

CITY OF IRRIGON



**City of Irrigon**

**Employee Handbook**

**The City of Irrigon is an equal opportunity employer**

City of Irrigon  
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Employee Handbook

## CITY OF IRRIGON

Welcome new employee!

On behalf of your colleagues, I welcome you to the City of Irrigon and wish you every success here.

We believe that each employee contributes directly to the CITY OF IRRIGON's growth and success, and we hope you will take pride in being a member of our team.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again welcome!

### **40      Introductory Statement**

This handbook is designed to acquaint you with the CITY OF IRRIGON and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the CITY OF IRRIGON to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the CITY OF IRRIGON continues to grow, the need may arise and the CITY OF IRRIGON reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

Sincerely,

Gerald Breazeale  
City Manager

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### **Employee Acknowledgment Form**

The employee handbook describes important information about the CITY OF IRRIGON, and I understand that I should consult the City Manager regarding any questions not answered in the handbook.

Since the information, policies, and benefits describe here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supercede, modify, or eliminate existing policies. Only the City Manager, upon approval of City Council of the CITY OF IRRIGON has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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**Employee's Signature**

---

**Date**

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**Employee's Name (Typed or Printed)**

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### **101 Nature of Employment**

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with the CITY OF IRRIGON.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the CITY OF IRRIGON is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the CITY OF IRRIGON reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the chief executive officer of the CITY OF IRRIGON.

### **101 Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the CITY OF IRRIGON will be based on merit, qualifications, and abilities. The CITY OF IRRIGON does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, the CITY OF IRRIGON has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Department Manager. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

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### **105 Hiring of Relatives**

The city council is the final decision maker in the case of discipline and in resolving employee grievances, no city employee shall be a member of the personal family of a member of the Council or of the Mayor. In the event that a member of the personal family of an employee is elected to the Council or as Mayor, the employment of the employee will be terminated effective the date the family member takes office. In the event that a member of the personal family of an employee is appointed to fill a vacancy on the Council, the employment of the employee will be terminated 30 days after the appointment becomes effective.

Personal family includes employee's spouse, children (adopted, foster, or natural), parents, brothers, sisters, mother/father-in-law, grandparents, or other dependants living in the employee's household.

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the CITY OF IRRIGON may be hired only if they will not be working directly for or supervising a relative. The CITY OF IRRIGON employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not to be made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

### **107 Immigration Law Compliance**

The CITY OF IRRIGON is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the CITY OF IRRIGON within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact their Supervisor. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.



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### **108 Conflicts of Interest**

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the CITY OF IRRIGON wishes the business to operate. The purpose of these guidelines is to provide general direction so those employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the City Manager for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the CITY OF IRRIGON's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have an influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the City Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Should the conflict or potential conflict of interest concern the City Manager he/she is to disclose this concern to the council.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the CITY OF IRRIGON does business, but also when an employee or relative receives a kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the CITY OF IRRIGON.

### **110 Outside Employment**

Employees may hold outside jobs as long as they meet the performance standards of their job with the CITY OF IRRIGON. All employees will be judged by the same performance standards and will be subject to the CITY OF IRRIGON's scheduling demands, regardless of any existing outside work requirements.

If CITY OF IRRIGON determines that an employee's outside work interferes with performance or the ability to meet requirements of the CITY OF IRRIGON as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the CITY OF IRRIGON.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the CITY OF IRRIGON for materials produced or services rendered while performing their jobs.

### **201 Employment Categories**

It is the intent of the CITY OF IRRIGON to clarify the definitions of employment classifications so those employees understand their employment status and benefit eligibility.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions

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of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the CITY OF IRRIGON management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work the CITY OF IRRIGON's full time schedule. Generally, they are eligible for the CITY OF IRRIGON's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 21 hours per week. Regular part-time employees are eligible for some benefits sponsored by the CITY OF IRRIGON, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 21 hours per week. While they do receive all legally mandated benefits (such as Social Security and worker's compensation insurance), they are ineligible for all of the CITY OF IRRIGON's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the CITY OF IRRIGON is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and worker's compensation insurance), they are ineligible for all of the CITY OF IRRIGON's other benefit programs.

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### 202 Access to Personnel Files

The CITY OF IRRIGON maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the CITY OF IRRIGON, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the CITY OF IRRIGON who have legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the City Manager. With reasonable advance notice, employees may review their own personnel file in the CITY OF IRRIGON's offices and in the presence of an individual appointed by the CITY OF IRRIGON to maintain the files.

### 203 Employment Reference Checks

To ensure that individuals who join the CITY OF IRRIGON are well qualified and have a strong potential to be productive and successful, it is the policy of the CITY OF IRRIGON to check the employment references of all applicants.

The Office Manager will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and positions held.

### 204 Personnel Data Changes

It is the responsibility of each employee to promptly notify the CITY OF IRRIGON of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Office Manager.

### 205 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The CITY OF IRRIGON uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the CITY OF IRRIGON may end the employment relationship at will at any time during the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of absence. If the CITY OF IRRIGON determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the 'regular' employment classification.

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During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for other CITY OF IRRIGON provided benefits, subject to the terms and conditions of each benefits program. However, employees shall become eligible for insurance benefits after 30 days. Employees should read the information for each specific benefits program for the details on eligibility requirements.

### **209 Performance Evaluation**

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and to recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated within 30 days of the hiring anniversary date.

Merit based pay adjustments are awarded by the City Manager in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

### **301 Employee Benefits**

Eligible employees at the CITY OF IRRIGON are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Detail of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees after 30 days:

- Cafeteria 125 Savings Plan (Medical / Dependant Care)
- Credit Union
- Deferred Compensation Plan
- Dental Insurance
- Family Leave
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Sick Leave Benefits
- Vacation Benefits
- Vision Care Insurance

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Some benefit programs require contributions from employees, but most are fully paid by the CITY OF IRRIGON. The benefit package for regular full-time employees represents an additional cost to the CITY OF IRRIGON of approximately 55 percent of wages.

### **303 Vacation Benefits**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

#### VACATION EARNING SCHEDULE

##### YEARS OF ELIGIBLE SERVICE VACATION DAYS EACH YEAR

Upon initial eligibility	1.67 hrs accrual rate per pay period
After 2 Years	3.34 hrs accrual rate per pay period
After 5 Years	5.00 hrs accrual rate per pay period
After 10 Years	6.67 hrs accrual rate per pay period
After 20 Years	8.34 hrs accrual rate per pay period

The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn vacation time. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 90 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period. A year of employment is defined as a calendar year in which the employee has worked at least 100 days within that year.

The vacation benefit schedule for the City Manager may be negotiated between the City Council and the City Manager.

To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee’s base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

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As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. *No employee may accrue and carry over anymore vacation time than they can gain within a calendar year.* An employee may be compensated by check for the vacation time accrued (if not used in that allotted time.)

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

### 305 Holidays

The CITY OF IRRIGON will grant holiday time off to all employees on the 10 holidays listed below:

New Year's Day	(January 1 <sup>st</sup> )
Martin Luther King, Jr. Day	(Third Monday in January)
Presidents' Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4 <sup>th</sup> )
Labor Day	(First Monday in September)
Veterans' Day	(November 11 <sup>th</sup> )
Thanksgiving Day	(Fourth Thursday in November)
Day after Thanksgiving	(Fourth Friday in November)
Christmas Day	(December 25 <sup>th</sup> )

The CITY OF IRRIGON will grant paid holiday time off to all eligible employees who have completed 30 calendar days of service in an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

#### Regular full-time employees

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday.

If a recognized holiday falls on a Saturday or Sunday, eligible employees will receive holiday pay with their next regular paycheck.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at two times their straight-time rate for the hours worked on the holiday.

In addition to the recognized holidays previously listed, eligible employees will receive two personal days in each anniversary year. To be eligible, employees must complete 90 calendar days of service in an eligible employment classification. These personal days must be scheduled with the prior approval of the employee's supervisor.

Paid time off for recognized holidays will be counted as hours worked for the purposes of determining whether overtime pay is owed.

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### 306 **Workers' Compensation Insurance**

The CITY OF IRRIGON provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

### 307 **Sick Leave Benefits**

The CITY OF IRRIGON provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Regular full-time employees

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every month of service). Sick leave benefits are calculated on the basis of a "benefit year" the 12-month period that begins when the employee starts to earn sick leave benefits.

Employees can request use of paid sick leave after completing a waiting period of 90 calendar days from the date they become eligible to accrue sick leave benefits. Paid sick leave can be used in minimum increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's house hold, or personal business.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate indefinitely. Any sick pay above 30 days will be paid off at 50% of hourly rate when employment is terminated.

### 309 **Bereavement Leave**

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s)

Regular full-time employees

Part-time employees

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Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

The CITY OF IRRIGON defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

### **311 Jury Duty**

The CITY OF IRRIGON encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of 90 calendar days of service in an eligible classification may request paid jury duty leave over any five year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Any employee receiving pay from the CITY OF IRRIGON will be expected to return to the CITY OF IRRIGON any compensation they receive for jury duty. The employee can retain any compensation they receive for mileage or expenses. Employee classifications that qualify for paid jury duty leave are:

Regular full-time employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the CITY OF IRRIGON or the employee may request an excuse from jury duty if, in the CITY OF IRRIGON's judgment, the employee's absence would create serious operational difficulties.

The CITY OF IRRIGON will continue to provide health insurance benefits for the term of the jury duty absence.

Benefit accruals such as vacation, sick leave, or holiday benefits will be continued during jury duty leave.

### **313 Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the CITY OF IRRIGON's health plan when a 'qualifying event' would normally result in loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the CITY OF IRRIGON's group rates plus an administration fee. The CITY OF IRRIGON provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the CITY OF IRRIGON's health insurance plan. The notice contains important information about the employee's rights and obligations.



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### **314 Educational Assistance**

CITY OF IRRIGON recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the CITY OF IRRIGON.

City OF IRRIGON will provide educational assistance to all eligible employees who have completed 90 calendar days of service in an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

Regular full-time employees

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. CITY OF IRRIGON has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact their supervisor for more information or questions about educational assistance.

While educational assistance is expected to enhance employee performance and the professional abilities, the CITY OF IRRIGON cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

The CITY OF IRRIGON invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from the CITY OF IRRIGON's employment within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be required to repay up to 50 percent of the original educational assistance payment.

### **316 Health Insurance**

The CITY OF IRRIGON health insurance plan provides employees and their dependents access to medical, dental and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan:

Regular full-time employees

Regular part-time employees working 21 + hours

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between the CITY OF IRRIGON and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

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Details of the health insurance plan are described in the Summary Plan Description (SPD). An (SPD) and information on cost of coverage will be provided in advance of enrollment to eligible employees. Contact the Personnel Supervisor for more information about the health insurance benefits.

### **317 Life Insurance**

Life insurance offers you and your family important financial protection. The CITY OF IRRIGON provides a basic life insurance plan for eligible employees. Additional supplemental life insurance coverage may also be purchased.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees
- Regular part-time employees working 21 + hours

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between the CITY OF IRRIGON and the insurance carrier.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Personnel Supervisor for more information about life insurance benefits.

### **401 Timekeeping**

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the CITY OF IRRIGON to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Nonexempt employees should report to work no more than 30 minutes prior to their scheduled starting time nor stay more than 30 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

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### **402 Paydays**

All employees are paid semimonthly on the 15<sup>th</sup> and the last day of the month. Each paycheck will include earnings for all work performed through the end of the payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid on the last working day before the weekend or holiday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

### **405 Employment Termination**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF – involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

The CITY OF IRRIGON will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to the CITY OF IRRIGON, or return of CITY OF IRRIGON-owned property. Suggestions, complaints, and questions can also be voiced.

Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### **409 Administrative Pay Corrections**

The CITY OF IRRIGON takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Manager so that corrections can be made as quickly as possible.

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### **410 Pay Deductions**

The law requires that the CITY OF IRRIGON make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. The CITY OF IRRIGON also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The CITY OF IRRIGON matches the amount of Social Security taxes paid by each employee.

CITY OF IRRIGON offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.

### **501 Safety**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the CITY OF IRRIGON has established a workplace safety program. This program is a top priority for the CITY OF IRRIGON. The Safety Director has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The CITY OF IRRIGON provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Safety Director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment. A safety standard required for all employees is the safe operation and management of CITY OF IRRIGON vehicles. This includes the requirement that all CITY OF IRRIGON employees wear seat belts while operating CITY OF IRRIGON vehicles and whenever the employee is on the job.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Safety Director or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

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### **502 Work Schedules**

The normal work schedule for all employees is 40 hours a week, beginning with Monday and ending with Sunday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Regular full-time employees will be compensated for a 2 hour minimum arrival when an employee is required to return to work.

### **504 Use of Phone and Mail Systems**

Personal use of telephones for outgoing calls, including local calls, is not permitted. Employees may be required to reimburse the CITY OF IRRIGON for any charges resulting from their personal use of the telephone.

The use of CITY OF IRRIGON-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

### **505 Smoking**

In keeping with the CITY OF IRRIGON's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, customers and visitors.

### **506 Rest and Meal Times**

Each workday, full-time nonexempt employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time employees are provided with one meal period of 60 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

### **507 Overtime**

When operating requirements of other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any other leave of absence will not be considered hours worked for

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purposes of performing overtime calculations. However, recognized paid Holidays will be included in calculation of overtime.

### **508 Use of Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. CITY OF IRRIGON vehicles are to be used for official city business only.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

All CITY OF IRRIGON employees will immediately report to their supervisors any accidents or traffic violations resulted while driving city vehicles.

All CITY OF IRRIGON employees authorized to use CITY OF IRRIGON vehicles, will complete an annual report detailing all traffic violations and convictions received in the past year.

### **510 Emergency Closings**

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt CITY OF IRRIGON operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of closing.

When the decision to close is made BEFORE the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits. When the decision to close is made AFTER the workday has begun, time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

### **512 Business Travel Expenses**

The CITY OF IRRIGON will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location, (Current IRS mileage rate, room and board and a per diem not to exceed the State of Oregon Bureau of Labor and Industries standard rate). Reimbursement will be paid after submission of receipts. All business travel must be approved in advance by the immediate supervisor. **There will be no consumption of alcoholic beverages while driving a company vehicle.**

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Employees whose travel plans have been approved should make all travel arrangements through the CITY OF IRRIGON.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the CITY OF IRRIGON. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by the CITY OF IRRIGON may not be used for personal use without prior approval.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their supervisor when travel advances are needed.

When travel is completed, employees should submit completed travel expense reports within this pay period. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employees, can be grounds for disciplinary action, up to and including termination of employment.

### **514 Visitors in the Workplace**

To provide for the safety and security of employees and the facilities at the CITY OF IRRIGON, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area.

All visitors should enter the CITY OF IRRIGON at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the CITY OF IRRIGON's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

### **516 Computer and E-Mail Usage**

Computers, computer files, the E-mail system, and software furnished to employees are CITY OF IRRIGON property intended for business use. Employees should not use a password, access a

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file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored.

The CITY OF IRRIGON strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the CITY OF IRRIGON prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Employees should notify their immediate supervisor, the Office Manager or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### **518 Workplace Monitoring**

Workplace monitoring may be conducted by the CITY OF IRRIGON to ensure quality control, employee safety, security, and customer satisfaction.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because the CITY OF IRRIGON is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

### **601 Medical Leave**

The CITY OF IRRIGON provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

Regular full-time employees

Eligible employees may request medical leave only after having completed 90 calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.



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A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the CITY OF IRRIGON. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of twelve weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the CITY OF IRRIGON will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the CITY OF IRRIGON with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. Any employee injured will provide a doctors release to return to work.

If an employee fails to return to work on the agreed upon return date, the CITY OF IRRIGON will assume that the employee has resigned.

### **602 Family Leave**

The CITY OF IRRIGON provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

#### **Regular full-time employees**

Eligible employees may request family leave only after having completed 90 calendar days of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

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Eligible employees may request up to a maximum of twelve weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 90 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of twelve weeks leave within any 12 month period for childbirth, adoption, or placement of foster child: or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, the CITY OF IRRIGON will continue to provide health insurance benefits for the full period of the approved family leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the CITY OF IRRIGON with at least two weeks advance notice of the date the employee intends to return to work. When family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position from which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, the CITY OF IRRIGON will assume that the employee has resigned.

### **603 Personal Leave**

The CITY OF IRRIGON provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

#### **Regular full-time employees**

Eligible employees may request personal leave only after having completed 90 calendar days of service. As soon as eligible employees become aware of the need for the personal leave of absence, they should request a leave from their supervisor.

Personal leave may be granted for a period of up to 15 calendar days every three years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the CITY OF IRRIGON for the first 30 calendar days after the approved personal leave begins. At the time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by the CITY OF IRRIGON according to the applicable plans.

Vacation, sick leave and holiday benefits, will be suspended during the approved personal leave period and will resume upon return to active employment.

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When personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the CITY OF IRRIGON cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the CITY OF IRRIGON will assume the employee has resigned.

### **607 Pregnancy-Related Absences**

The CITY OF IRRIGON will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

### **701 Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, the CITY OF IRRIGON expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property

- Falsification of timekeeping records

- Working under the influence of alcohol or illegal drugs

- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment

- Fighting or threatening violence in the workplace

- Boisterous or disruptive activity in the work place

- Negligence or improper conduct leading to damage of employer-owned or customer-owned property

- Insubordination or other disrespectful conduct

- Violation of safety or health rules, including traffic violations while operating city vehicles

- Smoking in prohibited areas

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Sexual or other unlawful or unwelcome harassment

Possession of dangerous or unauthorized materials,  
such as explosives or firearms, in the workplace

Excessive absenteeism or any absence without notice

Unauthorized absence from the work station during  
the workday

Unauthorized use of telephones, mail system, or other  
employer-owned equipment

Unauthorized disclosure of business “secrets” or  
confidential information

Violation of personnel policies  
unsatisfactory performance or conduct

Employment with the CITY OF IRRIGON is at the mutual consent of the CITY OF IRRIGON and the employee, and either party may terminate that relationship at any time, with or without cause and with or without advance notice.

### **702 Drug and Alcohol Use**

It is the CITY OF IRRIGON’S desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the CITY OF IRRIGON premises and while conducting business-related activities off the CITY OF IRRIGON premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, the CITY OF IRRIGON has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or the City Manager to receive assistance or referrals to appropriate resources in the community.

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Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action that may request approval to take unpaid time off to participate in a rehabilitation or treatment program through the CITY OF IRRIGON'S health insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all the CITY OF IRRIGON policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the CITY OF IRRIGON any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the City OF IRRIGON of a criminal conviction for drug-related activity occurring in the workplace. The report must be within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the *City Manager* without fear of reprisal.

### **703 Sexual and Other Unlawful Harassment**

The CITY OF IRRIGON is committed providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report a incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Department Manager or any other member of the management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes who becomes aware of possible sexual or other unlawful harassment should promptly advise the Department Manager or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### **704 Attendance and Punctuality**

To maintain a safe and productive work environment, the CITY OF IRRIGON expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the CITY OF IRRIGON. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

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### **705 Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the CITY OF IRRIGON presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

### **708 Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with the CITY OF IRRIGON. The CITY OF IRRIGON requests at least two weeks' written notice for all resignations.

### **712 Solicitation**

In an effort to assume a productive and harmonious work environment, persons not employed by the CITY OF IRRIGON may not solicit or distribute literature in the workplace at any time for any purpose.

The CITY OF IRRIGON recognizes that employees may have interests in the events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative Action statement
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/ unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the *Office* Manager for approval. All approved message will be posted by the *Office* Manager.

### **714 Drug Testing**

The CITY OF IRRIGON is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drug or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or

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blood) to determine the illicit or illegal use of drugs and alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Copies of the drug testing policy will be provided to all employees. Employees will be asked to sign an acknowledgement form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to the Department Manager.

### **716 Progressive Discipline**

The purpose of this policy is to state the CITY OF IRRIGON'S position on administration equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The CITY OF IRRIGON'S own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the CITY OF IRRIGON is based on mutual consent and both the employee and the CITY OF IRRIGON have the right to terminate employment at will, with or without cause or advance notice, the CITY OF IRRIGON may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – verbal warning, written warning, suspension with or without pay, or termination of employment – depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed with a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The CITY OF IRRIGON recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the CITY OF IRRIGON.

**718 Problem Resolution**

The CITY OF IRRIGON is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the CITY OF IRRIGON supervisors and management.

The CITY OF IRRIGON strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the CITY OF IRRIGON in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor within ten calendar days, after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Department Manager or any other member of management.
2. Supervisor responds to problem during discussion or within ten calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to Office Manager within ten calendar days, if problem is unresolved.
4. Office Manager counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to Chief Administrative Officer for review of problem.
5. Employee presents problem to Chief Administrative Officer in writing.
6. Chief Administrative Officer reviews and considers problem. Chief Administrative Officer informs employee of decision within ten calendar days, and forwards copy of written response to Office Manager for employee's file. The Chief Administrative Officer has full authority to make any adjustment deemed appropriate to resolve the problem.

Problems, disputes, or claims not resolved through the proceeding problem resolution steps are subject to final and binding arbitration. The arbitration proceeding will be conducted under the Employment Dispute Resolution Rules of the American Arbitration Association. The decision or award of the Arbitrator made under these rules is exclusive, final, and binding on both parties, their beneficiaries, executors, administrators, successors, and assigns.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop



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confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

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#### **ALCOHOL AND DRUG ABUSE POLICY**

1. **PHILOSOPHY**

We at the City of Irrigon believe in and are committed to providing a safe work environment that is free from the harmful effects of alcohol and illegal drugs. We also believe in and encourage professional management as a means of dealing with chemical dependency problems which affect an employee's personal well being and job performance.

2. **SCOPE**

This policy applies to all CITY OF IRRIGON employees.

3. **PURPOSE**

The purpose of this policy is to outline the CITY OF IRRIGON standards on the use of alcohol and drugs to guide employee conduct so as to ensure a safe work environment, promote the greatest efficiency of its employees, protect from liability the CITY OF IRRIGON and protect its assets and other employees from damage caused by an employee under the influence of alcohol and drugs.

#### **ALCOHOL**

The possession and use of alcoholic beverages while on duty is prohibited. Furthermore, an employee is not permitted to report to work while under the influence of alcoholic beverage. An employee will be considered to be "under the influence" when consumption of any alcoholic beverage has impaired or is likely to impair the employee's job performance, in the judgment of his/her supervisor. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment for cause.

#### **DRUGS**

The possession or use of illegal drugs or the improper use of other drugs during working hours is prohibited. An employee is not permitted to report to work while under the influence of any drug that could adversely affect job performance. An employee will be considered to be "under the influence" of drugs when, in the judgment of his/her supervisor, the use of a drug has impaired or is likely to impair the employee's job performance. Any employee who engages in illegal or improper drug use, which could adversely affect job performance or which could jeopardize the safety of him or her self, or other employees, the public, or city property, will be subject to disciplinary action up to and including termination of employment for cause.

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Maintaining an environment free of illicit drugs is of primary concern to City of Irrigon. A major part of this commitment is to immediately terminate any employee from the work force who actively promotes (“pushes”) illegal drugs to other employees while on company property.

### **CHEMICAL DEPENDENCY AS A TREATABLE ILLNESS**

The CITY OF IRRIGON makes a distinction between chemical dependency on alcohol or drugs, which it considers to be a treatable illness, and the abuse of alcohol or drugs. Employees with alcoholism or drug dependency are encouraged to seek medical treatment. Medical care for alcoholism and drug dependency is covered under the CITY OF IRRIGON’S health care plans subject to the provisions for those plans. Employees suffering from alcoholism or drug dependency are eligible for disability leave or accident and sickness benefits subject to the provisions they are covered by.

It is the intent of this policy to ensure that employees suffering from alcoholism or drug dependency or who have a drinking problem will not have their job security and promotional opportunities jeopardized by a request for help. However, satisfactory job performance is still mandatory, and the employee has a primary responsibility for seeking help for and maintaining a treatment program as necessary. Even though CITY OF IRRIGON considers dependency on alcohol or drugs as a treatable condition, it will not permit employees under the influence of either to endanger their own or other’s safety or to cause damage to CITY OF IRRIGON property by continuing on the job. An employee seeking treatment from a recognized treatment facility or from a physician, will not necessarily avoid disciplinary action as previously outlined if he or she does not meet satisfactory job performance standards and other conditions of employment.

Rehabilitation of troubled employees is humane and consistent with CITY OF IRRIGON goals. Basic good will toward CITY OF IRRIGON, the desire to remain employed a personal interest in doing the job well and a willingness to do something about the problem must be present for rehabilitation to work. However, in some cases it may be appropriate to terminate an employee who will not face his or her problem.

### **RESPONSIBILITY**

Supervisors and managers are responsible for taking immediate and consistent action with employees who report to work under the influence of alcohol and/or drugs, and with employees who use alcohol or possess or use illegal drugs during working hours or on CITY OF IRRIGON property in violation of this policy.

It is the responsibility of the employee to seek assistance and to cooperate with prescribed treatment. An employee’s continued failure to seek assistance when it appears that substandard performance is caused by alcoholism or drug dependency may result in action up to and including termination.

### **ALCOHOL AND DRUG SCREENING**

The alcohol and drug screening program is not intended to violate individual’s rights. It is intended to meet our objective of safeguarding our employees from accidents and protecting the CITY OF IRRIGON’S assets from damage resulting from the influence of alcohol and drugs at the work site. The method for detection of illicit drugs is a urine drug test, which will be reviewed by a physician who possesses knowledge and experience in evaluating urine drug tests,

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known as a Medical Review Officer (MRO), and alcohol will be assessed either by a saliva alcohol screen and breath alcohol determination, or by use of an evidential quality breath alcohol instrument alone. Consistent with Federal drug and alcohol screening, there must be a certain amount of drug found in a urine specimen, which is consistent with recent use or abuse, to be declared positive by the MRO. If any employee has greater than 0.02 breath alcohol, he/she will be prohibited from duty for 24 hours. If an employee is found to have a breath alcohol concentration greater than 0.04, he/she will not be allowed to return to duty until evaluated by a Substance Abuse Professional (SAP).

### 1. NEW EMPLOYEES

All new employees may be screened for the presence of illicit drugs and saliva and/or breath alcohol. The drug screen will be based on urine sample.

The drug screen will be given at the time of the pre-placement physical examination to those individuals who have been selected as the final candidate for a position. If the drug screen is positive, the candidate will be disqualified. The employment offer is contingent on the candidate successfully passing all phases of the pre-placement physical examination including the drug screen.

If the applicant is rejected, the person directly responsible for the initial screening of the potential employees will inform the applicant of the reason for rejection. This does not preclude the applicant from re-applying. The minimum time frame recommended for reapplying will not be less than six months. Information for re-applying will be made available only upon request.

### 2. ON THE JOB ACCIDENT

All employees who suffer an on-the-job injury resulting in lost time and/or requiring medical care may be screened for illicit drugs or drugs of abuse through a urinalysis test. A breath alcohol or saliva alcohol test will also be performed. Medical care includes treatment administered by a physician or by a registered health care professional under the standing order of a physician. Lost time accidents are those injuries reported in the safety report.

In addition, other employees directly or indirectly involved in an on-the-job accident, which requires one or more persons to obtain medical care, will be asked to take an alcohol/drug screen. This will be done when the supervisor has reason to suspect that the accident was caused by alcohol or drugs.

The results of the drug screens will be used in conjunction with documentation from the attending physician to assist the management in their decision making process regarding the incident.

When an illicit drug is identified or the individual is found to be under the influence of alcohol, the employee will be subject to discipline as outlined in the CITY OF IRRIGON'S Policy rules.

When a drug of abuse, such as a prescribed medication is identified, the employee will submit a letter from the attending physician indicating the type of drug involved and the possible side effects. If there is a medical reason for the drug, management will assess the possible side effects and act accordingly. If there is no medical indication for the drug, the employee will be subject to discipline outlined in the Company policy and rules.

### 3. UNUSUAL OR INAPPROPRIATE BEHAVIOR OBSERVED BY THE SUPERVISOR

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Any employee will be subjected to the alcohol and drug screening process if, in the mind of the employee's supervisor, unusual or inappropriate behavior on the part of the employee which impairs or is likely to impair job performance warrants such action.

In all cases where the influence of drugs and/or alcohol are identified or suspected, the employee will be escorted off the work site. The home will be contacted for someone to come and get the employee. If this is not possible, transportation will be supplied.

The employee will not be allowed back on the CITY OF IRRIGON property until the results of the urinalysis are known. If the alcohol/drug screen does not demonstrate the presence of alcohol or illicit drug, or a drug of abuse, the employee will receive wages as though he had worked his/her scheduled time, for the period of time he was restricted from the work site.

### 4. RETURN TO WORK FOLLOWING ALCOHOL/DRUG ABUSE RELATED SUSPENSION

Before a covered employee who has engaged in any prohibited conduct will be allowed to return to duty to perform a covered function, he/she will be required to undergo return-to-duty alcohol or controlled substance tests, with results indicating an alcohol concentration of less than 0.02 and/or a verified negative for controlled substance use, respectively.

### 5. FOLLOW-UP (DRUG/ALCOHOL)

Any employee determined by a substance abuse professional or MRO to be in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use will be subject to additional unannounced follow-up testing for alcohol and/or controlled substances as directed by the SAP or MRO.

### 6. REFUSAL TO SUBMIT TO ALCOHOL/DRUG SCREEN

A refusal to provide a witnessed urine sample or sign the "Release of Medical Information" and the "permission for Treatment" waivers for any of the conditions as previously outlined, will result in immediate disciplinary action up to and including termination of the employee.

### 7. RANDOM DRUG/ALCOHOL SCREENING

Random drug screening will be done at a 50% rate over a 12-month period. The selection process will apply to all employees, and each time a selection is made, all employees will have an equal chance of being selected. Alcohol screening will be done at a 25% rate over 12-months. Alcohol screening will be done immediately before, during or after the performance of a safety-sensitive function.

### 8. DRUGS OF ABUSE

The drugs to be tested for are marijuana, cocaine, amphetamines, opiates, and phencyclidine.

CITY OF IRRIGON

EMPLOYEE NAME: \_\_\_\_\_  
(print)

I HAVE RECEIVED A COPY AND READ THIS POLICY.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE



