



Employee Handbook

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Introduction

This Employee Handbook is a guide to help employees understand the employment policies and practices of the City of Banks (“City”). These personnel rules, policies and procedures apply to all City employees except for specified elected officials and contracted employees. In the event of a conflict between these policies and any valid collective bargaining agreement, City ordinance, or applicable law, the terms and conditions of the contract, ordinance or law will apply.

This Handbook contains only general information and guidelines. It is not intended to address all the possible applications of, or exceptions to, general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our citizens and ourselves. While we have tried to anticipate many questions, keep in mind that this document will not provide every answer. Questions concerning eligibility for a particular benefit or the application of a policy or practice should be directed to the employee’s Supervisor or the City Recorder.

This Handbook is not intended to confer any property right in continued employment or to constitute a contract of employment.

The City specifically reserves the right to modify or amend these policies at any time, with or without notice. In the event of the amendment of any ordinance, rule or law incorporated in this document or upon which these provisions rely, these policies will be deemed amended in conformance with those changes. Employees are encouraged to offer suggestions for improvement to these policies.

Employment Relationship

Employees of the City serve at-will. The City and its employees reserve the right to end the employment relationship at any time, with or without cause. No one in the City has the authority to enter into any agreement contrary to this at-will relationship unless it is in writing and signed by the City Manager and the employee. The City is not bound by any oral promises concerning the length or terms of an employee's employment.

Employee Orientation

New employees will be provided with an orientation session during which they will be given a copy of this Handbook and the opportunity to ask questions they may have concerning its contents or application. Within 15 days of a new employee’s hiring, the employee shall sign an Employee Handbook Acknowledgement form and return it to his or her supervisor acknowledging the receipt of the Handbook.

Employment Policies

Equal Employment Opportunity

The City is an equal opportunity employer. The City believes that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is the City's policy that employees be treated fairly at all times, without regard to race, color, creed, religion, sex, sexual orientation, pregnancy, childbirth, national origin, disability, ancestry, marital status, veteran status, age, or any other protected class status.

Policy Against Harassment

The City is committed to providing a work environment that is free of discrimination. In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment in any form. Unlawful harassment is defined as any verbal, physical, or visual conduct based on sex, race, color, national origin, religion, disability, age, sexual orientation, or any other nature of harassment that impairs the ability of that person to perform his/her job or conduct business with the City. Unlawful harassment in the workplace on the part of any employee, management or non-management, is prohibited and any employee found to have engaged in unlawful harassment will be subject to disciplinary action which may include termination.

An action may be considered harassment when such conduct is based on a person's race, color, gender, religious affiliation, national origin, age, disability, sexual orientation, political beliefs, or other protected class status.

Conduct is considered harassment when:

- It unreasonably interferes with work performance, or
- It creates an intimidating, hostile, or offensive work environment.

Any form of harassment in the workplace, either in person or through some other media (e.g., e-mail, voice mail), by any employee will result in disciplinary action up to and including termination, and may lead to personal legal and financial liability.

Many forms of harassment are defined by various laws. Some examples of harassment include, but are not limited to:

Verbal: Epithets, derogatory comments, threatening remarks, use of patronizing terms or remarks, verbal abuse, racial or ethnic slurs, even in the guise of humor, name calling, belittling, sexually explicit or degrading words to describe an individual, sexually explicit jokes, comments about an employee's anatomy and/or dress, sexually-oriented noises or remarks, questions about a person's sexual practices, graphic verbal commentaries about the body.

Physical: Assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual. Touching, pushing, pinching,

patting, grabbing, brushing against, or poking another employee's body. Hazing or initiation that involves a sexual component. Requiring, requesting, or suggesting that an employee wear sexually suggestive clothing.

Visual: Threatening gestures, derogatory posters, cartoons, or drawings. Displaying derogatory or sexual pictures, writings, or objects, obscene letters or invitations, staring at an employee's anatomy, leering, sexually-oriented gestures, unwanted letters or notes.

Sexual: Unwanted attention or advances including those which condition an employment benefit upon exchange of sexual favors. Continued requests for dates. Any threat of demotion, termination, etc., if requested sexual favors are not given. Making or threatening reprisals after a negative response to sexual advances.

These examples are not meant to be a complete list of objectionable behavior.

An employee who believes he/she is the subject of unlawful harassment may report the complaint, either verbally or in writing, to the City Manager or the City Recorder, who will promptly institute an appropriate investigation as deemed necessary to substantiate the facts surrounding the alleged violation.

The City will conduct will conduct investigations discreetly and strive to protect the privacy of the individuals involved. However, we cannot promise confidentiality. Based upon the investigation, appropriate disciplinary action may be taken to correct the alleged violation and a written record will be maintained containing the results of the investigation. Falsification of a complaint shall be grounds for disciplinary action.

Retaliation against the complaining employee by the employee's supervisor or another employee because of the employee's filing of the complaint will not be tolerated and will subject the retaliators to disciplinary action.

Nepotism

Nepotism, defined as the exercise of preferential selection practices based on family relationship rather than merit, is prohibited.

"Family," for the purpose of this policy, consists of the employee's spouse, same-sex domestic partner, child (biological, step, adopted or foster), parent, in-law, aunt, uncle, nephew, step-parent, grandparent, or grandchild.

Appointments, transfers and promotions to positions with the City shall be based on merit as determined by a comparison of job related qualification. Discrimination in favor of candidates who are related to persons involved in, or having an effective influence upon, the selection of those candidates is prohibited.

No hiring, promotion, or transfer of an individual shall occur if such action would place the individual in a position of exercising supervisory, appointment or grievance adjustment authority

over a member of the individual's family or in a position of being subject to such authority which a member of the individual family exercises.

Political Activity

It is the policy of the City that employees shall not simultaneously hold an elective municipal office with the City.

The restrictions imposed by the law of the State of Oregon on political activities are that no City employee shall use such employment to solicit any money, influence, service or other thing of value, or otherwise aid or promote any political committee, or the nomination or election of any person to public office.

No public employee shall solicit 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 on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.

Employees in departments whose salaries are paid from funds wholly or partially derived from federal funds may be subject to the Hatch Act. The federal government is responsible for the determination of employees subject to the Act.

Administration of Personnel Policies

Administration

The City Manager shall administer the City's personnel policies.

City Recorder

The City Recorder shall be responsible for assisting the City Manager in the effective administration of these policies and procedures and may delegate such functions as deemed necessary for the implementation of this system.

City Council

The City Council of Banks ("City Council") shall exercise oversight over personnel policies through the adoption of the City budget, pay plan, ordinances and resolutions.

The City Council has delegated responsibility and authority in the following activities to the City Manager: recruitment and selection, affirmative action, classification and compensation plans, labor relations, review and monitoring of all personnel actions, retention of personnel records, promotions, performance evaluations, compensation, retention and discipline.

Department Heads

Department Heads shall be responsible for insuring the effective administration of these policies and procedures in their departments and may delegate such functions as deemed necessary for the implementation of this system.

Chain of Command

The structure of supervision in the City shall be as follows:

- Mayor and City Council
- City Manager
- City Recorder and other Department Heads
- Managers
- Supervisors
- Lead Workers and Regular Staff

Hiring Procedure

Vacant or new City positions may be filled by a transfer or promotion of a current City employee, or by recruitment of a new employee. All job announcements will specify the title and salary range, the date of closing for the acceptance of applications, the nature of the work to be performed, education and experience required, and any other pertinent information.

Application for Employment

Application forms will be provided by the City and must be completed by an applicant in order to be considered for employment. Additional information such as letters of reference, resumes, educational transcripts, certificates or awards, may be included with the application.

Terms and Conditions of Employment

Probationary Period

All new employees shall complete a probationary period of 6 months during which time they will be evaluated by the City.

With the approval of the City Manager, the City may extend an employee's probationary period up to 6 months if additional time is needed to properly evaluate the employee's performance. Reason(s) for the extension will be in writing and delivered to the employee prior to the extension of the probationary period.

An Employee in the probationary period will be evaluated on his or her team work, work performance and competence. The City Manager may terminate or demote an employee at any time during the probationary period. Such terminations or demotions shall not be subject to the grievance process.

Prior to the end of the probationary period, the City Manager shall either approve or disapprove an employee's promotion to regular employee status. Successful completion of the initial probationary period does not alter the employee's at-will status.

During the initial probationary period, the employee will not be eligible for vacation leave but will earn vacation credit. An employee terminated prior to the completion of such probation will not be paid for any accrued vacation.

Promotions

To be eligible for promotion, an employee must meet the minimum requirements of the higher-level position and must have a current higher than satisfactory performance rating in their present position.

Hours of Work

The Department Head or Supervisor shall establish the hours and days of work of their department to fit their particular operating requirements. Employees are required to attend work in accordance with established schedules.

Attendance

Employees are expected to work a complete designated workday. Employees shall be at their place of work and be prepared to work at the designated starting time and will work until the designated quitting time.

If any employee, for some unavoidable reason, cannot report for work, (s)he is expected to notify the supervisor as soon as possible. An employee who fails to follow these call-in requirements will be subject to disciplinary action.

An employee who is absent from work for 3 consecutive working days, without authorization, will be considered to have abandoned his/her job as of the last day of active employment and will be declared to have voluntarily quit. Exceptions may be made if the supervisor determines the absence was due to an unavoidable situation and the employee was unable to contact the City due to circumstances beyond the employee's control.

Because of overtime requirements, non-exempt employees should not begin work early or leave late without prior approval of their supervisor, except in situations involving imminent loss of life or property connected to the employee's normal job duties.

Inclement Weather

Please refer to these guidelines when weather conditions hamper transportation to the extent employees are late in arrival to work, are unable to report to work, or are concerned about returning home. Employees who provide emergency services should contact their supervisor for department expectations of reporting to and leaving work in the event of inclement weather.

Definition. “Inclement weather” is weather that causes unsafe transportation conditions and/or when unsafe driving warnings are issued by appropriate agencies, such as snowstorms and ice.

Unless otherwise notified by the City Manager, or authorized designee, employees should consider City offices open and operating. Employees should anticipate inclement weather conditions by weatherizing automobiles, riding public transportation, arranging car pools, or other alternate means of transportation. Employees are encouraged to make every attempt to report to and remain at work. However, this policy is not intended to suggest that employees should compromise safety in order to get to and from work. In the event that adverse weather conditions hamper or prevent travel, the following compensation guidelines will apply to all employees.

<i>If...</i>	<i>Compensation will be...</i>
Employee arrives late to work	Absence is charged to personal day or vacation leave, or unpaid if no appropriate accrued leave is available. With Supervisor approval, an employee may make up lost time.
Employee cannot arrive to work	Absence is charged to personal day or vacation leave, or unpaid if no appropriate accrued leave is available. With Supervisor approval, an employee may make up lost time.
Supervisor approves employee’s request to leave early	Remaining hours are charged to personal day or vacation leave, or unpaid if no appropriate accrued leave is available. With Supervisor approval, an employee may make up lost time.
Employee is sent home early by supervisor (under the direction of the City Manager or authorized designee)	Employee is paid for remainder of workday. No charge to leave accrual (time sheet shows “inclement weather”).
City offices are closed due to inclement weather (under the direction of the City Manager or authorized designee)	Employee is paid for entire workday, No charge to leave accrual (time sheet shows “inclement weather”).

Department managers and supervisors do not have the authority to provide “paid time-off due to inclement weather.” Department managers will be notified by the City Manager or authorized designee when employees are eligible for paid time-off due to inclement weather. In the event paid time-off due to inclement weather is authorized and an employee is already absent due to scheduled vacation or other paid leave, that employee will continue to have his/her absence charged against such leave accrual.

Employee responsibility: As indicated earlier, employees should make every effort to report to and remain at work without compromising safety. As soon as employees realize that they will arrive late to work or will be unable to report to work, they must advise their supervisor (according to departmental procedures) of their situation.

Lunch and Rest Periods

A 15-minute rest period will be provided for each 4-hour period (or major portion thereof) an employee is scheduled to work. Such rest periods will be scheduled by the supervisor as close to the middle of the schedule hours as practicable, except when such interruption would be detrimental to the efficient operation of the office, activity or crew.

For employees scheduled to work more than 5 hours in a workday, a minimum of 30 minutes will be provided for an unpaid meal period. Such period generally to begin no later than 5 hours and 1 minute after the employee reports for work, except when such interruption would be detrimental to the efficient operation of the office, activity or crew.

Employee Evaluation

Each employee shall receive an annual performance evaluation on a date determined by his or her Department Head or Supervisor. The evaluation shall assess the employee's performance during the preceding 12 months.

Personnel Records

An employee's personnel record shall contain the following documents and information: employee's full name, title (position), job description, department assigned, employment application, notification of employment, salary, change in employment status, training received, evaluations, disciplinary actions and written commendations.

All employee records shall be considered "confidential". Employee records will be accessible only to the employee, the employee's supervisor, and City Manager and the City Recorder. No information from the personnel file will be released to outside parties except with the prior written authorization of the employee, or by order of an appropriate legal authority.

Separation from Employment

At-Will Employment

Employment with the City is at-will. Separation from employment with the City occurs upon voluntarily resignation, lay off or discharge.

Resignation

Employees are free to resign at any time, with or without notice. However, in order to achieve an orderly transition and to calculate final paychecks, the City requests at least a ten-day notice of resignation.

Return of City Property

Upon separation from employment, voluntarily or otherwise, an employee is required to return all City property in his or her possession by the last day of employment. City property includes, but is not limited to, credit cards, vehicles, keys, ID cards, pagers, tools, software, computer disks and flash driver, uniforms, and this Handbook.

Classifications

All positions are authorized in the City's annual budget as one of the following:

Regular Full-Time Employees

A regular full-time employee is an employee who has completed the probationary period and who regularly works 40 or more hours a week. Regular full-time employees are eligible to receive all employee benefits outlined in this Handbook.

Regular Part-Time Employees

A regular part-time employee is an employee who has completed the probationary period and who regularly works 20 or more hours per week. Regular part-time employees are eligible to receive all employee benefits outlined in this Handbook.

Minimal Part-Time Employees

A minimal part-time employee is an employee who has completed the probationary period and who regularly works less than 20 hours per week. Minimal part time employees are not eligible to receive the employee benefits outlined in this Handbook, except as required by law.

Temporary and Casual Employees

A temporary and casual employee is an employee who performs services on a relief or on-call basis or as needed for short-term employment. Temporary and casual employees are not eligible to receive the employee benefits outlined in this Handbook, except as required by law.

Exempt Employees

An employee classified as exempt is not entitled to overtime pay. As a general matter, executive, supervisory, administrative, professional, and contractual employees are exempt under applicable state and federal law.

Non-Exempt Employees

An employee classified as non-exempt is eligible for overtime pay for all work performed over 40 hours a week.

Compensation

Pay Day

Employees are paid on the 4th and 20th of the month. If either of these days falls on Saturday, Sunday, or a holiday, pay day will be on the last working day preceding the 4th or 20th of the month.

Overtime

Non-exempt employees who work more than 40 hours a week are eligible for overtime pay, payable at the rate of time and one-half (1.5) the employee's regular hourly rate. Pay received for hours not worked is not counted toward the computation of overtime. For example, sick leave, vacation, holidays, and other time away from the job are not considered work hours for the purpose of calculating overtime.

An employee's supervisor must authorize all overtime before it is worked, unless emergency circumstances prevent prior approval. Employees are expected to work overtime when it is required. If the assignment of overtime presents a hardship, employees should discuss their concerns with their supervisor.

Holidays

The City observes the following holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas
- Two Personal Holidays

Except for personal holidays, the City is officially closed on holidays, unless otherwise determined by the Supervisor or Department Head.

A regular full-time and part-time employee is eligible for holiday pay. To be eligible for holiday pay, the day on which the holiday falls must be a regularly scheduled work day for the employee. A regular full-time employee receives 8 hours of holiday pay as paid time, regardless of the number of hours scheduled to work on the holiday. Regular part-time employees will receive paid time based on their regularly scheduled hours for that day. If an employee works on any of the holidays listed above, the employee shall receive regular compensation for all hours worked on that holiday in addition to regular holiday pay.

Whenever a holiday falls on Sunday, the following Monday will be observed as the holiday. Whenever a holiday falls on a Saturday, the previous Friday will be observed as the holiday. However, if an employee's department is open on a Saturday or Sunday on which a holiday falls, that Saturday or Sunday will be observed as the holiday. When an authorized holiday falls on an employee's day off, the holiday Sunday or Saturday rules apply. Holidays that occur during an

employee's vacation, authorized sick leave or other authorized paid leave of absence shall not be charged against such leave. Non-exempt employees shall not work on holidays without prior approval of their Supervisor or Department Head.

Employees whose duties are necessary to maintain essential City services may be required to work on holidays. An employee scheduled to perform work on a designated holiday who does not report and is not excused will forfeit the holiday. Further, an employee with an unexcused absence from the employee's scheduled shift immediately prior to or after the designated holiday, or equivalent day off, will not be paid for the holiday.

Vacation

All regular full-time and part-time employees are eligible for vacation leave based on following:

Regular Full-time employees:

<u>Continuous years of service</u>	<u>Benefit</u>
0 to 4 years	80 hours (10 days) per year
5 to 7 years	120 hours (15 days) per year
8 to 14 years	160 hours (20 days) per year
15 years or more	200 hours (25 days) per year

Regular Part-time employees will accrue vacation leave on a proportionate basis using the schedule above. For example, a third-year regular part-time employee working 20 hours per week would accrue 40 hours (5 days) of vacation leave.

"Continuous years of service" is calculated from the first of the month following the date of hire or the date s(he) is eligible for benefits. Temporary changes to an employee's regular work schedule will not affect the rate at which the employee accrues vacation.

Vacation leave is intended to provide time away from work for rest and recreation. Employees are required to take a minimum of 1 week vacation per year. Accrued but unused vacation leave cannot exceed a maximum of 200 hours. Vacation benefits stop accruing when the maximum allowed has been reached. Initial probationary employees, during the trial period, are not eligible to use accrued vacation until the completion of 6 months of service.

Vacation leave is earned on a monthly basis and is available for use after it is credited to the leave bank. Non-exempt employees may use vacation in increments of four hours or more. Vacation leave does not accrue when an employee is on an unpaid leave of absence.

Requests for vacation time are to be made in writing and submitted to his or her supervisor at least 2 weeks before the requested time off. Every attempt will be made to grant each request; however, there are no guarantees. In the event two or more employees request the same vacation, approval will be given to the employee with the most seniority.

Once approved, vacation leave may not be changed to sick leave unless the event qualifies as a serious health condition under the City's sick leave policy.

Upon termination of employment for any reason, a regular employee will be paid for all accrued but unused vacation pay.

Sick Leave

Eligibility for Benefits

After the first month of employment, regular employees shall accrue sick leave at the rate of 8 hours for each full month of service. Regular part-time employees accrue sick leave on a prorated basis, based on scheduled hours. Sick leave is earned on a monthly basis and is available for use after it is credited to the leave bank.

Non-exempt employees must use sick leave in no less than 1-hour increments. Exempt employees are not required to use accrued sick leave if they are absent for less than 2 hours for any reason covered under this policy. Sick leave does not accrue when an employee is on an unpaid leave of absence.

Definition

All regular full-time and part-time employees may use sick leave accruals when either the employee or a member of their immediate family (1) is ill, (2) requires medical or dental care, or (3) requests parental leave.

“Immediate family” is defined as the employee's spouse, same-sex domestic partner, parents, children (biological, step, adopted or foster), children of the same-sex domestic partner, siblings, in-laws, parents of the same-sex domestic partners, and other close relatives who reside in the employee's household.

Employees are expected to notify their supervisor at the beginning of each workday during a leave for illness or injury. Exceptions to this include a serious accidental injury, hospitalization, or when it is known in advance that the employee will be absent for a certain period of time. A medical release statement may be requested for review before return to work in certain situations.

In the case of a work-related accident or injury, employees may use sick time to offset any days not paid through Workers' Compensation, or to offset the reduction in regular pay until accumulated sick time is used. However, at no time can the combination of these benefits exceed normal earnings.

Accumulation of Sick Leave

Sick leave benefits may be carried forward from one calendar year to the next, subject to a cap of 1120 hours (140 days) of sick leave.

Use of Sick Leave

Sick leave may not be used in increments of less than 1 hour. Employees may use accrued sick leave when they are unable to perform work by reason of:

- Personal illness or injury.
- Personal medical or dental care.
- Exposure to contagious disease under circumstances by which the health of the public or fellow employees would be endangered.
- Caring for an injured or ill immediate family member.

Time for routine doctor or dentist appointments should be charged to sick time unless other arrangements have been made with a supervisor. Employees are encouraged to make such appointments before arriving to work or after work hours, if possible. In the event of an extended leave, employees must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

Payment of Sick Leave

Sick leave benefits are paid only for the hours when an employee would normally be scheduled to work. Employees who are unable to report for work after depleting all accrued sick leave may be eligible for a medical leave of absence.

Verification

If the City has questions or concerns about an employee's absentee patterns or use of sick leave, it may require written verification of illness or injury as a condition of payment. In some circumstances, a medical fitness for duty report may be required before an employee is allowed to return to work from an absence due to injury or illness.

No Payment Upon Termination

Employees are not entitled to payment of unused sick leave upon termination of employment for any reason.

Family and Medical Leave

Purpose

The City's family and medical leave policy allows employees to take a leave of absence for a serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, spouse or same sex domestic partner, parent or parent-in-law with a serious health condition and for the care of a sick child. This policy is modeled on state laws regulating this practice.

Eligibility

An employee will be eligible to take a family and medical leave if s(he) meets the following requirements: (1) s(he) has been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and (2) s(he) has worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption or placement of a child (parental leave), there is no hours worked requirement.

An employee is eligible to take family and medical leave in the following situations:

- To care for an infant or a newly placed adopted or foster child under the age of 18, or older than 18 if incapable of self-care due to mental or physical disability, within 12 months of the event (parental leave);
- To care for a family member with a serious health-condition, or an employee's own serious health condition (serious health condition leave);
- For a pregnancy disability or prenatal care (pregnancy disability leave);
- To care for a sick child who does not have a serious health condition but requires home care (sick child leave).

An employee may use any accrued vacation, sick leave, or other paid leave available to him or her during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid. The City will continue to pay its share of an employee's medical benefits during family and medical leave. An employee is responsible for paying his or her share of medical insurance premiums prior to the due date of the premium payment. An employee may be required to provide periodic status reports to the City while on a family and medical leave. An employee may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four workweeks in duration. Premium payments must be received by the due date or coverage will be discontinued. An employee is entitled to return to the same or an equivalent job with equivalent benefits, pay and other terms and conditions of employment at the end of a family and medical leave. S(he) will be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the City Recorder.

Length of Leave

An employee may take a leave of up to 12 weeks of family and medical leave during a 12-month period. A week is defined as the employee's normal workweek schedule. The 12-month period will be measured forward from the date of leave. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the

certifying health care professional on the Health Care Provider Certification form.

Request and Certification Procedure

In situations where the need for medical leave is known, an employee must give 30 days' written notice to take family and medical leave by filling out and turning in the Request for Family and Medical Leave form and the Health Care Provider Certification form.

The City recognizes that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with the employee to ensure that s(he) receives all benefits to which s(he) is entitled; however, we ask that the employee call us and make every effort to communicate his or her situation to us immediately.

All requests for family and medical leave must be verified by a health care professional by using the Health Care Provider Certification form, which needs to be returned within 15 days of a request for leave. Furthermore, if an employee is taking family and medical leave to care for a family member with a serious health condition, the employee will be asked to provide proof of his or her relationship to this person. The employee should check with his or her supervisor or Department Head to discuss how best to provide this proof.

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

Any medical information provided on either a personal health condition or the health condition of a family member is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If an employee has any questions about how this information will be handled, the employee should contact his or her supervisor or Department Head.

Maternity / Parental Leave

Disability caused by childbirth or related circumstances shall be considered a temporary disability and will be covered by accrued vacation leave during the period that the employee's doctor certifies the employee's "disability".

Length of leave, both prior to and after delivery, is a decision to be made by the employee, and the treating physician, but shall be limited to a 12-week period during any 24 calendar months.

Time taken before or after the certified period of disability, must be taken as compensatory time, vacation time, or leave without pay. If the period of disability, as certified by the treating physician, exceeds accrued sick leave, the employee may take a leave of absence, not to exceed one year, without pay or fringe benefits.

To be eligible for vacation leave benefits due to childbirth or related circumstances, the employee must notify the City Recorder and his/her Department Head in writing of the anticipated date of departure and date of return, at least 10 working days prior to the beginning

of the leave, if possible. In the event of emergency, such as premature delivery, telephone notice shall suffice, provided written notice is given within 3 working days following the emergency.

Miscellaneous Leaves

Military Leave

An employee who has been employed for a period of more than six months preceding application for leave and is a member of the National Guard, a Reserve component of the Armed Forces of the United States, or of the United States Public Health Services, is entitled to a leave of absence for active or training duty not to exceed 15 calendar days in any calendar year.

In accordance with ORS 408.290 such leave shall be granted without loss of time, pay or regular leave, and without impairment of efficiency rating or other rights or benefits to which the employee or officer is entitled, provided the employee receives bona fide orders to report to active or training duty for a temporary period, and providing the employee returns to his/her position immediately upon expiration of the period for which the employee was ordered to duty.

Military Leave without pay will be allowed in accordance with ORS 408.240 for City employees entering military service for extended or indefinite periods of active duty. Reinstatement including restoration of seniority or tenure shall be granted to such employees pursuant to ORS 408.270.

Jury Duty

Regular full-time and regular part-time employees are entitled to leave his/her duties without loss of time, pay, or other leave benefits for absences of up to 5 days caused by mandatory service with a jury, provided the employee completes a Personnel Action Form (PAF) for each day or partial day of absence. Any money (excluding mileage reimbursement) received for jury service on days for which the employee is being paid by the City shall be turned into the Financial Director for deposit.

Rules governing employees while performing jury duty are as follows:

- Any day shift employee who is dismissed from jury duty prior to the end of his/her regular work shift is required to report to work for completion of his/her regular shift.
- Employees whose shift begins before the scheduled mandatory service with a jury are required to report to work at the beginning of their regular shift on that day.
- Exceptions to this rule can be approved by the City Manager where an employee's jury duty service is scheduled so close to the employee's regular work schedule as to make reporting for work on that day nonproductive.

Domestic Violence Victims Leave

Eligible employees are entitled to a leave of absence to deal with issues arising from being a victim of domestic abuse, rape or stalking. To be eligible, an employee must have worked an average of more than 25 hours a week for at least 180 days immediately before the leave begins. The City will grant reasonable leaves of absence for any of the following purposes: (1) to seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent; (2) to seek medical treatment for, or to recover from, injuries caused by domestic violence, sexual assault or stalking; (3) to obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional or services from a victim services provider; or (4) to relocate or take steps to secure an existing home to ensure the safety and health of the employee or the employee's child(ren).

Crime Victims Leave

The City will provide eligible employees with unpaid time off from work to attend criminal proceedings involving crimes in which they or their immediate family members are victims. To be eligible, an employee must have worked an average of more than 25 hours a week for at least 180 days immediately before the leave begins. For purposes of this policy, the term "crime victim" shall be defined as an individual who has personally suffered financial, social, psychological or physical harm as a result of a felony, or who is a member of the immediate family of the crime victim.

Bereavement Leave

In the event of the death of a member of an employee's immediate family, the employee may take up to 3 consecutive work days off with pay, with the approval of the City Manager. For purposes of this policy, "immediate family" is defined as the employee's spouse, same-sex domestic partner, parents, children (biological, step, adopted or foster), children of the same-sex domestic partner, siblings, in-laws, parents of the same-sex domestic partner, and other close relatives who reside in the employee's household. The City Manager may, at his sole discretion, extend the period of paid or unpaid bereavement leave.

Additional Leaves

The City reserves the right, in its sole discretion, to grant additional unpaid leaves of absences to employees. Employees may be responsible for medical and dental insurance premiums during a discretionary leave of absence.

Fringe Benefits

Medical and Dental Insurance

The City will provide medical and dental insurance for regular full-time and regular part-time employees. The City will pay 100% of the premium for those employees. Employees may add dependents to their plan but the employee will be responsible for 100% of the additional premium amount. Coverage begins on the first of the month immediately following the employee's first month of full service. Additional information is available from the City Recorder.

Continuation of Coverage

In compliance with ORS 743.610, the City will offer continuing health care coverage on a self-pay basis for up to 6 months to eligible employees and/or their dependents following termination of employment, divorce, or death. Such continued health care coverage will be the same as the current level provided to the employee. In all matters concerning eligibility for and/or duration of continued health care coverage, the City will comply with the requirements of state law.

Life Insurance

The City provides group life insurance for all qualified employees in the amount of \$10,000.

Retirement

The City provides retirement benefits for its qualified employees through the Public Employees Retirement System (PERS) of the State of Oregon. The plan is funded through contributions by the City.

There is no mandatory retirement age for city employees except for public safety employees as specified in Oregon Revised Statutes, Chapter 237. However, employees should consult the PERS Summary of Member Benefits for further information.

Employees also have the option of making pre-tax contributions to the Oregon Savings Growth Plan, a 457 deferred compensation plan. Additional information is available from the City Recorder.

Industrial Accidents & Illnesses

All employees are covered under State of Oregon Workers' Compensation that provides payment for on the job injuries and occupational disease. Two-thirds of an employee's base salary, based on a maximum established for the classification, will be provided during the disabling period. The City will supplement these benefits to assure no loss in pay for a period of 120 calendar days.

Employees shall continue to accrue vacation and sick leave during the disabling period. he injured employee is responsible for immediately notifying his supervisor of the injury, completing an accident report and submitting it to the supervisor no later than the working day following the accident, unless the seriousness of the accident makes it impossible for him/her to do so. The injured employee's supervisor is responsible for preparation of the accident report in the event the employee is incapable of doing so. Failure to complete the required accident report may jeopardize the employee's right to Workers' Compensation benefits.

Long-Term and Short-Term Disability

Employees working more than 30 hours per week may be eligible for additional City-provided benefits in the event of disability. Additional information is available from the City Recorder.

Aflac Policies

A variety of additional insurance policies are available to assist with catastrophic events such as accidents, intensive care treatment and cancer. These policies are paid for entirely by the employee. Additional information is available from the City Recorder.

Travel Allowances

Allowable Expenses and Reimbursement Rates

An employee of the City authorized to travel by private automobile will be reimbursed for the use of a personal vehicle at the current IRS mileage rate. Reimbursement will be made for actual miles traveled on official business only.

A City Mileage and Expense Claim Form must be properly completed to qualify for expense reimbursement under this Section. All receipts for reimbursable expenses must be attached to the Mileage and Expense Claim form.

Employees using personal vehicles for City business shall furnish to the City proof of personal insurance coverage. The City may set the levels of such required coverage from time to time, provided it does not create an excessive burden on the employee.

Conferences and Conventions

Decisions concerning employee attendance at conferences, conventions, or other meetings at City expense shall be made by the employee's Supervisor or Department Head. Permission may be granted on the basis of the employee's required participation in the meeting. Members of professional societies may be granted permission to attend meetings of their society, when such attendance is considered to be in the best interest of the City.

Employee Training

The City shall encourage and promote training opportunities for employees and supervisors to the end that services they render to the City may be made more effective.

Training programs may be conducted either during or after regular work hours or both. Every effort should be made to conduct training in a manner that does not require payment of overtime.

Professional Affiliations

Employees are encouraged to join and participate in job related professional associations and groups. With prior approval from the Supervisor or Department Head, employees may attend conferences, seminars, or short training courses during business hours that are job related. Preference will be given to courses sponsored by associations that lead to certificates of advanced standing.

Reimbursement for costs of membership and publications must be requested and approved in advance by a Supervisor or Department Head.

Standards of Conduct

Personal Appearance

City employees are expected to be dressed and groomed in a clean and neat manner according to current social standards. In addition, employees should dress and groom in a manner that will not impair or restrict their movements in cases where this might cause safety problems.

Professionalism

Employees of the City are required to treat all citizens with respect. Employees are expected to act in a professional manner at all times.

Our employees are the City's representative to the public in whatever position they hold in the City. The combination of all the employee's talents, skills and personalities make up that composite that is known as "The City." It is important that all employees do their part to reflect a good image.

Employees are responsible for establishing and maintaining working relationships with fellow employees, supervisors, elected officials, and citizens of our community with whom they must interact. A friendliness and willingness to help should be exhibited during telephone calls, in letters, and in person-to-person conversations, while at the same time being brief and concise.

Employees shall always strive to reduce costs of supplies and services in every practical manner and to be careful with public property.

Confidentiality

All information relating to personal or private matters, gained by employees as a result of the confidence placed in them as City employees by the public, is to be treated as confidential, subject to applicable law. Discussions involving such matters should always be confined to those who have a "need to know" based on related City services required by the confidential matter.

In accordance with the Banks Identity Theft Protection Policy, all City employees must protect personal identifying information, such as a full name in combination with a Social Security number, by taking reasonable steps to prevent unauthorized access to that information. In the event an employee believes that there has been an unauthorized acquisition of this information, the employee must notify his or her Supervisor or Department Head immediately.

Solicitation Policy

No peddling, soliciting or sale for charitable or other purposes shall be allowed among or by City employees while on the job, without the prior approval of the City Manager.

Gifts and Gratuities

Employees shall not accept nor solicit any gift, special price or gratuity from any vendor or contractor to the City, or the agent of any such vendor or contract. Employees shall not use their official position or accept gifts and gratuities for personal gain.

Discipline

The City reserves the right to discipline employees for violation of its policies and procedures. The policy of the City is that employee discipline be corrective, progressive and lawful.

By way of illustration and not limitation, the following list provides grounds for disciplinary actions:

1. The use of any City property for private use is prohibited. Specific examples include but are not limited to:
2. The use of City owned vehicles for personal use.
3. The use of City owned supplies for personal projects.
4. The use of City owned equipment for work on privately owned property without authorization.
5. The use of City owned garages for work on or storage of privately owned vehicles without authorization.
6. Failure to report the misuse, abuse or taking of City property by another employee.
7. The use of an employee's official position to obtain special advantage in the purchase of any merchandise or other property. City employees shall not accept gifts and favors from vendors and merchants for personal use.
8. The use of the name of the City or any of its departments, except for official City business, is prohibited without prior approval of the City Manager. This includes sponsorship by members of any City department of any fund raising activity in the name of that department.
9. Sexual harassment or other unlawful harassment.
10. The use of alcohol or controlled substances on the job.
11. Violation of any lawful duty.
12. Theft.
13. Violation of any City ordinance, rule, regulation or policy.
14. Excessive absenteeism or tardiness.
15. Abuse of sick leave.
16. Failure to perform assigned work in an efficient, competent manner.
17. Abusive language or conduct toward the public or fellow employees or other conduct unbecoming a City employee.
18. Failure to get along with fellow employees to the extent that work being performed is hindered or falls below required quality standards
19. Conviction of a misdemeanor or felony
20. Use of religious political or fraternal influence.
21. Insubordination defined as the refusal of an employee to follow lawful directives of a properly authorized supervisor.

22. Release of confidential information regarding any citizen, or the City's employees, business, project bids, or contracts.
23. Falsification of forms, records or reports including time cards or application materials.
24. Gambling during the working shift.
25. Refusal to seek treatment or resolution of personal problems which affect work performance including but not limited to emotional problems and drug or alcohol abuse.
26. Failure to report an official emergency.
27. Unauthorized overtime.

Disciplinary Procedures

The City reserves the right to determine appropriate discipline for violation of its policies and procedures. The following disciplinary steps are guidelines only:

Dismissal

An employee may be dismissed from employment with the City for a single major conduct violation, a continuing history of minor conduct violations or because work performance continually falls below acceptable standards for the employee's position.

It is City policy that no regular employee who has successfully completed the probationary period be discharged without being given an opportunity to be heard on the charges brought against him or her.

The written notice of termination shall be delivered to the employee stating the reasons for dismissal and setting a time and date for a "Due Process Interview" in order that the employee may respond to the charges, if he/she so wishes.

Post-Termination Hearing

Should the City Manager decide to terminate the employee after a Due Process Hearing, the employee may appeal by requesting a Post Termination Hearing before the City Council. The City Council will hear from the employee, and will also hear from the City Manager.

Grievance Procedure

Policy

The City shall promptly consider and resolve employee grievances relating to employment conditions and relationships.

No employee shall be subjected to retaliation as a result of good faith participation in a grievance procedure or testifying in a grievance proceeding.

Steps

The City, in order to preserve the rights of all parties, hereby establishes the following steps that shall be followed in submitting and processing a grievance:

Step One

The aggrieved employee shall, within 10 calendar days of the date of the grievance or knowledge thereof, discuss the matter frankly and openly with their Supervisor or Department Head in an attempt to informally resolve the matter.

Step Two

In the event the grievance is not resolved at Step One, the employee shall, within 7 calendar days from the date of the completion of Step One, submit the grievance in writing to the City Manager. The written statement shall include a statement of the facts, the policy question involved, and the requested remedy. The decision of the City Manager shall be final and binding. If there is a potential conflict with the City Manager making a decision, a neutral party may be used. As an example, if the grievance is with the City Manager, the employee shall, within 7 calendar days from the date of the completion of Step One, submit the grievance to the Mayor by submitting a written statement to the City Recorder who will act as a liaison between the employee and the Mayor. The decision of the Mayor shall be final and binding.

Timeliness

Grievance procedures not initiated, and carried forward, within the time limits established in this section, shall render the grievance null and void

Drug Free Workplace

The objective of this policy is to provide a workplace that is free from the effects of substance abuse. Furthermore, the City believes that it has a responsibility to its employees and to the general public to ensure safe operating and working conditions.

The following conditions and activities are expressly prohibited on City property, during work time, and while representing the City in any work-related fashion:

- Manufacturing, selling, attempting to sell, using, or possessing alcohol or other controlled or illegal substances that impair job performance or pose a health or safety hazard when use or possession occurs.
- Reporting for work under the influence of alcohol, illegal drugs, or controlled substances in a manner that may impair job performance or pose a health or safety hazard.

If an employee's doctor prescribes over-the-counter or prescription drugs, the employee is responsible for ensuring that his or her ability to work safely will not be affected by taking the medication.

If an employee has a problem with drugs and/or alcohol and wishes to undertake rehabilitation, he/she will be granted an unpaid leave of absence for this purpose. It is the employee's responsibility to seek help before the problem results in a violation of this policy. If an employee needs assistance in seeking this help, he/she may talk to his/her supervisor.

For purposes of this policy, having any detectable level of an illegal substance in one's system while covered by this policy will be considered to be a violation.

Where the City has a reasonable suspicion that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. The City reserves the right to determine whether reasonable suspicion exists.

The following definitions apply:

- "Reasonable suspicion" is defined as specific, describable observations concerning such circumstances as the employee's work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior, speech, or involvement in an accident on City property that results in physical injury or property damage.
- "Under the influence" is defined as any detectable level of alcohol or drugs in an employee's blood or urine, or any noticeable or perceptible impairment of the employee's mental or physical faculties due to illegal or controlled substances.
- "Controlled Substances" are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis whose sale, purchase, transfer, use, or possession is prohibited or restricted by law
- "Over-the-counter drugs" are defined as those which are generally available without a prescription.
- "Prescription drugs" are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy, who refuses to submit to testing, or who refuses to cooperate, or attempts to subvert the testing process, will be subject to corrective action, up to and including termination. The City also reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state or federal law.

If a professional assessment is made that an employee has a problem with alcohol or drugs, that employee's continued employment may be conditioned upon him/her entering into and completing a treatment program (including follow-up recommendations) approved by the City. The employee also may be required to sign and live up to the terms of a performance agreement

in order to demonstrate his/her commitment to rehabilitation and staying alcohol/drug-free. This course of action is likely if the employee comes forward on his/her own and asks for help in overcoming the problem. If an employee is caught selling, using, or being under the influence of drugs or alcohol while at work, the City may terminate his or her employment without offering the opportunity to participate in a treatment program.

The City may modify, amend, expand and change this policy without notice to employees and without their consent. Upon any such change, the City shall attempt, but is not required, to notify employees at least 30 days prior to the effective date of the new policy.

Electronic Communications

This policy applies to any and all electronic messages composed, sent or received by any City employee or by any person using City-provided electronic messaging resources, including, but not limited to, e-mail and instant messaging.

Appropriate Use of E-mail & Policies

The City sets forth the following policies, but reserves the right to change them at any time at its sole discretion.

- All messages composed and/or sent using City-provided electronic messaging resources must comply with City policies regarding acceptable communications.
- The City prohibits discrimination based on age, race, color, sex, sexual orientation, physical or mental disability, marital status, veteran status, national origin, or religious or political beliefs. Use of electronic messaging resources to harass or discriminate based on any or all of the aforementioned protected classes is prohibited.
- E-mail shall be used for business matters directly related to the business activities of the City and as a means to further the business of the City by providing services that are efficient complete, accurate, and timely.
- E-mail shall not be used for personal gain, outside business activities, political gain, political activity, fund-raising, or a charitable activity not sponsored by the State of Oregon or the City.
- The electronic messaging system(s) is City property. All messages stored in City-provided electronic messaging system(s) or composed, sent or received by any employee are the property of the City. Furthermore, all messages composed, sent or received by any person using City-provided equipment are the property of City. Electronic messages are NOT the property of any employee.
- Employees shall not read e-mail received by other employees when there is no business reason for doing so

- Employees shall not send e-mail under another employee's name without authorization.
- Upon termination or separation from the City, the City will deny all access to electronic messaging resources, including the ability to download, forward, print or retrieve any message stored in the system regardless of sender or recipient.
- Each employee will be assigned a unique City e-mail address that is to be used while conducting City business via e-mail.
- Electronic messaging resources may be used *infrequently* and *occasionally* for personal use. Excessive personal use as determined by the City Manager or their designee, i.e., employee's supervisor, may result in disciplinary action, including but not limited to the loss of this privilege and/or termination from employment.
- Employees are prohibited from automatically forwarding electronic messages sent through City-provided systems to external messaging systems.
- The City reserves the right to alter, modify, reroute or block the delivery of messages as appropriate. This includes but is not limited to:
 - (1) Rejecting, quarantining or removing the attachments and/or malicious code from messages that may pose a threat to City resources
 - (2) Discarding attachments, such as music, considered being of little business value and of significant resource cost.
 - (3) Rejecting or quarantining messages with suspicious content.
 - (4) Rejecting or quarantining messages containing offensive language.
 - (5) Rerouting messages with suspicious content to designated City employees for manual review.
 - (6) Rejecting or quarantining messages determined to be unsolicited commercial e-mail (spam).
 - (7) Appending legal disclaimers to messages.
- The City-provided electronic messaging resources may not be used for the promotion or publication of one's political or religious views, the operation of a business or for any undertaking for personal gain.
- The policies in this document apply equally to instant messages as well as e-mail.
- Employees authorized to use instant messaging programs will be specifically advised on which instant message program(s) are permissible and which ones are not.
- Employees authorized to use instant messaging programs will be assigned a unique instant messaging identifier, also known as a buddy name, handle or nickname.

- Employees are prohibited from conducting employee business from any non-City provided e-mail or instant messaging accounts without the consent or authorization of the City manager or the City manager's designee.
- The unique e-mail addresses and/or instant messaging identifiers assigned to an employee are the property of City. Employees may use these identifiers only while employed by the City. The right to use these identifiers ends upon termination or separation from City employment.
- The City employs sophisticated anti-virus software. Employees are prohibited from disabling anti-virus software running on City-provided computer equipment.
- Any employee who discovers a violation of these policies should immediately notify the City manager, the City Recorder or his or her supervisor.
- Many government employees may not be aware that information stored on their computer is subject to public disclosure. Informing staff of Oregon's public records laws is the first step to ensuring that City complies with both the letter and the spirit of the law.
- E-mail that is typically considered to be public records are:
 - (1) Policies & directives;
 - (2) Correspondence or memorandums related to official business;
 - (3) Work schedules and assignments;
 - (4) Agendas and minutes of meetings;
 - (5) Drafts of documents that are circulated for comment or approval;
 - (6) Any document that initiates, authorizes, or completes a business transaction;
 - (7) Final reports and recommendations;
 - (8) Public records may include but are not limited to letters, memoranda, notes and electronic messages that communicate formal approvals, directions for action, and information about contracts, purchases, grants, personnel and particular projects or program.
- Examples of records that typically do not constitute a public record are:
 - (1) Personal messages or announcements;
 - (2) Copies distributed for convenience or reference;
 - (3) Announcement of social events received from a list serve;
 - (4) Spam.

Practices and Procedures

The City employs certain practices and procedures in order to maintain the health and efficiency of electronic messaging resources, to achieve City objectives and/or to meet various regulations. These practices and procedures are subject to change at the City's sole discretion:

- The City treats relevant electronic messages as a business record. As with any business record, established practices and procedures for the safekeeping, retention and ultimate destruction of the business record must be followed.
- The City serializes archives and retains copies of all internal and external electronic messages in conformance with retention periods outlined by the City recorder's records retention schedules.
- Non-record e-mail may be deleted when read.
- It is recommended that e-mail be printed when it contains information pertinent to a case file or important issue. The e-mail will then take on the retention period of that record series. · Thirty (30) days after electronic messages have been successfully and verifiably archived, electronic messages will be deleted from the local, online electronic messaging system(s).
- The City automatically and systematically destroys all archived messages when the record has reached the end of its retention period as outline in the Archives Division's general records retention schedule.
- In order to enforce the City retention schedules, employees are prohibited from copying or storing messages into any form of local message archive, including, but not limited to, PST (Outlook) files, public folders, personal folders and local file folders.

Risks and Cautionary Advice

While electronic messaging resources allow employees to conduct City business efficiently, use of e-mail and instant messaging systems comes with some inherent risks. All employees should be aware of these risks and take precautions to mitigate them.

- City electronic messages are legally discoverable and permissible as evidence in a court of law.
- Messages sent electronically can be intercepted inside or outside the City and as such there should never be an expectation of confidentiality. Do not disclose proprietary or confidential information through e-mail or instant messages.
- Electronic messages can never be unconditionally and unequivocally deleted. The remote possibility of discovery always exists. Use caution and judgment in

determining whether a message should be delivered electronically instead of in person.

- Electronic messages are frequently inadequate in conveying mood and context. Carefully consider how the recipient might interpret a message before composing or sending it.
- Even though the City employs anti-virus software, virus infected messages can could enter the City's messaging systems. Viruses, “worms” and other malicious code can spread quickly if appropriate precautions are not taken:
 - Be suspicious of messages sent by unknown people.
 - Do not open attachments unless they are anticipated.
 - Disable features in electronic messaging programs that automatically preview messages before opening them.
- Do not forward chain letters. Simply delete them. The City considers unsolicited commercial e-mail (spam) a nuisance and potential security threat. Do not attempt to remove yourself from future delivery of a message that you determine is spam. These “Remove Me” links often are used by unscrupulous mass junk e-mailers as a means to verify that you exist. Attempting to remove yourself will only ensure that you will receive ever increasing amounts of spam.
- Internet message boards are a fertile source from which mass junk e-mailers harvest e-mail addresses and e-mail domains. Do not use City-provided e-mail addresses when posting to message boards.
- Purely personal messages, as well as unsolicited messages and advertisements (spam) are not public records under the Oregon public records law. Unnecessary retention of temporary e-mails can drive up storage costs and damage organizations in litigation. Remember e-mail is never private.
- E-mail messages that require a response are almost always public records in relation to access and retention. Remember that the e-mail system is not a secure medium and confidential or sensitive information should NEVER be sent via e-mail.

The purpose of this e-mail policy is to address access, use, and retention of e-mail and establish the rights and responsibilities of employees using the system and help to reduce the risks associated with e-mail. It is a goal of the City e-mail policy to provide each employee and City officer direction on what the policy means, what types of messages should not be sent over the E-mail system and consequences if an employee violates the City’s written policy. Any questions regarding these policies and procedures should be directed to your immediate supervisor.

Internet Usage

All access to the Internet from City computers must be done in accordance with this policy. All employees are subject to Internet filtering. The City explicitly prohibits the viewing and downloading of any pornography.

The City reserves the right to monitor and review any employee Internet usage.

Downloading software from the Internet that is not related to City business is prohibited (e.g. games, screen savers, or executable files). Playing games over the Internet is also prohibited. The City is not responsible for material viewed or downloaded by employees from the Internet.

The City utilizes software to identify and block inappropriate Internet sites. Attempts to access blocked sites are in violation of this policy. The City may limit or completely disable access to the Internet if such action is in the best interest of the City.

Safety Rules and Accident Reports

Safety Policy Statement

The City's first priority is to maintain a safe working environment for its employees and the public. For the employee's protection, job related injuries or illnesses must be reported immediately in accordance with this policy and any other policies adopted by the employee's Department Head.

Employee Responsibility

Every employee must be safety conscious and responsible for helping the City achieve the goal of providing a safe work place. Employees shall report any unsafe or hazardous condition to their supervisor immediately.

Safe Work Practices

Employees are expected to use common sense and good judgment in their work habits and to follow safe work practices. Examples of safe work practices are as follows:

- Using the proper safety equipment when performing a work assignment.
- Not operating equipment or machinery while using prescribed medication without a doctor's written approval.
- Under no circumstances should an employee operate any type of machinery or equipment while under the influence of drugs or alcohol.
- Operating only equipment or machinery that the employee has received training or orientation for.
- Warning co-workers of unsafe conditions or practices.
- Following all safety and operating rules posted on equipment and machinery.
- Refraining from horseplay at all times.
- Wearing safety belts when operating City-owned vehicles or private vehicles when

- on City business.
- Following MSDS (Material Safety Data Sheets) guidelines and OSHA (Occupational Safety and Health Administration) rules, including but not limited to, confined space access and chlorine handling guidelines.

Early Return to Work Policy

It is the policy of City to return employees to work as early as possible following a work-related injury or illness. This policy is not intended as a substitute for reasonable accommodation when an individual also qualifies as an individual with a disability, nor is it intended to deny time off rights under City leave policies.

To minimize serious disability due to on-the-job injuries, as well as to reduce employees' compensation costs, the City has developed procedures for offering temporary transitional work. Employees should read and understand the City's Early Return to Work Policy distributed with this Handbook. Any questions regarding these policies and procedures should be directed to the employee's supervisor.

Vehicle Usage and Safety

Accidents are costly to the City, but more importantly, they may result in injury to employees or members of the public. It is the driver's responsibility to operate a vehicle in a safe manner and to drive defensively to prevent injuries and property damage. The City expects each driver to drive in a safe and courteous manner. The attitude employees take when behind the wheel is the single most important factor in driving safely.

Employees should read and understand the City's Driving/Vehicle Policy distributed with this Handbook. If an employee has any questions about the Driving/Vehicle Policy, (s)he should contact his or her supervisor immediately.

Savings Clause

Should any portion of this Handbook be rendered ineffective by a court of competent jurisdiction, the remaining parts shall remain in full force and effect.

The City Council may amend these policies at any time.

Liability

While conducting his/her official duties, an employee shall be legally represented and protected from personal financial responsibility in the event that legal action is taken against the employee. This policy shall not apply if the employee's action is in violation of City policies, directives, rules, ordinances, state or federal laws or, if the employee's actions are not within the scope of his/her authority.

Employee Handbook Acknowledgment

(To be left in the handbook)

I acknowledge receipt of the City of Banks Employee Handbook, Driving/Vehicle Policy and Early Return to Work Policy ("Handbook").

I understand that my employment with the City of Banks is at-will. I further understand that the Handbook is not intended to confer any property right in continued employment with the City or to constitute a contract of employment.

The Handbook was provided to me as part of my employee orientation. I acknowledge that if I do not understand anything in the Handbook, I should talk to my supervisor and/or Department Head.

Signature of Employee

Date of Signature

Employee Handbook Acknowledgment

(To be placed in the employee's personnel file)

I acknowledge receipt of the City of Banks Employee Handbook, Driving/Vehicle Policy and Early Return to Work Policy ("Handbook").

I understand that my employment with the City of Banks is at-will. I further understand that the Handbook is not intended to confer any property right in continued employment with the City or to constitute a contract of employment.

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