the event of terminal illness or death of an individual within an employee's immediate family. An additional two (2) days (16 hours) paid leave shall be granted if travel of one hundred fifty (150) or more miles one way is required for this purpose. Verification may be required. Time off for bereavement leave under this policy runs concurrently with OFLA bereavement leave for eligible employees.

"Present immediate family" includes the employee's present spouse or registered domestic partner, children (including biological, adopted, step, foster, and domestic partner children), parent(s), step-parent(s), brother(s), sister(s), grandparent(s), grandchildren, present-in-law(s) (mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law), nieces, nephews, legal or biological parents of employee's minor children, or any permanent member of the employee's household. Verification of family relationship and death may be required. Whenever possible, employees should give at least 24 hours advance notice of their need for such leave.

Employees who wish to further extend any period of bereavement time off may use any earned and unused sick leave or other paid time off benefits (or may request a leave of absence without pay if no such benefits are available) and must follow applicable procedures for requesting time off (OFLA or other attendance policy as applicable). Such bereavement time off extensions are subject to OCWCOG's attendance reporting policies, as applicable.

VII. OTHER EMPLOYMENT BENEFITS

The following policies outline OCWCOG's employment benefits for non-represented employees only. For employees covered by a CBA, employee benefits information is established and governed by the terms of that CBA and applicable law, and <u>not</u> this policy (unless expressly noted). Such employees should consult their current CBA or Human Resources for information about benefits applicable to their employment.

These policies are intended to provide a general description of the current benefits that non-represented employees may be eligible to receive. This Manual does not change or otherwise interpret the terms of the official plan documents. To the extent that any of the information contained in this Manual is inconsistent with applicable official plan documents, the provisions of the official plan documents control. Also, nothing contained in the benefit plans described in this Manual creates any promise of employment or future benefits at any level, or a binding contract between OCWCOG and its employees, retirees or their dependents, for benefits or for any other purpose. Rather, this is a summary of the currently available benefits.

In order to avoid misunderstandings, employees should understand that OCWCOG reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefits and benefit plans described in this Manual, including any health benefits that may be extended to retirees and their dependents, as well as to what extent, if any, employees may be required to share in the costs of such plans. For more complete information regarding any of our current benefit programs, please refer to the Summary Plan Descriptions on our Intranet site or contact Human Resources.

HEALTH BENEFITS

Medical, dental, and vision insurance plans are provided to eligible trial service and regular full-time and regular part-time employees. Temporary employees are not eligible to participate in our medical, dental, and vision insurance plans except as otherwise required by applicable law. Coverage for eligible employees begins on the first day of the month following30 days of employment. Regular or Limited Term employees must be actively working 30 hours a week or more to be eligible. It is the employee's responsibility to complete the online enrollment process in a timely manner. Failure to do so may result in delays of coverage. It is the employee's responsibility to notify the Human Resources Department of any changes in their family or employment situation (major life event such as birth, marriage, death, change in dependent status, etc.) that require a change in coverage.

Contributions to Premiums: Depending on the plan selection, OCWCOG pays 100% or a portion of the monthly premium. Employees are responsible for paying the remainder, if any, of premium costs. Eligible employees who wish to participate in the medical, dental, and vision insurance plans and/or to provide coverage for their dependent family members may cover their out of pocket costs through Health Savings Account (HSA) or Flexible Spending Account (FSA) contributions or through authorized deductions from their paychecks for their portion of the premium, if any.

Opting Out of Coverage: Employees and eligible dependents must have other employer-sponsored group medical coverage. Participation or enrollment in the Individual Marketplace Coverage, Oregon

Health Plan, Medicaid, Veterans' Administration Benefit Programs, TRICARE, or Student Health Insurance does not qualify for an opt-out. Employees choosing not to enroll in core (medical, dental and vision) benefit coverage and are otherwise eligible, will receive a monthly employer payment equal to the amount agreed to in collective bargaining. . An employee receiving the monthly payment, may receive it as cash added to their wages or may designate it to a pretax option such as a FSA, in accordance with I.R.C. 125(i), for medical reimbursement and/or dependent care reimbursement or deferred compensation, in accordance with I.R.C. 457(f).

Changes in Coverage and Benefits: Employees should note that it may become necessary to discontinue provision of health insurance benefits entirely or to change the Agency's premium contribution levels, insurance carriers or plans at any time. Employees will be notified prior to any such change. All disputes regarding coverage and scope of benefits, etc. must be directed to the respective provider of the benefit.

Termination of Coverage: Covered employees continue to be eligible for OCWCOG's contribution to premiums while they continue to work as an eligible employee in accordance with the formal plan requirements. Coverage through OCWCOG paid contributions ends on the last day of the month in which an employee resigns, is terminated, laid off or otherwise stops working as an eligible employee. OCWCOG does, however, continue to pay its portion of the premium for employees who are on paid leave as well as for employees on Family Medical Leave and during periods of jury duty and when otherwise required by law.

OCWCOG offers continuing health care coverage on a self-pay basis to employees and/or their dependents following separation of service, retirement, death, divorce or separation in compliance with the requirements of COBRA (Consolidated Omnibus Budget Reconciliation Act) and Oregon Revised Statutes. Additional information describing OCWCOG's current plans is available from Human Resources.

OTHER INSURANCE-RELATED BENEFITS

OCWCOG makes various other insurance and insurance related benefits available to eligible employees, including life insurance, long-term care and disability insurance, HSA and/or FSA. For additional information on eligibility requirements and benefit plan terms, please contact Human Resources.

PERS RETIREMENT PLAN

OCWCOG participates in the PERS for eligible employees. As an additional benefit to our employees, OCWCOG currently pays the employee contributions for eligible employees. The payment of the employee contribution may be discontinued by OCWCOG at its discretion. For questions regarding the PERS benefit, please contact Human Resources.

DEFERRED COMPENSATION PLAN

OCWCOG offers a deferred compensation plan that allows eligible employees to voluntarily contribute a portion of your monthly pay into the plan. Trial Service, Regular and Limited Term employees may be eligible to participate in such a Deferred Compensation plan. For more information, contact Human Resources.

EDUCATIONAL ASSISTANCE BENEFITS

OCWCOG supports its employees' participation in their voluntary training and skill enhancement efforts though tuition aid to eligible employees. Approved Educational Assistance Benefits may be used to assist with the cost of approved training sessions, classes or formal academic course work. In order to receive tuition assistance, the following requirements must be met:

1. Requests for tuition aid must be submitted in writing on the appropriate form and approved by the Executive Director in advance of enrollment;
2. The Executive Director must determine that the classes or coursework will enhance the employee's job-related skills and/or potential for advancement within OCWCOG;
3. The employee must successfully complete the training or coursework with a passing grade (if applicable); and,
4. The employee must remain employed by OCWCOG for a period of twelve (12) months following completion of the coursework. Employees will be required to sign a repayment agreement.

In the event that OCWCOG requires attendance at training sessions or coursework; the cost of the training is paid by OCWCOG and employees receive their regular rate of pay for the time spent attending the training.

PROFESSIONAL DEVELOPMENT BENEFITS

All OCWCOG employees are eligible to receive reimbursement for up to one-half of the cost of one professional association membership each fiscal year. Program Managers and Directors are eligible to receive reimbursement for the full cost of one, or one-half the cost of two professional association memberships each fiscal year. In order to receive reimbursement, OCWCOG must determine that the professional associations relate to the employee's employment with OCWCOG.

LONGEVITY RECOGNITION

OCWCOG values the service of its employees and strives to recognize employee dedication through the availability of longevity recognition. Longevity recognition are available upon completion of the following benchmarks: seven (7) years of service, ten (10) years of service, fifteen (15) years of service, twenty (20) years of service, twenty-five (25) years of service, and thirty (30) years of service.

Upon completion of at least eight (8) consecutive years of service with OCWCOG and reaching the top step of the employee's salary range, for a period of one or more year(s), Longevity Steps (LGS) 1-5 will be awarded annually on the employee's anniversary date. Each LGS will consist of a 1.5% increase over the previous LGS, after the addition of any COLA to the top COLA to the top step of the classifications' salary range.

For information on current longevity recognition amounts, please contact Human Resources. All service must be continuous and periods of temporary employment do not count toward longevity for the purposes of these benefits.

VIII. GENERAL WORKPLACE POLICIES AND EXPECTATIONS

OCWCOG expects all employees to use sound judgment and conscientiously perform their work duties while abiding by Agency policies and management directives in the performance of their jobs. All employees are expected to become familiar with and keep informed of changes in our safety rules, operational policies, etc. For questions about position duties, employment status, job requirements, or any other matter, direct questions to a supervisor or contact Human Resources.

COOPERATION AND TEAMWORK

A basic expectation in performing job functions is employees conduct themselves in a professional, respectful manner in their interactions with other OCWCOG employees, officials, members of the public, and others they come into contact with. Teamwork and cooperation are independent job requirements for all positions.

CUSTOMER SERVICE AND PUBLIC RELATIONS

All employees should remember that they are part of a team of public employees, and public satisfaction with OCWCOG depends upon good service. Citizens, clients/customers, suppliers, and outside agency representatives who contact OCWCOG are always to be treated in a polite, professional, and respectful manner, including but not limited to being prompt and responsive to citizen/customer questions, concerns, complaints, etc. If a citizen/customer or workplace visitor becomes abusive or argumentative, employees are expected to remain calm and professional, and to refer the person to a supervisor or manager.

In addition, all employees are expected to assist in maintaining a professional public image on behalf of OCWCOG. For employees whose workspaces are visible to the public, this means that the workspace must be kept neat and tidy at all times. Personal pictures, postings and mementos, plants, etc. that are visible to the public must be discrete and professional in appearance. Personal postings are not permitted on the outside/public facing walls of any cubicle or workspace. Also, personal pictures, postings, mementos, plants, etc. must not damage any OCWCOG property.

COST CONSCIOUSNESS

As a public entity, OCWCOG's funds are a limited public resource. As a result, all OCWCOG employees are expected to be conscious of costs and avoid unnecessary waste of resources in the performance of their jobs. Suggestions for ways to improve OCWCOG cost efficiency and service to the public should be provided to a supervisor or Program Manager.

DATING AND WORKPLACE RELATIONSHIPS

OCWCOG considers employee personal relationships to be their personal business. However, when personal relationships develop between employees, they have the potential to impact working relationships and OCWCOG operations. Therefore, OCWCOG has developed this policy to avoid

conflicts of interest, favoritism, special treatment, harassment and retaliation, and to help ensure continued excellent services to our community.

Romantic/sexual relationships between management employees and subordinate employees are strictly prohibited. This includes but is not limited to employees who are married and/or living together. Subordinate employee means an employee in the same chain of supervisory authority even if there is not a direct reporting relationship. If such a situation develops, both individuals are required to notify Human Resources at the earliest opportunity (including at the application process if one of the involved parties is applying for OCWCOG employment). In such cases, OCWCOG makes personnel decisions as it determines appropriate to the management and protection of the Agency, which may include declining to hire, or the transfer, reassignment, request for resignation, or termination of one or both individuals.

Other consensual romantic/sexual relationships between individuals who work for OCWCOG, as well as romantic personal relationships between an employee and an individual employed by a customer, vendor, supplier, etc. are not prohibited unless the relationship creates a conflict of interest or perceived conflict of interest. However, all employees are expected to act professionally in the workplace and during the course of their employment. Sexual/romantic conversations, text or instant messaging; inappropriate touching (kissing, hugging, massaging, sitting on laps, etc.); etc. is strictly prohibited in the workplace, even when it is consensual.

All employees are expected to comply with OCWCOG's policies against harassment and retaliation and to maintain appropriate professional working relationships. In the event a consensual romantic relationship between two employees is discontinued, both parties must respect that decision. Employees who continue to pursue romantic relationships in the workplace, or retaliate in violation of OCWCOG policies after they have been advised that the other employee wishes to end the relationship should be reported pursuant to OCWCOG's policy against harassment.

Employees are expected to behave in a manner that does not raise claims of favoritism or create a negative or unprofessional work environment at all times. For questions regarding this policy, contact Human Resources.

DRESS CODE

Public relations are part of each employee's job. All employees are expected to present themselves in a way that helps generate trust, confidence and respect from the public they serve. As a result, all employees are required to be neatly groomed and wear clothing that is clean, in good repair, fits properly (including properly covering chest, stomach, back and other intimate areas), and is professional and appropriate according to OCWCOG standards, whether in the office, an OCWCOG vehicle, or other worksite.

In the event a concern arises regarding employee compliance with this policy, OCWCOG will make the final determination regarding what is appropriate dress for our workplace in its discretion. In addition to discipline, employees arriving for work with an appearance that significantly disregards OCWCOG standards or creates a safety hazard may be asked to return home for immediate correction. For questions regarding the specific standards for appropriate dress, please contact a supervisor.

DRIVING AND USE OF OCWCOG VEHICLES

Some positions with OCWCOG require employees to operate vehicles as part of their jobs. The following rules are applicable to all employees who drive on OCWCOG business:

Driver's License and Insurability: Employees whose job requires the use of a OCWCOG vehicle or their own vehicle on OCWCOG business must maintain insurability with OCWCOG's insurer [including a driving record acceptable to OCWCOG and our insurer(s)] at all times, and a current valid driver's license. If a position requires driving and an employee is placed on any driving restrictions or their license status changes in any way, the employee must inform Human Resources immediately. Only employees who are properly licensed, insured and have been authorized by OCWCOG are permitted to drive OCWCOG vehicles. In order to ensure compliance with this policy, and the safety of other employees, passengers and the public, OCWCOG may receive automatic reporting from the DMV and may check the driving records of employees who drive for OCWCOG at any time as permitted by applicable law.

Compliance with the Law, Traffic Violations, and Good Judgment: All employees who drive on behalf of OCWCOG are expected to use good judgment and caution in the operation of the vehicle at all times. All employees who drive on behalf of OCWCOG are also required to be aware of and comply with all applicable traffic laws and regulations at all times. This includes using safety belts for drivers and passengers at all times. OCWCOG does not pay for employee traffic violations. If an employee receives a traffic or parking citation, etc. while using any automobile on OCWCOG business, they are responsible for all fines, court costs, etc.

Cell Phones While Driving: For employees who drive any vehicle on behalf of OCWCOG, the primary responsibility is to drive safely at all times. All employees are expected to be aware of weather, traffic, pedestrians, and other driving conditions and to use caution and good judgment at all times. Employees are prohibited from using hand-held cell phones for any purpose while driving on OCWCOG authorized or OCWCOG related business. *Employees who must take a call while driving are required to use a hands-free device at all times, including voice dialing*. If an appropriate hands-free device is not available, or if weather or other driving conditions warrant extra caution even with a hands-free device, an employee must safely pull off the road and have the vehicle in park before engaging in any call. This policy also prohibits employees from using a cell phone or other device to read, send or receive text or "instant" messages while driving or engaging in any other reading, browsing of social media, internet, etc. while driving on OCWCOG business. Taking notes (including writing down phone numbers or other information) is also strictly prohibited while driving. All employees who drive must also be aware of and adhere to all state and local laws regarding cell phone use while driving. Violation of this policy will subject the employee to discipline, up to and including termination.

Reporting Accidents and Traffic Citations: All traffic citations (on or off work hours) and damage, however small, must be reported immediately to the supervisor. This applies to all types of accidents and damage, including damage to the property of others as well as OCWCOG property and equipment. Employees are required to cooperate fully with OCWCOG accident and damage investigations.

Use of OCWCOG Vehicles: Employees are prohibited from transporting any unauthorized passengers in OCWCOG vehicles or while on OCWCOG business, unless specifically authorized by

the supervisor. This includes friends, family members, etc. Personal use of OCWCOG vehicles is prohibited.

EMPLOYMENT OF RELATIVES

OCWCOG's policy is to utilize fair and equitable hiring practices to hire the best-qualified candidate for each job. Although OCWCOG permits hiring of immediate relatives, it also recognizes that the employment of relatives in the same area of an organization has the potential to cause serious conflicts and problems with favoritism and employee morale. As a result, immediate relatives are not allowed to hold positions of supervisory, appointment or grievance adjustment authority over the other. Immediate relatives are also not hired when the employment would cause OCWCOG to violate public employee ethics rules or any other applicable law, including violating public funding rules, etc.

It is OCWCOG's policy to decline applications where employment would conflict with this policy. Likewise, it is OCWCOG's policy to remove employees from their position if a relationship is established that would violate this policy or if they are mistakenly hired or appointed to a position that violates this policy. Immediate relatives include spouse, registered domestic partners, children, children-in-law, siblings, siblings-in-law, parents, parents-in-law, niece/nephew, aunt/uncle, step parents/children and grandparent/grandchildren. With regard to other relatives or any other similar situation that we determine to be damaging to morale or operations, OCWCOG retains discretion in placement of those individuals.

MEDIA RELATIONS

OCWCOG is an established and highly respected agency. We have a reputation for providing excellent, professional services, and we enjoy strong relationships with our elected officials, clients, and citizens in the three-county region that we serve.

The news media is frequently interested in OCWCOG, and we have a responsibility to be open and responsive to their information requests. The media are among the many ways our citizens, clients, and business partners build their individual perceptions of OCWCOG and the work we do in the communities we serve. All information disclosed by OCWCOG to the media should be timely, accurate, authoritative and relevant. At the same time, it is important that we preserve the confidentiality of client information as well as OCWCOG interests and priorities.

Designated Media Contact and Agency Spokesperson: All employees should understand that no one except the Executive Director or designee is authorized to speak on behalf of OCWCOG to the media. This includes all external news media, including broadcast (television and radio), electronic, and print. Types of media include articles, columns, features, advertisements, social media, etc. The Executive Director is OCWCOG's media contact and Agency spokesperson. In some cases, the Executive Director may designate another individual or employee to be a spokesperson on a particular issue due to their knowledge, experience, or expertise. All such designations must be in writing.

OUTSIDE EMPLOYMENT

In order to avoid conflicts of interest and disruption to OCWCOG services and operations, employees are not permitted to engage in off-duty work activities that could create conflicts of interest or the

perception of a conflict of interest with their OCWCOG employment or public employee ethical responsibilities. Employees who are approved for outside employment continue to be expected to meet all OCWCOG performance, attendance, overtime and other requirements of their OCWCOG employment. All employees are judged by the same performance standards and are subject to OCWCOG's scheduling demands, regardless of any outside work requirements. If OCWCOG determines that an employee's outside work activities interfere with performance or the ability to meet the other job requirements of OCWCOG, or creates a conflict of interest or the perception of a conflict of interest, the Agency may require the employee to resign from their outside employment as a condition of their continued employment with OCWCOG.

PERFORMANCE REVIEWS

In addition to providing ongoing feedback throughout employment, OCWCOG strives to formally review the work of each employee regularly. Trial Service period employees and employees who have been reclassified or promoted generally receive a performance review after three months in their new position and again at the completion of the six-month trial period. Thereafter, performance reviews are conducted annually. Performance reviews are conducted by the employee's supervisor and become a part of the personnel file. If an employee does not agree with their performance review, the employee may submit a written statement to be included with the performance review.

PERSONAL EMPLOYEE PROPERTY

OCWCOG does not provide protection or payment for lost, damaged or stolen personal items (including vehicles and their contents) brought onto OCWCOG premises (including parking lots) or other work locations. Employees are strongly encouraged not to bring valuables to work. Employees are, however, expected to show concern and respect for the rights and property of others. Employees who find lost items are required to immediately report the items to the supervisor.

SMOKING AND TOBACCO USE

OCWCOG provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and vapor or e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. All OCWCOG buildings and vehicles are tobacco-free. Use of tobacco products must be outside of OCWCOG's facilities/buildings. Smoking is not allowed near building entrances, exits, windows and air intakes; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. Because of the vulnerability of the public OCWCOG serves, employee are required to be out a minimum of fifty (50) feet from any entrance, air intake system, windows and other openings. Smoking/tobacco use areas must be kept clean and all trash (including cigarette butts and smokeless tobacco waste) must be properly disposed of in appropriate trash receptacles.

TRAINING

OCWCOG provides employees with ongoing training throughout employment. Generally, new employees are provided with orientation training. In addition to mandatory trainings, which may be assigned by OCWCOG at its discretion, all employees are encouraged to participate in identifying their training needs. For questions or training needs contact a supervisor or Human Resources.

WORK PERFORMANCE

Employees are responsible to perform their duties with care and attention to citizen/public needs and OCWCOG's quality and performance standards and requirements. Carelessness or negligence that leads to mistakes, physical injury or property damage, and other failures to meet OCWCOG's quality or performance standards or requirements is grounds for disciplinary action.

IX. PRIVACY AND CONFIDENTIALIATY POLICIES

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) AND OTHER CUSTOMER/CLIENT PRIVACY

All employees are required to maintain the integrity and confidentiality of our client/customer information at all times while employed by OCWCOG and after leaving OCWCOG employment.

All individually identifiable health information (including, but not limited to the client/customer's past, present, or future physical or mental health or condition(s); their medical record, and their billing and financial information) is considered confidential and protected by HIPAA. Confidential client/customer information must not be discussed with other employees unless there is a business a need to know consistent with OCWCOG's detailed HIPAA PRIVACY PRACTICES policies and procedures. Discussions of this type of information with the customer/client and other authorized business associates must be done in private and strict confidence and include only the minimum necessary disclosure of protected health information.

All employees who routinely work with employee or client personal identifying information, including medical information, are required to take and successfully pass the HIPAA Privacy Essentials and Privacy and Information Security training provided by the Agency. For questions about this policy, contact the Technology Services Operations Director (Privacy Officer) ***before making the disclosure.*** More information on OCWCOG's HIPAA privacy policies is available from the Privacy Officer. Employees who violate client confidentiality and/or HIPAA privacy requirements are subject to discipline, discharge, and other legal action including criminal penalties for violations.

OTHER CONFIDENTIAL INFORMATION

In addition to confidential customer information, OCWCOG employees may have access to highly confidential and/or otherwise legally protected information through their employment with OCWCOG. Confidential information includes all information acquired by an employee during the course of employment that is of economic value to the agency and not generally available to the public. All employees are required to maintain the confidentiality of this information both during and after employment. Written confidential information about employees and/or clients should not be left where unauthorized persons can view it. This includes leaving confidential documents sitting in printer trays or placing such documents in open recycling bins. Confidential information being routed by internal "mail", including van mail, is to be sealed in an envelope marked "confidential."

Except in the ordinary course of performing duties on behalf of OCWCOG, confidential information and records may not be removed from our premises without permission from the appropriate program director. Additionally, the contents of records or information otherwise obtained in regard to OCWCOG business may not be disclosed to anyone, except where required for a business purpose. Employees are subject to appropriate disciplinary action up to, and including, dismissal for revealing information of a confidential nature. Since many times it is difficult to distinguish between common and confidential information, the best rule to follow is not to discuss business information with persons outside of the OCWCOG unless employees have received prior approval from their manager.

PUBLIC RECORDS REQUESTS

As a public entity, OCWCOG is obligated to comply with public records inspection requests. Although OCWCOG is committed to public transparency and compliance, not all records are subject to public review. In order to ensure that OCWCOG consistently maintains the confidentiality of exempt records and complies with applicable requirements for public records disclosures, all employees who receive a request for public records must forward such requests to their immediate supervisor. No employee, other than the Program Director, is authorized to respond to public records requests on behalf of OCWCOG.

EMPLOYEE PRIVACY

OCWCOG strives to maintain privacy for our employees whenever possible. The following policies apply to employee information and records:

Personnel Files: OCWCOG limits the collection of employee information to what is needed for business and legal purposes. For example, in order to comply with government regulations and to ensure that employees receive all available benefits, it is important that personnel records be kept up to date. Employees are to notify Human Resources of any change in their address or phone number, person to be notified in case of accident, legal name, marital status or dependents for benefits purposes, number of insurance beneficiaries, changes in visa or work authorization status, etc., when such changes occur.

If a position requires licensure and/or certifications, the employee must document compliance with these minimum qualification requirements by keeping their personnel records up-to-date. Provide a copy to a supervisor and Human Resources each time they are renewed. If there will be any delay in obtaining a required license or certification (or renewal), notify a supervisor and Human Resources of the reason in advance.

OCWCOG treats employee personnel as private and access to personnel files is restricted. Employees who wish to review their own personnel file may contact Human Resources to arrange for an appointment. No files may be removed from the office, but may be reviewed there with a human resources representative. Requests for copies of an employee's own personnel file must be submitted in writing to Human Resources. OCWCOG's policy is to provide copies within 45 days from the time the request is submitted. Employees may be charged for copies in accordance with applicable law. For questions contact Human Resources.

Other Information Security: OCWCOG does not permit any employee's social security number or other protected personal information to be posted, displayed, transmitted over the Internet without encryption, or otherwise made available to coworkers, etc. Information containing employee social security numbers and other personal information must be kept in locked files with limited access at all times. OCWCOG has also implemented safeguards to ensure continued security of any information that is disposed. For questions contact Human Resources.

Other Records: OCWCOG also takes steps to preserve the privacy of various other employee records. For example, Human Resources maintains all employee background screening information

in secured locking cabinets separate from the personnel files, and it is not available to employees for review. Medical records are also stored in access-protected files in Human Resources, separate from employee personnel files.

TELEPHONE RECORDING

In an effort to provide better quality assurance, training, client dispute resolution and additional backup documentation, the recording of telephone calls may be implemented in certain work groups, consistent with applicable legal restrictions. Only calls made or received through the ACD system are recorded. Incoming and outgoing calls from an employee's direct dial phone line are generally not recorded. *However, all employees should understand that they have no expectation of privacy in calls made to and from OCWCOG telephone lines*.

Management and designated lead workers may access recordings only for legitimate business purposes. Recordings may be used for performance measures and/or disciplinary action and may be accessed by management conducting a workplace investigation to substantiate or refute any allegations concerning illegal activity, or violation of agency policy, behavior expectations, and/or work unit norms, subject to the just cause, grievance arbitration and other applicable provisions of the CBA.

X. ELECTRONIC EQUIPMENT AND COMMUNICATIONS

OWNERSHIP & ACCESS

All electronic and telephonic communication systems and equipment, and all communications and information transmitted by, received from, or stored in these systems, including electronic mail (e-mail) and voice-mail, are the property of OCWCOG. These systems are provided to employees at Agency expense to assist them in carrying out business activities. All information transmitted through or stored in the system, including e-mail messages, is considered business information.

OCWCOG's systems routinely gather logs for most electronic activities. To ensure that the use of our electronic communication systems is consistent with OCWCOG's policies and business interests, we reserve the right to monitor the use of such equipment and to access, review, copy, modify, delete, or disclose information transmitted through or stored in the system, including e-mail messages, at any time as we deem appropriate. Consequently, *employees using OCWCOG's electronic communication systems and equipment should have no expectation of privacy in connection with the use of this equipment or with transmission, use, or storage of information in the equipment, including stored e-mail or voice-mail messages*. Employees should also be aware that all information on electronic office equipment, network storage devices, or personal computers is a public record if the content of the information would be a public record in any other format. As such, it is subject to disclosure under the public records law.

USE OF EQUIPMENT AND SYSTEMS

A computer, workstation, or other computer-related equipment may be assigned to an employee for OCWCOG's business purposes. An employee's use of our electronic communication systems should be restricted to business activities and should never interfere with employees' duties. It is important to remember that transmitting, retrieving, downloading, or storing messages or images that are offensive, derogatory, off-color, or sexual in content, or otherwise in violation of OCWCOG's Equal Employment Opportunity Policies (Non-Discrimination, Anti-Harassment, Anti-Retaliation, etc.) is inappropriate and is not tolerated in a business environment. Likewise, conveying or knowingly receiving messages that are threatening, disruptive, disparaging, or otherwise unlawful or illicit is strictly prohibited.

Employee use of our Internet for personal use must be limited to necessary, occasional communication conducted only during meal and break periods. Also, regardless of whether the material is intended to be personal or is viewed, downloaded, and/or forwarded, our internet account is not to be used to access sexually explicit, indecent, or illegal materials or any other sites we consider contrary to the expectations set forth in our policies prohibiting discrimination and harassment, etc. Individuals who use OCWCOG's Internet for personal use are reminded that this policy does not change OCWCOG's right to monitor the use of such equipment and to access, review, copy, modify, delete, or disclose information transmitted through or stored in the system, to ensure compliance with our policies as we deem appropriate. Therefore, employees should not conduct any personal business using our systems, which they would not want others to see or disclose.

Employees are expected to maintain privacy and security of any non-public information stored on OCWCOG devices (computers, laptops, tablets, USB flash drives, cell phones, and smart phones) used for OCWCOG business. Any mobile device used for OCWCOG business (personal or OCWCOG owned) must have the screen-lock security code enabled to operate the device. Mobile devices should have the screen "time-out" enabled to avoid exposure of any potential confidential information. Any mobile device used for OCWCOG business that has been lost or stolen is to be reported immediately to a supervisor. This report should include the serial number of the device.

Use of Personal Equipment – Personal Computers, Cell Phones, Smart Phones, and Tablets: Except as otherwise expressly authorized, all OCWCOG business and data must be stored on OCWCOG owned devices. However, from time to time, employees may be authorized to carry certain job-related data on their personal computers, cell phones, smart phones, or tablets, such as telephone numbers, addresses, directions, client information, calendars, etc. Employees may also be authorized to connect directly to the OCWCOG's network via a remote desktop connection and/or email access.

The following rules apply to use of privately owned devices:

- Employees who have been authorized to store OCWCOG data on any private/personal device are required to back up all such data to the OCWCOG network with the assistance of the Technology Services staff at least once per week and otherwise whenever directed by Agency management, including upon separation of employment for any reason.
- All employees must remember that, regardless of the location, this data and information is the property of OCWCOG and is subject to public records disclosures under the same conditions as other OCWCOG materials. OCWCOG reserves the right to examine and recover OCWCOG data from the employee's electronic equipment at any time. While we strive to do so carefully, employees who elect to and are approved to use a private device must recognize that their personal information may inadvertently be viewed, transferred, destroyed, etc.
- The use of personal/privately owned computers to access or store confidential information is prohibited without advanced, written approval for such access and the device security measures have been reviewed and approved by the Technology Services Manager and Department Director or Manager. Such measures must include, but are not limited to ensuring that all access and transmissions are encrypted and/or password protected.
- Employees who use personal/privately owned computers to access or store records are responsible for ensuring that confidentiality is maintained in accordance with OCWCOG policy and any and all statues, licenses, use, or operating agreements. Failure to do so will result in discipline up to and including termination of employment.

SOFTWARE AND UPGRADES

Employees are not permitted to perform any unauthorized upgrades, modification, or repairs to any computer, workstation, or other electronic equipment assigned to them, unless authorized to do so by OCWCOG. All upgrades or additional equipment or support for problems that may result in troubleshooting or repairs must be requested through the Technology Services Department. Similarly, employees should not perform any action in the use of any computer workstation or other electronic equipment that is in violation of copyright laws. To avoid violations, employees are prohibited from removing or making copies of OCWCOG computer software under any circumstances. As noted

above, OCWCOG may audit, change, or remove any software on any computer or workstation at any time as it deems appropriate.

Likewise, employees are prohibited from loading or using, without prior approval from OCWCOG, any software that is not licensed to OCWCOG. Such software includes copies licensed personally to the employee, "shareware," "freeware," product demonstration copies (demos), or software obtained from electronic bulletin boards. Employees are not permitted to install any illegal copies of software on OCWCOG computers or other electronic equipment.

Employees may be provided access to certain online applications which are licensed to OCWCOG that will assist in the day-to-day operations of the organization. Employees should not perform any action on any of these applications licensed to OCWCOG that is in violation of the application license agreement. Also, employees are not permitted to use the applications for any use other than OCWCOG work. OCWCOG reserves the right to change access to online applications assigned to an employee at any time.

SECURITY

Employees assigned a computer or other electronic communication device, will be issued a log-on and/or password, which must keep confidential. Employees are prohibited from creating unauthorized usernames and passwords and from using any other person's username or log-on. Passwords help protect OCWCOG's communication and computer systems against misuse by restricting access to only authorized users. Each user is responsible for the security granted them and all activity logged under their access identification. If log-in information has been compromised, the employee must immediately notify the Technology Services Department as to the nature of the compromise.

Use or access of another person's log-on, e-mail account, or other account or computer without their knowledge, including but not limited to intercepting communications intended for another person, is also prohibited. Likewise, bypassing or disabling any firewall or security systems (including accessing blocked sites) is strictly prohibited.

To eliminate unwanted "spam" e-mail, employees are not permitted to use their OCWCOG e-mail address or OCWCOG computers to register for personal use on commercial websites. Because of the risk of viruses and other harmful programs transmitted through e-mail, employees should avoid opening up e-mail attachments if they do not know the sender, as these can disrupt or slow the network and cause harm to our electronic resources. Questions should be directed to a supervisor or the Technology Services Department.

SOCIAL NETWORKING AND PERSONAL ONLINE ACTIVITY

OCWCOG generally believes that employees off-duty activities are their own business. However, certain types of off-duty activities, in particular certain online and social networking conduct by our employees, have the potential to affect our business and working environment. As a result, we have developed this policy to provide employees with information about what is expected of them when they engage in personal social networking and other online activity.

In general, employees should remember that they may be subject to personal liability in addition to employment discipline for their online conduct. Therefore, always use good judgment in posting content in any online forum. Additionally, all employees are expected to comply with the following:

Comply with OCWCOG Policies: Access to and use of personal online social networking, blogs and other online social media while at work must be done only on break or lunch time and must comply with all other provisions of OCWCOG's Electronic Equipment and Communications Policies. Use of OCWCOG email addresses for personal online social networking, blogging or other personal online activity is prohibited.

Be Respectful: Employees who "friend" or otherwise engage in online social networking, blogging, etc., with co-workers or other OCWCOG business associates, or who post comments or information in online public forums, should remember that their personal online activity, even off duty, can impact our business and the work environment. Any online activity that violates our equal employment opportunity policies (including our policy against harassment and retaliation), workplace violence policies or other conduct policies may result in discipline up to and including discharge, regardless of whether the conduct occurs on or off-duty or in a personal online forum.

Be Aware of Confidentiality Obligations: Remember that OCWCOG takes the confidentiality of its non-public information seriously. Employees are prohibited from posting non-public/confidential information on any website, blog, social networking site, etc.

Respect the Rights of Others: Respect all copyright and other intellectual property laws. It is important to show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including OCWCOG's own logos, brand names, taglines, slogans or other trademarks.

Identify Yourself: In order to avoid misunderstandings when making personal postings related to OCWCOG's services, employees should identify their role at OCWCOG and OCWCOG's lack of involvement in their posting. Note: OCWCOG operates its own website and has an official presence on some social networking sites. Except for authorized members of management assigned to maintain such sites, employees are not allowed to make postings on behalf of/in the name of OCWCOG or to create social networking accounts or websites that represent to be on behalf of or in the name of OCWCOG. Note: This policy is not intended to prevent employees from engaging in any activity protected by applicable law.

VIOLATIONS

The use of a computer, the internet, or other electronic communication system to engage in any communications that are in violation of this or other OCWCOG policies (or federal, state, or local law), including but not limited to the transmission of defamatory, obscene, abusive, or harassing messages, is prohibited. We consider misuse of our electronic communication systems and equipment to be a serious matter.

XI. WORKPLACE SAFETY

SAFETY AND ON-THE-JOB INJURIES

The safety and health of every employee is very important to OCWCOG. It is our policy to provide safe working conditions for all employees. We rely on our employees to work in a manner that does not produce injury to themselves, persons working with them or the general public. Our goal is to have zero accidents and injuries. Only through each employee's complete cooperation will we achieve this goal.

SAFETY COMMITTEE

OCWCOG maintains a safety committee in accordance with applicable law. The Committee is responsible for making recommendations on improving safety and health in the workplace. In particular, the Committee has been charged with the responsibility to identify problems and obstacles to loss prevention; identify hazards and suggest corrective actions; and help identify employee safety training needs and develop accident investigation procedures. The Safety Committee consists of management and employee representatives who have an interest in the general promotion of safety and health for the Agency. Employee members may be elected or volunteer from each work group. Management members are appointed. Each member is generally a member of the Committee for at least one (1) year, beginning in January. If interested in participating in our Safety Committee, contact Human Resources for more information. The Safety Committee meets regularly and keeps written records of meetings. Copies of meeting records are available for employee review upon request. Employees who have general suggestions for improving workplace safety should submit them in writing to any member of the Safety Committee for review at an upcoming meeting.

REPORTING INJURIES AND ILLNESSES/UNSAFE WORKING CONDITIONS

Work related injuries and illnesses **must** be reported to a supervisor as soon as possible once they become known. This is essential. Even though a work-related injury might appear to be of little consequence, it is important that it be reported in sufficient detail to establish a claim should complications follow. In the case of an on-the-job injury, an OCWCOG Incident/Accident form must be completed and submitted to the Human Resources within 2 days of the injury/illness becoming known. If medical treatment is sought, the Human Resources will provide a Form 801 to be completed and returned to the Human Resources Department.

All employees are likewise required to immediately report any accident involving other persons or their property, or injuries to the public. These accidents should be reported in sufficient detail to allow us to respond. Employees are expected to cooperate fully with all accident investigations.

REPORTING UNSAFE WORKING CONDITIONS & PRACTICES

It is the responsibility of all employees to report any unsafe working condition promptly. Reports should be made in writing if possible to management. OCWCOG encourages employees to work with

us to maintain safety by alerting us to potentially unsafe conditions. If an employee observes unsafe or dangerous working conditions that can easily be corrected within the scope of their authority (such as a cord lying across a walk way), the employee should fix the problem immediately.

We also encourage employees to bring general concerns and recommendations for improving workplace safety to our attention. General concerns and recommendations can be made to the Safety Committee or a supervisor. Concerns and recommendations are welcomed and carefully considered

ANTI-RETALIATION POLICY

It is important for all employees to understand that OCWCOG expects its employees to report all workplace accidents, injuries and unsafe working conditions and to participate in investigations. The Agency does not allow supervisors, managers or other employees to retaliate against employees who comply with our safety reporting policies. Employees should bring complaints of retaliation to the Human Resources Manager, or Executive Director. These types of complaints are promptly investigated and violators are subject to appropriate disciplinary action, up to and including termination of employment.

OTHER GENERAL SAFETY RULES

Personal Protective Equipment: All OCWCOG employees are expected to practice safe work practice controls, such as proper hand washing to eliminate or minimize exposure and/or the spread of infectious disease. In addition, OCWCOG provides employees with appropriate personal protective equipment (PPE) for their positions.

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Housekeeping: All employees are responsible for maintaining a safe, clean and well-kept work area. Employees are expected to assist in maintaining the lunch facilities, work surfaces, floors, passage ways, parking lots, and common areas clear of refuse, debris, spills, or other obstacles which could cause an accident.

First Aid Kits: Each department, as well as each OCWCOG building is provided with a fully stocked First Aid Kit. Appropriate signs are posted indicating the location of each First Aid Kit. The supplies contained in the First Aid Kits are solely for the treatment of an injury at work. Employees are required to notify the contact person indicated on each First Aid Kit sign if they use the last of an item so the supplies can be promptly replaced.

WORKPLACE VIOLENCE POLICY

OCWCOG is committed to preventing workplace violence and to maintaining a safe work environment. As a result, OCWCOG has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

Prohibited Conduct: This list of behaviors, while not inclusive, provides examples of conduct that is prohibited:

- Provoking, participating in or encouraging fights or other physical altercations.
- Threatening the safety or well-being of another employee, client/customer, citizen/public, vendor (or others contacted through performing work) whether directly or indirectly.
- Vandalizing OCWCOG property, customer/client, citizen/public property, or the property of other employees.
- Screaming, or other violent, vulgar, abusive or harassing outbursts of temper.
- Advocating or encouraging acts of violence toward others.
- Being in possession of guns, weapons, explosives, or any other object that could be reasonably be perceived as a weapon on OCWCOG property, including parking lots or in OCWCOG vehicles without OCWCOG's written authorization.
- Distributing "hate" literature or engaging in other communications that advocate violence.
- Engaging in bullying-type conduct. Bullying conduct generally includes repeated verbal and/or non-verbal conduct that is malicious, vindictive, cruel, or deliberately hurtful, etc. It also has the effect or purpose of threatening, embarrassing, humiliating, intimidating, insulting, offending or sabotaging / undermining another employee; and/or interfering with an employee's performance. Bullying does not include legitimate workplace disciplinary or other corrective action by your supervisor or OCWCOG management.
- Engaging in any other conduct OCWCOG considers menacing, intimidating, threatening or violent.

Reporting: Employees should immediately report incidents that involve violations of this policy to their Supervisor, Program Director, Human Resources, or Executive Director. *If you are in immediate fear for your safety or the safety of another person, call 911*. Likewise, all suspicious individuals or activities should also be reported as soon as possible to a Supervisor, Program Director, or Human Resources, , or Executive Director. OCWCOG promptly investigates all reports of violations of this policy. Investigations, including the identity of the person reporting, are kept confidential to the extent we determine confidentiality can be maintained while allowing us to comply with our investigation obligations.

Violations: Violators are subject to discipline, up to and including discharge. Retaliation against those who report incidents or provide information in connection with an investigation will not be tolerated. Employees who engage in retaliation are subject to discharge.

EMERGENCY OFFICE CLOSURES

In our effort to be conscientious of employee safety during inclement weather and/or emergency situations that would make it dangerous to report to work, and still maintain continuous, professional client/customer service, employees are to follow these procedures:

Albany Building Procedure: The Executive Director or designee makes the decision regarding office closure, or delayed opening by 6:00 a.m. each severe weather day, or day in which driving or working would be dangerous. If an office is to be closed, the Executive Director or designee, provides recorded information and instructions on the special Staff Information Line and post online at www.ocwcog.org. The local news media is also notified of any office closures.

Assigned staff change the greeting for the General Administration, Senior Services, Disability Services, and the CED general reception lines to inform the public that the building is closed, or that

the building will be opening at a different time. The Executive Director or designee notifies each Program Director, who in turn attempt to notify their management staff.

The Corvallis Office follows the same procedures for the Albany building.

In the event of weather or other emergencies which may result in dangerous driving and/or working conditions, staff may access specific instructions each day by dialing (541) 924-8434, or toll-free 1-888-777-5958, or by accessing the information online at www.ocwcog.org. The local news media is also notified of any office closures.

Toledo Building Procedure: The Senior and Disability Services Program Supervisor, in coordination with the Program Director, makes the decision regarding office closure by 6:00 a.m. each severe weather day or dangerous driving and working condition day. The Program Supervisor, or designee, changes the main voicemail message informing the public and staff that the office is closed, or that the building will be opening at a different time. Staff are to call the Toledo office at (541) 336-2289 or toll-free, 1-800-354-1095, and then follow the appropriate voice mail instructions. Information is also posted online at www.ocwcog.org and the local news media is notified of any building closures.

Meal Sites and Satellite Offices: Meal Site staff have a separate procedure for weather related closures and are to refer to those procedures. If they have a special issue, for example they can't get to their meal site, they are to call their immediate supervisor or the Community Services Program Director.

Staff Responsibilities: While OCWCOG makes the efforts noted above, it also expects its staff to take responsibility to ensure that they are aware of operational instructions in the event of severe weather or other emergencies. All staff are expected to access specific instructions for the day as indicated above. If an employee has a question or concern, they should call their supervisor. Managers attempt to return calls as soon as possible.

If the office is closed, staff are also expected to change their personal voice mail greeting at all phones where they receive client calls. If the building is open and an employee cannot report to the office, they must contact their direct supervisor, as soon as possible, to explain their situation.

Compensation: If the office is closed at the Executive Director's direction, employees are paid for the hours they were otherwise scheduled to work that day. If the office is open and an employee feels they cannot report to the office, they are required to use their own paid leave, or take leave without pay if they have no leave. They must call their supervisor to inform them that they will not be reporting to work. Staff may use flex-time when they can report to the office to minimize the amount of leave time they must take. The use of flex-time has to be approved in writing in advanced by their supervisor and consistent OCWCOG policy and business/operational needs.

Trial Service employees may utilize up to two (2) scheduled work days of vacation leave that would not otherwise be available. This will result in a negative leave accrual on the employee's paystub until such time as they have leave accruals available and sufficient to cover leave used.

Employees who have prior approval to work at home are expected to truthfully report their hours worked and are compensated for such time. Staff who have already scheduled time off, are still charged the appropriate paid leave, i.e., vacation, personal day, etc.

XII. DRUG AND ALCOHOL POLICY

OCWCOG has a strong commitment to provide a safe workplace for its employees and to establish programs promoting high standards of employee health, performance and productivity. Consistent with the spirit and intent of this commitment, we have established this Drug and Alcohol Policy. Our goal is to establish and maintain a work environment that is free from the many adverse effects of alcohol and drug abuse. OCWCOG will offer the same training to Union stewards and officers as provided to managers in the implementation and application of the Drug and Alcohol Policy.

PROHIBITED CONDUCT

The following conduct is strictly prohibited:

- Working, reporting to work, or returning to work following breaks or meal periods with any amount of drugs or alcohol in the employees system, and/or testing positive under this policy. "Testing positive" means a confirmed test result of a 0.02% or higher blood alcohol content, or any detectable level of drugs.

- Consuming, manufacturing, buying, selling, distributing or possessing drugs or alcohol on OCWCOG premises, or while off the premises doing OCWCOG work or operating a motor vehicle on behalf of OCWCOG. This rule applies regardless of whether employees are on paid time. "OCWCOG premises" includes all property rented, leased, owned or controlled by OCWCOG, including parking lots and adjacent areas. It also includes OCWCOG equipment and vehicles on or off our property.

- Failing to fully cooperate with any aspect of OCWCOG's enforcement of this policy, including but not limited to refusing to promptly submit to required testing; giving false, diluted or altered samples, obstructing the testing process, and failure to comply with rehabilitation conditions imposed by OCWCOG or rehabilitation counselors.

- Failing to promptly report arrests, convictions and/or plea-bargains for an alcohol or drug related criminal offense. All drug and alcohol related convictions and plea-bargaining agreements must be promptly (within 5 business days) report to the Human Resources Manager.

- Engaging in any other violation of this policy

"Drugs" refers to marijuana and all other controlled substances under the federal Controlled Substances Act, "designer drugs" and other mind-altering or function-altering substances that are not approved for human consumption by the U.S. Food and Drug Administration. **Employees must comply at all times with all federal and state statutes and regulations regarding alcohol and the illegal use of drugs.**

MANDATORY TESTING

Reasonable Suspicion Testing: Employees may be required to immediately submit to drug/alcohol testing if OCWCOG reasonably suspects that the employee has reported to work, returned to duty or is working there while impaired or has otherwise violated this policy.

"Reasonable suspicion" is determined based on specific identifiable criteria, which may include observed behavior (e.g. unusual appearance, behavior, speech, breath/odor, body movements, abrupt changes in patterns of conduct, etc.), witness statements, and/or employee admissions.

Employees who are required to submit to reasonable suspicion testing are prohibited from transporting themselves to the collection site. A management employee arranges for/provides transportation to/from testing unless the employee's test results have been confirmed as negative.

Post-Accident Testing: Employees may be tested following a work-related accident resulting in a fatality, bodily injury to any person requiring medical treatment, property damage, or if OCWCOG feels there is reasonable suspicion. OCWCOG may waive testing if it determines that the employee's actions or inactions were not a factor in causing the accident or it determines that impairment is unlikely to have contributed to the incident.

Last Chance/Follow-Up Testing: Employees may be required to submit to testing for drugs and/or alcohol as required pursuant to a Last Chance Agreement (and as recommended by rehabilitation counselors and approved by the Human Resources Manager in accordance with applicable law). The terms of the testing will be as outlined in the Last Chance Agreement for each employee.

SEARCHES

When we believe there is reasonable suspicion that an employee is in possession of drugs or alcohol on OCWCOG property or during working time, as described in this Policy, personal items such as packages, bags, and lunch boxes that OCWCOG reasonably believes may contain drugs or alcohol are subject to search. In the event an employee refuses to permit such a limited search, OCWCOG does not force the search. The employee is, however, subject to discipline for insubordination. Likewise, all OCWCOG property including, but not limited to desks, equipment, vehicles, lockers, etc. remain the property of the OCWCOG at all times and are likewise be subject to search if there is reasonable suspicion that the desk, vehicle, item, etc. being searched contains drugs or alcohol. In addition, OCWCOG property is subject to general access by coworkers, supervisors and managers at any time. *This policy is not intended to restrict such access and employees do not have any expectation of privacy in OCWCOG property such as desks, vehicles, etc.*

When feasible, searches of employee property are conducted by two supervisory or management employees. The Human Resources Manager or Executive Director must approve all such searches of employee property in advance. Otherwise, supervisors and managers are not authorized to conduct such

searches. No employee will be forcibly searched or detained. Efforts are made to respect reasonable integrity and privacy. All illegal drugs or drug paraphernalia found in or on OCWCOG property are released to a law enforcement agency.

SAFEGUARDS

OCWCOG recognizes the sensitivity of enforcement of this policy. We use qualified supervisory personnel and make arrangements with a certified laboratory to administer this policy. If applicable, medication use and other medical information is screened by a qualified Medical Review Officer (MRO). Lawful medication used consistently with a prescription is treated as a negative test under this policy and employee medical information is not disclosed to OCWCOG by the testing organization. As stated above, the detectable presence of any drug or alcohol in the system will constitute a "positive" test result. All positive test results are confirmed using testing method with a high degree of accuracy, or another confirmatory testing method approved by law.

Test results and other information concerning drug and alcohol investigations are treated confidentially and released only when there is a legitimate business need to know, or as required by law. The time spent by an employee in traveling to and from the collection site as well as time spent in testing is treated as hours worked for pay purposes.

MEDICATIONS

Employees are prohibited from being in the workplace or performing work while impaired. This includes impairment resulting from the use of prescription medication, employees will be responsible for consulting with their pharmacist or health care provider if they reasonably believe that a prescription or non-prescription drug could impair their ability to safely and competently perform their essential job functions. An employee may need to utilize sick leave, FMLA/OFLA, and may qualify for accommodation under the ADA in such circumstances and should consult with Human Resources.

REHABILITATION AND RETURN TO WORK

OCWCOG encourages employees who have drug and/or alcohol use problems or think they may have such problems to seek assistance voluntarily. When an employee voluntarily reports a drug or alcohol dependency to Human Resources and seeks assistance before violating this policy, that employee is placed on a leave of absence or adjusted working hours to allow for inpatient or outpatient rehabilitation treatment. The employee will not be permitted to work until the employee provides written verification from a qualified healthcare provider that he/she can safely return to work. In addition, employees who are covered by DOT regulations will not be permitted to return to work until they have complied with all return to work conditions required by applicable law.

The time an employee is off work undergoing rehabilitation is not work time and is not paid. However, employees may draw their unused, accumulated sick leave, compensatory time, vacation pay and/or floating holiday pay. Also, employees who are receiving health insurance coverage may be eligible for continuation of health insurance benefits with Agency contributions in accordance with the provisions of OCWCOG's plan, health insurance and leave policies. Such time off may also qualify for family leave or other leaves in accordance with OCWCOG policy and applicable law.

Being engaged in treatment for a substance abuse problem does not relieve an employee from normal performance, safety, or attendance standards when they are not otherwise scheduled to be off work for treatment. It also does not relieve an employee from the obligation to comply with this Policy.

VIOLATIONS

Violation of this Drug and Alcohol Policy results in discipline up to and including termination, even for a first offense. Employees who claim drug or alcohol use problems after being selected for testing or otherwise violating this Policy or other OCWCOG standards may be subject to discharge, irrespective of such problems.

OCWCOG may however, at its discretion, allow an employee a one-time opportunity to undergo evaluation and rehabilitation in lieu of discharge, provided the employee agrees to all rehabilitation treatment, education, testing and other conditions as set forth in a written Last Chance Agreement provided by OCWCOG. Any employee who violates the terms of the Agreement is subject to immediate discharge. OCWCOG considers the following factors in exercising its discretion: the overall circumstances, including the nature of the violation, the employee's length of service, the employee's work record, the safety-sensitivity of the individual's position, the consequences of the violation, whether the individual's behavior violated any other OCWCOG policy and any other circumstances offered by the employee that mitigate against discharge.

XIII. DISCIPLINE AND CORRECTIVE ACTIONS

OCWCOG believes in providing a work environment in which serious or repeated violations of OCWCOG's standards are not permitted. With that in mind, we have established rules which, together with observing all other proper standards of conduct, all employees are required to obey. Aside from OCWCOG's right and your right to terminate our relationship at any time and for any reason, OCWCOG may issue verbal or written warnings, suspend, demote, or take other disciplinary action against employees for violation of our rules or policies as we deem appropriate.

We have grouped examples of the types of conduct that is not acceptable into 2 basic categories: minor and major infractions. When we feel a regular employee has committed a first minor infraction, the employee generally receives a written warning prior to termination. Temporary employees are not generally given a written warning prior to termination. However, each situation is evaluated according to the circumstances involved, and the type of discipline administered may vary from that listed in each group based upon our determination of the seriousness of the offense. Also, a warning for different minor infractions may be combined to determine the type of discipline administered. When we feel an employee has committed a major infraction, that employee is subject to immediate discharge or suspension.

MINOR INFRACTIONS

These types of infractions include, but are not limited to, the following:

1. Unsatisfactory attendance, including unauthorized or excessive absenteeism, tardiness, isolated failure to notify us of intended absence or tardiness or failure to comply with other reporting policies;
2. Careless, inaccurate, unreliable, or otherwise unsatisfactory work performance or productivity;
3. Interfering with or impeding any employee's work by talking or creating other distractions;
4. Failure to follow safe working practices. (Note: When we feel an employee has committed a serious safety violation, that employee is subject to immediate suspension or discharge);
5. Using OCWCOG property for personal use, without advance approval;
6. Engaging in off-duty conduct which negatively affects OCWCOG 's reputation or interests, but is not, in our view, serious enough to warrant discharge;
7. Violation of OCWCOG Equal Employment which, in our view, is not serious enough to warrant immediate discharge;
8. Being rude or otherwise uncooperative in dealing with coworkers, managers, customers or business associates; and,
9. Violating any OCWCOG policy or practice which is presently in effect or subsequently issued.
10. Any other conduct which is, in the view of the OCWCOG, sufficient to warrant discipline.

MAJOR INFRACTIONS

These types of infractions include, but are not limited to, the following:

1. Threatening, intimidating, coercing or assaulting another employee, supervisor, member of the public, or business associate;
2. Insubordination, including failure to follow any legal verbal or written job instructions issued by a person in a position of authority as determined by OCWCOG;

3. Violation of the Workplace Violence Policy, including but not limited to: Provoking or instigating arguments, dissension or fights during working hours or on OCWCOG premises; engaging in horseplay which results in injury or property damage; threatening, intimidating, coercing or assaulting another employee, volunteer, supervisor, member of the public, or business associate; unauthorized possession of weapons on OCWCOG premises, etc.;
4. Violation of the Drug and Alcohol policy;
5. Dishonesty of any type, including but not limited to theft, falsification of records or reports (such as applications, absence and sickness reports, time cards, customer/client records, accident reports, etc.), making material misrepresentations or omissions related to employment, etc.;
6. Deliberately delaying or limiting work tasks, or inciting others to delay or limit work tasks;
7. Any careless or deliberate act of destroying or damaging OCWCOG property, tools or equipment, or the property of others on OCWCOG premises or while on OCWCOG business;
8. Committing violations of safety rules or safe working habits which we feel are repeated or serious;
9. Violations of OCWCOG's Equal Employment Opportunity Policies (e.g. discriminatory, harassing, retaliatory behavior, etc.), which we consider to be serious enough to warrant suspension or discharge;
10. Violation of OCWCOG's ethical practices policies, which the Agency determines to be repeated or serious.
11. Gambling of any kind during working hours or on OCWCOG premises, including but not limited to the following: participation in poker, dice, or other games of chance; the solicitation or acceptance of wagers, whether personally or on behalf of another person; and the selling or purchasing, or attempting to sell or purchase, lottery tickets or chances of any kind. Minor exceptions for certain specific events may be made by management.
12. Violating any OCWCOG policy presently in effect or subsequently issued which we feel is serious enough to warrant suspension or discharge; and,
13. Any other conduct which is, in the view of OCWCOG, serious enough to warrant suspension or discharge.

We believe these rules are clear and require little explanation. If there are any questions concerning the application or intent of these rules, employees should consult their supervisor. Obviously, rules cannot be listed to cover every situation. Conduct not specifically mentioned will be disciplined according to the standards followed for what we feel is the most equivalent type of conduct listed.

An employee's overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. OCWCOG will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate. If an employee feels they have been unfairly disciplined or discharged, they should utilize the complaint procedure.

Notwithstanding all of the above listings and other verbal and written statements, employment can be terminated, with or without notice, at any time and for any reason OCWCOG considers sufficient at its option or the employee's option. The above lists are intended to give examples of some of the types of conduct that will lead OCWCOG to exercise its termination options.

XIV. COMPLAINT PROCEDURES

(***This policy is applicable to non-union employees only. Union employees should refer to the CBA for applicable Grievance Procedures***.)

Note: Any employee who has a concern about discrimination or harassment should follow the reporting methods described on page 8 of this Handbook.

In any interpersonal relationship, problems may develop. Generally, a satisfactory solution to any problem can be worked out provided OCWCOG knows about the problem. OCWCOG can only deal effectively with problems or complaints of which it is made aware. Therefore, to provide an effective and acceptable means for employees to bring problems and complaints to the OCWCOG's attention, we have established a grievance and complaint procedure.

Step 1 – Informal Conference with Supervisor
Since the purpose of this grievance procedure is to settle equitably and informally if possible, disputes constituting a grievance at the lowest possible administrative level, a thorough discussion of the claim should be conducted by the employee and their immediate supervisor to seek grounds for the resolution of the problem.

Step 2 – Formal Conference
In the event the problem has not been resolved at Step 1, the employee may, within ten (10) working days after the informal conference, prepare a written statement of the fact constituting the complaint and setting forth the nature of their complaint/concern, the problem caused, the results of the informal steps taken, and the remedy/outcome desired. This statement should be provided to the employee's Program Manager or Program Director. The Program Manager or Director generally meets with the employee, and if necessary, the supervisor, to attempt to resolve the matter. A written decision is generally provided to the employee within 10 working days of the formal conference.

Step 3 – Appeals to the Executive Director
Within 5 working days of receipt of the decision or within 10 working days after the formal conference held at Step 2, whichever is later, an employee who is not satisfied with the results of the formal conference may file an appeal in writing to the Executive Director, setting the nature of their complaint/concern, the problem caused, the reasons why the employee considered the decision rendered at Step 2 to be unacceptable, and the result/outcome desired. Copies of the decision and statement of reasons from Step 2 above must be filed with the appeal. The Executive Director strives to meet with the employee to discuss their concerns within 10 working days after receiving the appeal. If the Executive Director is unable to render a decision during the meeting, a written decision is generally provided to the employee within 10 working days of the meeting, unless the Executive Director determines that additional information, investigation and/or evaluation is needed. The Executive Director's decision is final.

OCWCOG makes every effort to process the grievance as rapidly as possible to avoid unnecessary strain on the employee and interruption in the workflow. An employee's failure to appeal a grievance to the next step within the specified time limits is considered to be acceptance of the decision rendered at that step.

XV. UNPAID LEAVES OF ABSENCE

OCWCOG recognizes that personal circumstances occasionally require employees to take temporary periods of absence from employment. During any unpaid leave of absence, no wages or benefits are accrued or paid, *unless specifically stated in this Handbook or required by an applicable CBA or applicable law*. Employees must, however, use all earned and unused paid leave benefits, except when provided otherwise by applicable law. Employees who wish to continue their medical insurance benefits during an unpaid leave of absence should consult Human Resources and review the Health Insurance section of this Handbook for an explanation of how long OCWCOG continues to pay its portion of the insurance contribution. Employees on medical leaves of absence are also prohibited from entering into new outside employment or engaging in any outside employment or activities that conflict with their work restrictions and limitations with OCWCOG.

Leaves of absence must generally be requested by the employee in writing and approved by the Supervisor and Human Resources in order to allow the department to make arrangements for proper staffing during the employee's absence. Employees who do not notify OCWCOG and obtain approval for leaves of absence are generally considered absent without authorization, and subject to discipline or discharge.

Leave without pay is not intended to be utilized for extending vacations or other paid time off when accruals are insufficient. These leaves will be considered unauthorized leave without pay except when covered by a FMLA/OFLA qualifying event or otherwise approved by a supervisor. Such circumstances should be infrequent and not part of a regular pattern. Unauthorized leave without pay is not acceptable and could result in discipline including dismissal.

FAMILY MEDICAL LEAVE

OCWCOG is covered by the Oregon Family Leave Act (OFLA), as well as the Federal Family Medical Leave Act (FMLA). Employees may be eligible for leave under one or both of these laws. Please note that if you are entitled to leave under both the state and federal law, your leaves will run concurrently except when prohibited by law. While these laws are similar, there are some differences. In all circumstances, OCWCOG interprets and applies its policy in accordance with applicable law, including updates as they occur. For more detail about these leaves contact Human Resources.

Eligibility and Amount of Leave: To be eligible for federal FMLA benefits, an employee must have worked for OCWCOG for a total of 12 months (need not be consecutive) and have worked at least 1,250 hours during the previous 12 months immediately before beginning leave. An eligible employee is entitled to a total of 12 workweeks of unpaid leave in any twelve-month calendar year. FMLA leave is available to qualifying employees for one or more of the following reasons:

- For the birth or placement of a child for adoption or foster care;
- To care for an immediate family member (spouse, child or parent), with a serious health condition.
- To care for a covered service member with a serious injury or illness, if the employee is the spouse, son, daughter, parent or next-of-kin of the service member. (Note: an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member is entitled

to a total of 26 workweeks of leave for this purpose during a single 12-month period, measured forward from the first date the employee uses covered service member leave as required by law);

- To take medical leave when the employee is unable to work because of a serious health condition; or
- Because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is on covered active duty with deployment to a foreign country (or has been notified of an impending call or order to such covered active duty) in the Armed Forces in support of a contingency operation as required by law.

Please note: In the event that an employee utilizes both covered service member and one or more other types of leave during the same leave year, the employee is granted a maximum combined total of 26 workweeks of leave. However, no more than 12 workweeks can be used for any purpose other than covered service member leave. Additional restrictions apply to the use of qualified exigency leave, as outlined below.

Spouses employed by OCWCOG are jointly entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. Leave for birth or placement of a child for adoption or foster care must conclude within twelve (12) months of the birth or placement. Likewise, spouses employed by OCWCOG, taking leave for a covered service-member are jointly entitled to a combined total of 26 weeks of leave during the single 12-month period in accordance with applicable law.

Definitions: For information on what qualifies as a serious health condition, qualifying exigency, who qualifies as a covered service member, next-of-kin, and other definitions applicable to FMLA, please see the FMLA poster located in Appendix B, which is regularly updated to remain current with applicable law and regulations.

Intermittent Use of Leave: Under some circumstances, employees may take leave intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule. If leave is for a birth or placement of a child for adoption or foster care, use of intermittent leave is subject to OCWCOG's approval. However, FMLA leave may be taken intermittently to effectuate placement for adoption or foster care and to attend the birth of the employee's child (with the balance of parental leave taken in a single block of time, beginning at a later date). Leave may also be taken intermittently whenever medically necessary to care for a seriously ill family member or covered service member, because the employee is seriously ill and unable to work, and for qualifying exigencies.

Wages and Benefits during Leave: A family leave does not provide for payment of wages. Employees are required to use accrued paid leave during an FMLA leave in accordance with OCWCOG policy and applicable law. Generally, employees must exhaust all paid sick leave for covered absences before using other forms of leave. After available sick leave has been exhausted, employees may select the order in which to use other paid leave benefits. If the employee does not specify the order in which they would like to use leave benefits, once sick leave benefits are exhausted, OCWCOG applies compensatory time off, followed by personal holiday time and then any earned and unused vacation benefits. Employees who are absent due to on-the-job serious health conditions are eligible for workers' compensation benefits. OCWCOG also maintains group health insurance

coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. Employees who are on family leaves also continue to be eligible for paid holidays as outlined in OCWCOG's holiday policy.

Other Requirements:

- Thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, notice is required as soon as practicable. OCWCOG's normal attendance reporting procedures continue to be required.
- Employees needing FMLA leave must provide sufficient information for OCWCOG to determine if the leave may qualify for FMLA protection, as well as the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform the job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees must also notify OCWCOG if the requested leave is for a reason for which FMLA leave was previously taken or certified.
- Medical verification of the need for leave due to a serious health condition affecting the employee or an immediate family member.
- Medical verification of the need for leave due to the serious injury or illness of a spouse, son, daughter, parent, or next of kin who is a covered service-member.
- Certification of the need for qualifying exigency leaves.
- Second or third medical opinions (at OCWCOG's expense), and periodic recertification and fitness for duty reports may be needed.
- Weekly reports during FMLA leave may be required.
- Release to return to work from the attending physician is required upon return to work.

All employees who are either fully or partially released to return to work must notify OCWCOG upon receipt of the release as outlined in the "Other Medical Leaves" section. When leave is needed to care for an immediate family member or the employee's own illness and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt OCWCOG's operation.

Reinstatement: In order to have reinstatement rights when returning from family leave an employee must request reinstatement promptly upon the expiration of leave. If an employee makes a timely request for reinstatement and complies with other requirements under the federal regulations, the employee will be reinstated to the former position in accordance with applicable law. If the employee cannot be reinstated to the former position because that position no longer exists, the employee will be reinstated to an available, equivalent position in accordance with applicable law. The use of FMLA leave does not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave that was not used during leave.

Additional Information: When an employee gives notice of the need for an FMLA qualifying leave, OCWCOG notifies the employee of their eligibility under FMLA and provides additional, specific information about rights and responsibilities. If FMLA is denied, an explanation will be provided.

Employees on FMLA leave must keep OCWCOG informed of their anticipated date of return to work, changes in medical status, address or telephone number, and any other reporting obligations directed by OCWCOG. OCWCOG requires a release to return to work from an employee's treating physician before an employee is allowed to return to work.

Employees who believe their FMLA rights have been violated are encouraged to contact OCWCOG Human Resources to discuss their concerns. Also, employees should note that the FMLA does not affect any federal or state law or CBA which provides greater family or medical leave rights. For more information on these leave of absence policies, contact Human Resources. In all circumstances, OCWCOG's policy is interpreted and applied in accordance with applicable state and federal regulations.

FAMILY LEAVE UNDER STATE LAW (OFLA)

Employees who have been employed at least one hundred eighty (180) days immediately preceding the date family leave would begin and have worked an average of twenty-five (25) hours per week during that time, are eligible for Oregon family leave of up to twelve (12) weeks in a twelve-month calendar year in accordance with applicable law. Please note that employees are not required to work the 25-hour minimum average in order to qualify to use family leave for parental bonding leave purposes.

In addition to permissible reasons for leave under federal law, OFLA provides eligible employees with family leave to care for grandparents, grandchildren, parents-in-law, adult children, same-sex domestic partners and their parents or children. OFLA also allows eligible employees to take family leave to care for the non-serious illnesses of their children and to take extra family leave during pregnancy. OFLA provides for eligible employees to take up to two (2) weeks of OFLA leave per death (up to the balance of their 12 weeks per leave year) to deal with the death of a qualifying family member, including attending the funeral/bereavement events, making arrangements necessitated by the death and/or grieving the family member. OFLA for bereavement purposes must be completed within 60 days after the date on which the employee receives notice of the death.

WORKER'S COMPENSATION LEAVES

OCWCOG grants employees leaves of absence for illnesses and injuries incurred on-the-job, in accordance with applicable law. An employee injured on the job should contact their supervisor immediately for a workers' compensation form. Employees who are absent from work due to accepted work-related illnesses or injuries are eligible to receive workers' compensation benefits. Employees on a workers' compensation leave of absence are required to report to Human Resources on their status, progress and anticipated date of return to work at least once a week, except with written approval to be absent until a specific date. Reporting to a co-worker or another person is not sufficient to comply with this reporting requirement.

All employees who are released to return to work from on-the-job injuries or illnesses must request return to work as soon as possible but no later than seven (7) days after receipt of notice by certified mail from our workers' compensation insurer that you have been released to return to work by your doctor. OCWCOG complies with applicable reinstatement and reemployment laws for employees who are absent due to work related illnesses or injuries.

NOTE: Workers' compensation and OFLA absences do not run concurrently. Therefore, you may be eligible for OFLA leave following the conclusion of a workers' compensation leave. Eligible employees who are released to light duty after a workers' compensation illness or injury, and remain

off work are automatically be placed on an OFLA leave of absence consistent with applicable law. For more information, please contact Human Resources.

OTHER MEDICAL LEAVES

Occasionally, employees are required to be absent from work for periods of time due to serious on or off-the-job injuries or illnesses that are not covered by FMLA or OFLA, or for periods of time which extend beyond FMLA/OFLA leaves, such as to accommodate disabilities. In such circumstances, employees should contact Human Resources regarding an extended medical leave of absence.

DOMESTIC VIOLENCE LEAVES AND ACCOMMODATION

An employee who is the victim of domestic violence, sexual assault, harassment, or stalking, or is the parent of a minor child or dependent who is the victim of domestic violence, harassment (as defined by applicable law), sexual assault or stalking, is eligible for reasonable unpaid leaves of absence for the following purposes:

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

Eligible employees who need domestic violence leave should contact Human Resources. Certification of the need for leave is generally required. Domestic violence leaves are unpaid. However, employees may elect to use any earned and unused sick leave and/or other paid benefits for periods of domestic violence leave. Requests for domestic violence leave and all supporting documentation are treated confidentially.

OCWCOG also makes other reasonable accommodations for victims of domestic violence, sexual assault, harassment, or stalking as required by law. Employees who need workplace accommodations should promptly contact Human Resources to discuss reasonable alternatives and options. Verification of the need for accommodation is generally required. Requests and all supporting documentation are treated confidentially.

MILITARY LEAVES

Employees who serve in the U.S. Armed Forces, National Guard or Reserves, commissioned corps of the public health service, or other qualifying military/services branches are granted leaves of absence

for the period of their military service, including training and other duties, as well as reinstatement of employment in accordance with applicable law. Except as provided below, military leaves are unpaid. Employees may elect to use any earned and unused paid vacation, compensatory time, like-time and/or floating holiday benefits during military leaves. Employees who need a military leave of absence should notify OCWCOG as far in advance as reasonably possible under the circumstances. For more information, please contact Human Resources. OCWCOG appreciates the contributions of those who serve in the military and encourage anyone who serves to exercise their reinstatement rights.

An employee who has completed six continuous months of service with OCWCOG and who is absent from work for periods of initial active duty for training or annual active duty for training as a member of the National Guard, National Guard Reserve, or any reserve component of the Armed Forces of the United States or of the United States Public Health Service, is provided with a paid leave of absence for such training as required by law. Each training year (the federal fiscal year for any particular unit of the National Guard or reserve component), eligible employees are provided paid time off for up to the number of days the employee would normally be scheduled to work within a 15-calendar day period, in accordance with applicable state law.

MILITARY FAMILY LEAVES

Employees who work an average of at least 20 hours per week are eligible to take time off to spend time with a spouse or registered domestic partner who is a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States and has been notified of an impending call or order to active duty or who is on leave from active duty during a period of military conflict. Eligible employees may take up to 14 workdays of Family Military leave per deployment, which may be taken intermittently. Periods of Family Military Leave are counted against an employee's entitlement to OFLA when the employee is also eligible for OLFA, and are unpaid. Employees may, however, elect (but are not required) to use any earned paid leave benefits during periods of Family Military Leave. Employees who need Family Military Leave must request leave within 5 business days of receipt of the official notice of a call to duty or leave. If official notice is provided less than five business days in advance, you must request the leave as soon as practicable. A copy of the call or leave orders is required.

JURY DUTY AND WITNESS LEAVE

OCWCOG recognizes the duty of an individual to serve as jurors and witnesses. Any employee notified of selection to serve as a member of a jury or who is subpoenaed as a witness in a court of law before a judge, or before a legislative committee, administrative proceeding, or any official board or body authorized to conduct a hearing or inquiry witness should notify their supervisor as soon as possible after receiving notice.

Employees required to serve as a juror, or as a witness in a work-related case, in a court of competent jurisdiction shall be paid their regular rate of pay less any fees paid to them as a result of their appearance. Employees will report to work when less than a normal workday is required for such duty.

PERSONAL LEAVE OF ABSENCE

An employee may be granted a personal leave of absence of up to twelve (12) months upon a showing of good cause and provided OCWCOG determines the leave can be scheduled without adversely affecting the operation of the agency. Personal leave may be granted for short periods and partial days, as well as extended absences. OCWCOG will determine when sufficient cause exists at its discretion. A leave will not be granted to work another job or seek employment or career opportunities elsewhere. All requests for personal leaves of absence should be made in writing to the employee's immediate supervisor.

Employees requesting a personal leave of absence are required to use any accrued and unused paid leave time (e.g., vacation, sick leave, etc.) before unpaid leave time will be approved. Once all accrued paid leave time has been exhausted, personal leaves of absences are without pay or other benefits, unless otherwise approved in writing by the Executive Director. Please refer to the Health and Welfare Benefits section of this Handbook for information on how long OCWCOG will pay its portion of health benefits.

Employees returning from a personal leave of absence are not guaranteed re-employment, unless such agreement is in writing and approved by the Executive Director. Re-employment is generally subject to the availability of a position that OCWCOG determines is suited to an employee's skills, qualifications and experience. A leave of absence in excess of 30 days or more extends an employee's anniversary date, continued service date, and time in class date by the amount of time absent that is more than 30 days.

OTHER LEAVES

It is OCWCOG's policy to comply with all applicable laws regarding leaves of absence. For any time off for a reason not covered by these policies, employees should contact Human Resources.

XVI. LEAVING OCWCOG EMPLOYMENT

The provisions of this policy apply to non-union employees only. Union employees should refer to the CBA for applicable termination and layoff standards.)

INVOLUNTARY TERMINATIONS

Except as provided otherwise in a current CBA covering employment or a valid individual written employment agreement, employment can be terminated by OCWCOG or the employee at any time for any reason not prohibited by law. For additional information, please review the Discipline and Corrective Action and other conduct policies in this Handbook. If an employee believes they have been unfairly discharged or disciplined, they may follow the Complaint procedure.

LAYOFFS AND FURLOUGH

It is our goal to provide stable employment to our employees by operating OCWCOG effectively and efficiently. However, changes in our funding or operations may affect our employment needs.

Furlough is a temporary unpaid time off due to a shortage of funds within a program and/or a work unit. In the event a furlough is necessary, management will meet with each work unit and develop alternatives for scheduling and implementing the furlough. If employees are required to take furlough, they continue to be eligible for holiday pay benefits if they are otherwise eligible and the scheduled furlough falls the workday before and/or after a compensable holiday. Furloughs also do not reduce the employee's leave rate of accruals or insurance benefits; however, it does reduce the required contributions towards an employee's Public Employee Retirement System account.

In the event it is necessary to eliminate or consolidate jobs, or otherwise curtail operations, layoffs may be necessary. The decision of individuals to be laid off is made based on OCWCOG's evaluation of the comparative work performance and skills of the employees in the positions affected, and the skills and abilities of those employees to perform the work remaining, and the needs of OCWCOG. If the performance, skills and abilities of the employees affected by layoff are relatively equal, preference is given to Regular employees and employees with the longest length of service with OCWCOG.

OCWCOG strives to reassign or transfer employees to available positions for which OCWCOG determines they are qualified before implementing a layoff. However, in the event that layoffs become necessary, OCWCOG provides affected employees with as much advance notice of the layoff as possible and practicable under the circumstances. Employees who are laid off have no recall rights and no right to bump other employees out of positions. In the event that positions are re-instated, laid-off employees who held those positions prior to layoff are generally given preferential consideration in filling the position based on their prior work performance, skills and abilities.

RESIGNATIONS

If an employee does resign from OCWCOG, we request the courtesy of at least two weeks (10 working days) advanced written notice to your immediate supervisor with a copy to the Human Resources

Manager and the Executive Director. This notice should include the effective date of termination of employment and the reason. Employees who provide the requested notice are considered to have resigned in good standing.

FINAL PAY

If discharged by OCWCOG, final pay is made available by the end of the next business day following the employee's termination. If an employee resigns and provides at least 48 hours' notice to OCWCOG, their final pay is made available on the last day of work or on the next business day if the last day falls on a Saturday, Sunday or holiday. If an employee fails to provide at least 48 hours' notice to OCWCOG, their final pay is made available within 5 days of termination or on the next payday, whichever comes first.

Any accumulated and unused compensatory time is paid out on termination of employment at either the employee's final regular rate of pay at the time of termination of employment or their average regular rate of pay during the last 3 years of employment with OCWCOG, whichever is higher. Final pay also includes any earned and unused annual vacation leave benefits unless the employee fails to provide advance notice of termination as outlined above. Employees who voluntarily terminate their employment with OCWCOG and fail to provide at least two weeks' (10 working days) advance notice of the termination will ***forfeit*** any earned and unused annual vacation leave benefits. Sick leave benefits are not paid out on termination of employment. An employee's last day must be a working day and no accumulated leave can be used on the last day.

REFERENCES

Employees who leave our employment are given the option of authorizing OCWCOG to release information regarding their work performance, attendance, inter-personal relations, etc. or information limited to their length of employment, position and pay rate. When employees leave our employment without giving us written authorization to release more detailed information we will, as a general practice, release only information about their length of employment, position and pay rate. All reference requests should be directed to the Human Resources Manager for response on behalf of the Agency.

XVII. EMPLOYEE HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Oregon Cascades West Council of Governments (OCWCOG) Employee Handbook, which becomes effective July 1, 2020 and covers my employment.

I understand that OCWCOG reserves all rights necessary for the efficient management of its operations and that OCWCOG has adopted this Handbook only as a general guide to its current policies, work rules and the work environment. I acknowledge that this Handbook is not a contract for continued employment or benefits at any level. Rather, I understand that it may become necessary for OCWCOG to change this Handbook, its policies and practices, and/or to change, reduce or discontinue any benefits from time to time (*subject to applicable collective bargaining obligations, if any*) as it determines appropriate to the management of OCWCOG.

During my employment with OCWCOG, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new polices are issued, and to ask questions about any interpretation of any of the policies.

I further understand that, *except as otherwise provided in an applicable collective bargaining agreement covering my employment or an individual written employment agreement signed by the Executive Director (or Board if applicable to the Executive Director*), either OCWCOG or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice or due process procedures, and that I do not have any property interests/rights or ownership in my employment with OCWCOG.

I also understand that no one other than the Executive Director (or the Board if applicable to the Executive Director) has any authority to enter into any agreement for employment for any specified period of time, to assure me of any future position, benefits or other terms or conditions or employment, or to make any promises contrary to, or in addition to, this Handbook. I understand and acknowledge that any such representation and promises must be in writing and signed and dated by the Executive Director (or Board if applicable to the Executive Director) in order to be valid.

I have read this acknowledgement carefully before signing.

_____ _____

Employee Signature Date

_____

Employee Name [print]

The original of this document is kept in the Employee's personnel file.
A copy is made available to the Employee upon request.