



EMPLOYEE HANDBOOK

Effective November 14, 2025

Welcome!

Welcome to Yamhill County – we're glad to have you on our team. At Yamhill County, we believe that our employees are our most valuable asset. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We hope that during your employment with Yamhill County you will become a productive and successful member of Yamhill County's team.

This employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between Yamhill County and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of Yamhill County with or without prior notice. This handbook supersedes any prior handbooks or written policies of Yamhill County that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement provisions, and in the event of conflicting provisions, the collective bargaining agreements take precedence. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask any Human Resources representative.

This handbook does not create a contract of employment between Yamhill County and its employees. All employment at Yamhill County is "at will". That means that either you or Yamhill County may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of Yamhill County other than the Yamhill County Board of Commissioners (Board) has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the Board (or that is included in a collective bargaining agreement).

Sincerely,

Kenneth Huffer
County Administrator
Yamhill County

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I. Equal Employment Opportunity (EEO) Policies

The County's EEO policies can be found under Yamhill County Policy 320, *Yamhill County Discrimination and Harassment Policy*. Policy 320 is applicable to all employees, and members of management and employees alike are expected to adhere to and enforce Policy 320. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO policies with a Human Resources representative at any time if they have questions relating to the issues of harassment, discrimination, or bullying.

A. No-Discrimination, No-Retaliation Policy

Yamhill County provides equal employment opportunity (EEO) to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. Yamhill County also recognizes an employee's right to engage in protected activity under Oregon and federal law and will not retaliate against an employee for engaging in protected activity. This EEO policy applies to all aspects of the employment relationship, including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. No-Harassment Policy

Yamhill County prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers, and interns' right to work in a harassment-free workplace. Specifically, Policy 320 prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by Policy 320, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss Policy 320 with their immediate supervisor, any member of the management team, or with a Human

Resources representative, at any time if they have questions relating to the issues of discrimination or harassment.

Policy 320 applies to and prohibits harassment that occurs during working hours, during Yamhill County-related or -sponsored trips (such as conferences or work-related travel), and during non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of the County's employees. **Such harassment is prohibited whether committed by Yamhill County employees or by non-employees (including elected officials, members of the community, volunteers, interns, and vendors).**

Although by no means all-inclusive, the following examples represent prohibited harassing behavior under Policy 320:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding, or blocking movement, or any physical interference with work.
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults.
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling.
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings, or cartoons that reflect disparagingly upon a class of persons or a particular person.

C. Sexual Harassment and Sexual Assault Policy

Yamhill County Policy 320 also prohibits sexual harassment and sexual assault in the workplace, or sexual harassment and sexual assault outside of the workplace that violates its employees, volunteers, and interns' right to work in a harassment-free workplace. Sexual assault is defined under Policy 320 as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation. Sexual harassment is defined as a form of workplace harassment and includes, but is not limited to, the following types of conduct:

- Requests for sexual favors, unwelcome sexual advances, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

- Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

D. Other Forms of Prohibited Harassment

Yamhill County also prohibits harassment such as verbal, written, or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on Yamhill County property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental impairment or disability;
- Criticizing or making fun of another person's religious beliefs or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that speaks badly of or shows hatred toward an individual or group because of one or more protected statuses;
- Negative comments or teasing a person about their natural hair, hair texture, hair type or hair style. Employees may not touch another employee's hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and demonstrate professional conduct in the workplace at all times.

E. Bullying

Yamhill County strives to promote a positive, professional work environment free of physical or verbal harassment, “bullying”, or discriminatory conduct of any kind. Policy 320 prohibits employees, interns, volunteers, and contractors from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment. Under Policy 320, “bullying” refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees that are intended to intimidate, disparage, or deride the employee(s) or that subject the employee(s) to ridicule. Examples of bullying include:

- Verbal Bullying: Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.
- Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
- Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
- Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on websites for co-workers, managers, or supervisors.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

F. Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and bullying. Further, all employees are responsible for respecting the rights of their coworkers and strictly adhering to the letter and spirit of Policy 320. All employees are encouraged to discuss Policy 320 with their immediate supervisor, any member of the management team, or a Human Resources representative, at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

Reporting

An employee, volunteer, or contractor that becomes aware of, or experiences, discrimination, harassment, or sexual assault in the workplace should report that information immediately. An employee may report an incident either verbally or in writing to any Yamhill County designee such as the immediate Supervisor or Department Head, to Yamhill County's Human Resources office, or any County Manager. Employees, interns, volunteers, and contractors may report to any of the persons listed above, regardless of any particular chain of command. Employees are also encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Investigation

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with Yamhill County's need to investigate the complaint and address the situation. If conduct in violation of Policy 320 is found to have occurred, Yamhill County will take prompt, appropriate corrective action, and any employee found to have violated Policy 320 will be subject to disciplinary action, up to and including termination of employment.

Protection Against Retaliation

Yamhill County prohibits retaliation against any employees, interns, volunteers, customers, clients, contractors, and visitors for filing a complaint regarding conduct in violation of Policy 320. Yamhill County will not tolerate retaliation against any employees, interns, volunteers, customers, clients, contractors, and visitors for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of Policy 320. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including termination.

Confidentiality

All complaints under Policy 320 will be treated as confidentially as is possible under the circumstances and as is consistent with Yamhill County's need to investigate and respond to the complaint.

G. Disability Accommodation Policy

Yamhill County is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations Generally

Yamhill County will make reasonable efforts to accommodate a qualified applicant or employee with a known disability unless such accommodation creates an undue hardship on the operation of Yamhill County.

Requesting an Accommodation

The ADA and Oregon's disability discrimination laws provide protections to people with disabilities in employment. In recognition of the barriers to full participation faced by this group, and in compliance with the ADA/Oregon law, accommodations may be implemented to the extent that they are not an undue hardship for Yamhill County.

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, Yamhill County) and which permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position or participate in the employment process. All requests for accommodation should be made with the Yamhill County Human Resources office. In all cases, an employee will need to secure medical verification of their need for a reasonable accommodation.

Policy 301, *ADA Grievance Policy*, provides the general procedure for Yamhill County employees who feel they were discriminated against because of a disability. Questions regarding Policy 301, or any question related to the ADA process, should be directed to a Human Resources representative.

Pregnancy Accommodation

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact a Human Resources representative.

Although this policy refers to "employees," Yamhill County will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth, or a related medical condition.

Requesting a Pregnancy-Related Accommodation

All requests for accommodation should be made with the Human Resources office and should specify which essential functions of the employee's job cannot

be performed without a reasonable accommodation. Information from the employee's doctor may be needed to assist Yamhill County and the employee find an effective accommodation, or to verify the employee's need for an accommodation.

No Discrimination, No Retaliation

Yamhill County prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by Yamhill County; or (3) needed an accommodation.

Employees have the right to refuse an accommodation that is unnecessary in order to perform the essential functions of the job or when the employee doesn't have a known or reported limitation.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under the federal and state leave programs. Speak with a Human Resources representative if you have questions or require assistance with a pregnancy-related leave request.

II. Employment Status

A. Probationary Period

All new employees, including current employees who are promoted or transferred within Yamhill County, are hired into a probationary period which generally lasts no less than six full months. The probationary period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance and job responsibilities will be considered during the probationary period. This period gives you an opportunity to demonstrate satisfactory performance for the position and also provides an opportunity to determine if your knowledge, skills and abilities and the requirements of the position match. It is also an opportunity for you to decide if Yamhill County meets your expectations as an employer.

During the probationary period, your supervisor will discuss any deficiencies in performance with you. At or before the end of the probationary period, a decision about your employment status will be made. Yamhill County will decide whether to: (1) extend your probationary period; (2) end your probationary period; or (3) terminate your employment. After successfully completing the probationary period, seniority is retroactive to the date of hire or rehire.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and Yamhill County may terminate the employment relationship during the probationary period for any or no reason. Completion of the probationary period or continuation of employment after the probationary period does not entitle you to remain employed by Yamhill County. Both you and Yamhill County are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

B. Employee Classification

Yamhill County classifies employees as follows:

1. Regular Full-time: Employment in an established position generally requiring 40 hours or more of work per week. Full-time employees are eligible to participate in Yamhill County's benefit programs.

2. Regular Part-time: Employment generally requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees working less than 20 hours per week (less than half time) are not

eligible for benefits including paid time off, leaves or medical insurance except where otherwise mandated by applicable law.

3. Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Participation in benefits programs for temporary employees is generally limited to eligibility for workers' compensation. Temporary employment can either be full-time or part-time, and eligible for benefits as mandated by applicable law.

4. On-Call / Hourly: Employees that only perform work on an as-needed or sporadic basis.

5. Contract: Employees with specific employment agreements.

Additionally, all employees are defined as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all Yamhill County rules and procedures.

C. Workdays and Workweeks

Normal scheduled working days varies based on department and should be communicated at the time of hire or promotion. Please check with your supervisor for your exact schedule of work hours and workdays. Specific work schedules and consideration of requests for changes to work schedule are subject to the operational needs of the departments and written management approval.

D. Meal Periods and Rest Breaks

Nonexempt employees are required to take a paid, uninterrupted 15-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Nonexempt employees are required, by law, to take at least an uninterrupted, 30-minute unpaid meal period when the work period is six hours or greater. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform their supervisor before the end of the shift so that Yamhill County may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to come in late or leave early. An employee who fails to abide by these policies and laws may be subject to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks should contact either their supervisor or a Human Resources representative.

| Length of Work Period | Number of Rest Breaks Required | Number of Meal Periods Required |
|------------------------------------|---------------------------------------|--|
| 2 hours or less | 0 | 0 |
| 2 hrs., 1 min. – 5 hrs., 59 min. | 1 | 0 |
| 6 hrs. | 1 | 1 |
| 6 hrs., 1 min. – 10 hrs. | 2 | 1 |
| 10 hrs., 1 min. – 13 hrs., 59 min. | 3 | 1 |

E. Rest Breaks for Expression of Breast Milk

Yamhill County, as required by law, will provide reasonable rest periods to accommodate an employee who needs to express milk for their child. If feasible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not feasible, the employee is entitled to take reasonable time as needed to express breast milk. Provisions under this law may change, including the age of covered child, and any questions or concerns should be addressed to the Human Resources representatives.

Yamhill County will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee's work area, Yamhill County will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee's break period.

Notice

An employee who intends to express milk during work hours must give their supervisor or Human Resources representative reasonable oral or written notice of their intention to do so in order to allow Yamhill County time to make any preparations necessary for compliance with this policy.

Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

F. Overtime

Overtime work shall be avoided as far as possible but may be required in the interest of efficient operation. Overtime should be the exception and must be pre-authorized.

Time-and-a-half

Yamhill County pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any workweek. Non-exempt employees are those who work in positions for which an overtime premium must be paid under Oregon wage and hour law and the Fair Labor Standards Act.

Compensatory (Comp) Time

The ability to receive compensatory time in lieu of overtime and/or to receive overtime or trade time is governed by the applicable collective bargaining agreement (CBA). Compensatory time for non-bargaining employees is governed by Board Order. Compensatory time off should be scheduled as soon as is mutually convenient following the date on which the overtime is worked. Compensatory time accrued will be paid off at time of termination of employment or retirement.

Limitation on Overtime Pay

Unless specifically outlined in an applicable CBA, paid hours not actually worked (for example, vacation, holidays, etc.) will not be counted toward the 40 per workweek required to receive overtime pay.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by Yamhill County on a particular job on a shift commencing on a day other than Saturday,

Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of their straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by Yamhill County on a Saturday, Sunday, or holiday, it will generally be assigned in order of seniority to the employees who regularly perform the particular work involved.

When overtime is required by Yamhill County on a Sunday or on a holiday, Yamhill County will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Sunday or Holiday.

Supervisor Authorization

No overtime may be worked by non-exempt employees unless specifically authorized by a supervisor or management. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

G. Wage and Salary Policies

Pay Days

You are paid by Yamhill County check, delivered to you by mail or deposited directly into an eligible bank account by electronic transfer. In rare instances, where authorized by you in writing, a check may be held by Finance for pick-up. Please contact Finance if mail or direct deposit are not viable options.

You will be paid twice a month: on the 15th (or last working day prior to the 15th) and the last working day of the month. Reporting dates for time sheets will be from the 24th of one month to the 8th of the following month for the check issued on the 15th; and from the 9th to the 23rd for the end of month check.

Payroll Classifications

Payroll classifications are grouped in accordance with appropriate federal and state laws. All county employees fall into one of these payroll classifications:

- *Exempt* - Personnel who are exempt from the overtime pay requirements of federal/state law.
- *Non-exempt* - Personnel who are subject to overtime pay provisions. If you are unsure of your eligibility, please check with your supervisor.

Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timecard for payroll purposes. Except under certain instances, employees are required to track their own time at the beginning and end of each work period, including before and after the meal period. Employees also must track their time whenever they leave the building for any reason other than Yamhill County business. Filling out another employee's timecard, allowing another employee to fill out your

timecard, or altering any timecard may be grounds for discipline up to and including termination in certain circumstances. An employee who fails to record their time may be subjected to discipline as well.

Payroll Deductions

State and federal laws require that Yamhill County make certain deductions from your paycheck. Principal deductions are:

- FICA: The Federal Insurance Contributions Act (FICA) requires that a percentage of your earnings be deducted and forwarded to the federal government together with an equal amount contributed by the county.
- Medicare: Federal law requires a percentage amount to be deducted from your paycheck as a tax to fund Medicare. This deduction is forwarded to the federal government together with an equal amount contributed by the county.
- Income Tax Withholding: The federal and state government require that income tax be withheld from your paycheck. The amount varies with your earnings and the number of exemptions you claim. It is the responsibility of the employee to complete a new W-4 if there are changes in number of exemptions or if the withholding is not the proper amount. W-5 forms are available for those eligible for advanced earned income credit.
- Workers Compensation Assessments: The state requires nominal sums to be withheld from your paycheck for certain workers compensation programs. The rate is subject to change annually by law.
- Paid Leave Oregon: The state requires that a percentage of your earnings be deducted and forwarded to the state government, together with a portion of the percentage contributed by Yamhill County.
- Oregon Transit Tax: The state requires that a percentage of your earnings be deducted and forwarded to the state government.
- Other Deductions: In addition to the deductions required by law, you may wish to authorize deductions for such voluntary items as additional insurance coverages, deferred compensation plans, or other voluntary deductions.

Your paycheck itemizes the various deductions required by law or authorized by you in writing. This should be retained for your tax records. The county furnishes to each person a W-2 form as the statement of wages paid and income and Social Security taxes withheld for each calendar year. It is the responsibility of the employee to provide a completed form W-4 to Payroll at the time of hire and for updates the employee wishes to make during subsequent years.

Yamhill County makes all efforts to comply with applicable state and federal wage and hour laws. In the event you believe that Yamhill County has made any improper deductions, has failed to pay you for all hours worked or for overtime, or has failed to properly calculate your wages in any way, you must immediately

report the error to Yamhill County Accounting Department. Yamhill County will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. If the employee received wages in error, Yamhill County will work with the employee to repay those amounts promptly. No employee will suffer retaliation or discrimination because they reported any errors or complaints regarding Yamhill County's pay practices.

Rates and Salary Ranges

Each job classification is assigned a minimum and maximum rate known as the salary range and includes a number of steps of pay. During employment with the County, progression through the steps of pay is based on satisfactory performance.

Call-in-Pay

If you are called in to work at a time other than your regularly scheduled shift, you will be paid for the time worked or a minimum of two hours, whichever is greater.

Insufficient Work

If you report for work at your regularly scheduled time and adequate work is not available, you will be compensated for two hours of work or the actual hours worked, whichever is greater.

H. Employee-Incurred Expenses and Reimbursements

Yamhill County will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) submitted in accordance with Yamhill County policy; and (2) pre-approved by your supervisor/manager before they are incurred. Yamhill County will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on Yamhill County-approved travel. Policy 101, *Accounting Functions and Payroll Procedures Policy*, Policy 113, *Permissible and Impermissible Expenditures of County Funds Policy*, and Policy 114, *Travel Reimbursement for Employees and Authorized Non-County Employees Policy*, provide detailed rules and procedures for employee expense reimbursements.

Unless otherwise permitted, employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting their payment or reimbursement.

Examples of actual and reasonable business-related expenses that Yamhill County will reimburse/pay for are:

- Conferences or Workshops
- Education
- Meals & Lodging
- Mileage and Parking (any traffic citations or court-ordered fees relating to driving or parking offenses – including parking tickets – are the responsibility of the employee and will not be reimbursed by Yamhill County)

Additional information related to employee reimbursements can be found under Policies 101, 113, and 114, or by contacting a representative of the Yamhill County Accounting Department.

I. Reporting Changes to an Employee’s Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, it is the employee responsibility to notify a Human Resources representative to assure that the proper updates/paperwork are completed as quickly as possible:

- Name
- Marital or Domestic Partnership status (for purposes of benefit eligibility determination only)
- Address or telephone number
- Dependents
- Emergency contacts
- Other information having a bearing on your employment
- Tax withholding

J. Performance Reviews

All Yamhill County employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention, and termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action.

You will normally be reviewed for job performance at the end of your probationary period. After the initial evaluation, Yamhill County will strive to provide a formal performance review on an annual basis, although supervisors may elect to review employees at any time because of performance-related issues.

Your supervisor will discuss with you all factors considered in the review and, when appropriate, will point out areas needing improvement. Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting of performance goals for the employee for the following year

Employees who disagree with a performance evaluation, subject to the applicable CBA, may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Generally, such response must be filed no later than thirty days following the date the performance evaluation was received.

The date of hire as a regular employee generally determines an employee's anniversary date. Subject to the applicable CBA, salary step increases are normally given annually on an employee's anniversary date until the top step is reached. Salary increases, when given, will be effective at the beginning of the next applicable payroll period.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

III. Time Off and Leaves of Absence

A. Attendance, Punctuality, and Reporting Absences Policy

Employees are expected to report to work as scheduled, on time, and be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized Yamhill County business, and to perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Unless specified otherwise in Yamhill County policy or a CBA, employees who will be unexpectedly absent from work for any reason, or who will not show up for work on time, must inform their supervisor via a telephone call (or text, as permitted) as soon as possible. If your absence continues for more than one day, you are required to telephone (or text, as permitted) your supervisor each day prior to the beginning of your normal work hours unless specific other arrangements have been made. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in disciplinary action, up to and including termination of employment. **A no call/no show lasting three days or more will generally be considered job abandonment and deemed to be an employee's voluntary resignation of employment.**

B. Vacation

Certain Yamhill County bargaining units maintain vacation leave as a benefit to its members. It is the policy of Yamhill County that those employees take advantage of their earned vacation by scheduling time off from work, as it of great value to employee morale, health, and overall efficacy.

The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of their employment anniversary date and by any applicable bargaining agreement (or for non-bargaining employees, by Board Order). Part-time employees regularly scheduled to work more than 20 hours per week accrue vacation leave in an amount proportionate to their hours worked. Vacation hours do not accrue during periods of unpaid leaves of absence unless otherwise mandated.

Vacation time may not be taken until it is earned, and it must be requested and scheduled in advance through the employee's supervisor. Management will do its best to accommodate the time off as requested. If a paid holiday occurs during an employee's vacation, it will be paid as a holiday and will not count as a day of vacation used.

Upon employment termination, employees will be paid for all earned, unused vacation hours, subject to the applicable CBA. Alternatively, employees terminating before vacation has been accrued will not be eligible to receive vacation payoff.

C. Sick Leave

As with vacation leave, certain Yamhill County bargaining units maintain sick leave as a benefit to its members. Under the County's sick leave program, full-time employees accrue one day of sick leave for each month worked, and part-time employees accrue sick leave at a pro-rated amount in accordance with state law (unless otherwise provided in the employee's respective CBA). Sick leave can be charged in hourly increments (medical appointments, etc.).

Sick leave may be used in the case of emergency or sudden illness without prior scheduling. Sick leave must also be used, with prior notice to your supervisor, whenever you need to take time off to attend a routine medical appointment. If your absence exceeds three workdays, you may be required to provide medical verification of the need to be absent. Please be prepared to do so if requested. Absences due to illnesses or injuries that qualify under a protected leave will not be counted against an employee's attendance record.

Sick leave is not accumulated while an employee is on a leave of absence without pay. In the case of a work-related accident or injury, subject to the CBA, employees may use sick time to offset any hours not paid through Workers' Compensation, or to offset the reduction in regular pay until accumulated sick time is used. At no time, however, can the combination of these exceed normal earnings, nor can you use more sick time than what you have accumulated.

No compensation for accrued sick leave will be paid at the time of termination of employment. Certain bargaining units will receive a cash payout under certain limited circumstances at the time of retirement.

Employees who abuse sick leave or violate this policy will be subject to discipline, up to and including termination.

D. Flexible Earned Time (FET)

Flexible Earned Time (FET) is defined as authorized hours accrued by employees in lieu of sick leave and vacation. FET applies to those employees who are not eligible for sick leave and vacation accruals. Accrual of FET is governed by the applicable CBA (or for non-bargaining employees, by Board Order, which will generally permit the same accrual rates received by an employee's unionized co-workers in the same department). Part-time employees regularly scheduled to

work 20 or more hours per week accrue FET in an amount proportionate to that accrued under full-time employment.

Maximum accumulation of FET is the number of hours equivalent to 24 times the employee's monthly accrual rate. All FET earned in excess of the maximum shall be placed in the Personal Extended Leave (PEL) account. Regular, full-time employees are expected to use at least 60 hours of FET per year unless waived by mutual agreement of the employee and the department head. FET hours can be taken for any approved absence from work, provided that department scheduling guidelines are followed.

FET hours will be paid out upon termination according to a vesting schedule of years of service set forth in the applicable CBA (or for non-bargaining employees, by Board Order). Upon the death or a qualifying retirement of the employee, all FET shall be paid out at 100%.

E. Personal Extended Leave (PEL)

Employees suffering an illness or injury in excess of five consecutive workdays may draw upon their PEL account after the fifth day. PEL is provided by the County solely in the nature of insurance against an employee's loss of income due to illness or injury. Employees may utilize their PEL when unable to perform their work duties by reason of illness or injury, exposure to contagious disease under circumstances by which the health of the employees with whom associated or members of the public necessarily dealt with would be endangered by attendance of the employee, or by illness to the employee's family members in the employee's immediate household. In such an event, the employee shall notify their immediate supervisor, with a copy to Human Resources. The notice will include the reasons for the absence, the nature and expected length thereof, as soon as possible and in no event later than the first half of the first regular work shift unless unable to do so because of the injury or illness. A physician's statement of the nature of the injury or illness, the employee's disability from performing work, the need for the employee's absence, and the estimated duration of the absence may be required.

PEL Sell-Back

An employee with available PEL may exercise a one-time option to sell back up to 40 hours of the PEL once per fiscal year. In the alternative, employees with over

500 hours may sell back PEL up to 80 hours once per fiscal year. Payment shall be made as part of the regular paycheck. Requests for PEL sell back are the sole responsibility of the employee and such requests must be made in writing on the County approved form.

The following policies apply to the **sell-back of PEL prior to retirement**:

- a) An employee who has reached the age of 55 and who has 7 or more continuous years of service with Yamhill County, and who is eligible for the County provided retirement program and intends to retire and does not intend to take a full-time job elsewhere may elect a one-time option to sell back all or part of accrued PEL within the window period described below prior to the date of retirement. If not sold back, any PEL is credited to the employee's health savings account.
- b) An employee qualified to sell back PEL under this section must advise the Accounting Division of their intent to sell back PEL no earlier than November 24 and no later than December 23 in the calendar year prior to the year the employee retires. The income earned from the sell back shall be paid in the next regular paycheck due the employee subject to the time needed to process the payroll.
- c) Any employee who has more than 880 hours of PEL on the books at the time they request this one-time sellback of PEL shall forfeit all PEL in excess of 880 hours which is the maximum payout upon retirement.
- d) If this option is exercised, the employee is responsible for all employee state and federal income, FICA and Medicare, and any other employee paid taxes imposed on the income earned from the PEL sell back. Persons who elect this sell back feature may utilize the County's deferred compensation program to defer income taxes on their earnings subject to federal deferred compensation limits and the policies of the deferred compensation provider.

For more information about the County's PEL program, please contact a Human Resources representative.

F. "Selling" or Donating FET or Vacation Time

Employees are eligible to sell back to the County a maximum of 40 hours (or 80 hours for employees with appropriate tenure) of accrued vacation or FET per fiscal year. Contact a Human Resources representative for additional information and for the appropriate forms.

Employees may also choose to donate their accrued vacation or FET in accordance with Policy 103, *Donation of FET or Vacation Leave Policy*.

G. Holidays and Floating Holidays

Yamhill County generally recognizes twelve holidays each year. For employees covered by a CBA, the agreement will specify the holidays recognized by the County. Non-bargaining employees will receive the same holidays as are received by co-workers in the same department who are covered by a collective bargaining agreement.

All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week. The holidays celebrated are*:

- New Year's Day
- Presidents' Day
- Thanksgiving Day
- Day after Thanksgiving
- Independence Day
- Veterans Day
- Labor Day
- Memorial Day
- Martin Luther King, Jr.'s Birthday
- Juneteenth
- Christmas Eve
- Christmas Day

*Subject to an employee's respective CBA and/or Board Order, check the intranet for the most current list of holidays applicable to you.

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom. All holidays must be taken or lost; they cannot be forwarded to the next year.

To be eligible for holiday pay, an employee must have worked their regularly scheduled hours the workday before and the workday after the holiday or have been on an approved vacation day or any other excused paid full day absence under Yamhill County policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday, and the time will not count towards their vacation time balance.

Yamhill County will make every reasonable effort not to schedule you to work on a paid holiday except where good business practice dictates. However, if conditions make it necessary to schedule you to work on a paid holiday, you will receive premium pay for all hours worked.

H. Family and Medical Leave

Protected family and medical leave may be granted to qualifying employees for those events which qualify under the Family and Medical Leave Act (FMLA). In general, an employee may be eligible to take up to 12 weeks of FMLA leave if they have worked for a covered employer for at least one year and have at least 1250 worked hours over the previous 12 months. FMLA may be granted to an employee that meets the previous qualifications described and has provided medical documentation to support a qualifying event. A qualifying event for the purpose of FMLA is subject to change based on applicable Federal law. Currently, a qualifying event may be for the birth, adoption, or foster care placement of a child, to care for the employees own serious health condition, or to care for a qualified family member's serious health condition.

In the event an employee needs to take a protected medical leave, it is the employee's responsibility to contact the Human Resources office to give notice of their intent to take a protected medical leave. After an employee has given notice to Human Resources, the employee will receive all applicable documents, which will need to be completed by an approved medical provider and then submitted to the Human Resources office for consideration and approval.

If leave is taken for the employees own serious health condition, a release to return to work may be required from an approved medical provider before the employee is to return to work.

For more information about family and medical leave options, please contact a Human Resources representative.

I. Paid Leave Oregon

Paid Leave Oregon (PLO) is a state-paid benefit administered through the Oregon Employment Department and is funded by employee and employer contributions. Eligible employees may take up to 12 weeks of paid leave per year for family and medical leaves, with a possibility of an additional two weeks for pregnancy-related situations. An employee may be eligible for PLO benefits if the employee has made at least \$1,000 from any Oregon employer within the prior year.

Employees must provide notice to Human Resources at least 30 days prior to a planned PLO leave of absence. If PLO is taken unexpectedly, the employee must provide notice to Human Resources within 24 hours of starting the PLO leave. An urgent notice of PLO may be given verbally, but a written notice must be provided to Human Resources within 3 days of starting the PLO leave. If an employee does not give written notice to Human Resources, the Oregon Employment Department may reduce the first weekly benefit payment by 25%. If

is the employee's responsibility to contact Human Resources to give notice of their PLO application 30 days before the start of a paid leave or within 3 days of an unexpected paid leave.

If leave is taken for the employees own serious health condition, a release to return to work may be required from an approved medical provider before the employee is to return to work.

For additional information about PLO, please contact the Human Resources office.

J. Bereavement Leave

Bereavement leave will be granted to all employees in the event of absence necessitated by the death of an immediate family member. Except where otherwise provided in a CBA, employees are authorized up to one weeks' pay based on the employee's regularly scheduled hours. Bereavement leave must be used within sixty days following the death, and the leave must be taken on consecutive days in full day increments. In addition, employees are eligible for up to one day of bereavement pay when attending the funeral of a current fellow employee. An employee may also be granted funeral leave without pay in the event of a death of a close friend.

Bereavement leave will not be unreasonably denied, and any denial can be appealed to the County Administrator. The County Administrator can make exceptions for special circumstances.

Accrued leave, or protected leave where applicable, may be used if additional time off is needed. Whenever possible, requests for bereavement leave should be made to the employee's immediate supervisor before the leave is to begin. For protected leave requests, the employee must contact the Human Resources department.

For purposes of this policy, "immediate family" is generally defined to include the employee's spouse, domestic partner, child, parent, parent-in-law, grandparent, or grandchild, daughter-in-law, son-in-law, stepfather, stepmother, stepchild, and other relatives residing in the employee's immediate household. Verify with the applicable CBA and the Human Resources department for the most current definitions of included family members.

K. Jury and Witness Duty

Jury Duty

Yamhill County will grant employees time off for mandatory jury duty and/or jury duty orientation. If you are summoned for jury or witness service, you should

present the summons to your supervisor and arrange for time off. While on jury duty you must submit at the end of each week a jury attendance report, signed by a court official.

If required to report for jury duty, you will be paid your regular pay, less any monies received from the court (excluding mileage). When a check is received from the court, you will need to send a copy of the check, with the paystub, to accounting and record time spent for these purposes on your timesheet.

On any day when you are in jury duty status and are not required to report to the court, or are excused early, you are required to report to work, provided there is sufficient time remaining before the end of your regular workday to work at least two full hours.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to accounting upon receipt.

Except for employee absences covered under Yamhill County's protected leave reasons, employees who are subpoenaed to testify in non-work-related legal proceedings must use any available paid leave to cover their absence from work. Employees must present a copy of the subpoena served on them to their supervisor or Human Resources Department for scheduling and verification purposes no later than 24 hours after being served.

L. Religious Observances Leave and Accommodation Policy

Yamhill County respects the religious beliefs and practices of all employees. Yamhill County will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on Yamhill County's business. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if paid leave is not available, then an employee may request to take unpaid leave.

M. Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member (defined below) has suffered financial, social, psychological, or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

For the purposes of this policy, "immediate family member" includes a spouse, registered domestic partner, father, mother, sibling, child, stepchild, or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period; and
- Provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to the Human Resources office as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, Yamhill County may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

N. Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or their minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of their intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to your supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. Yamhill County will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give Yamhill County notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault, or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on Yamhill County. Please contact a Human Resources representative immediately with requests for reasonable safety accommodations.

O. Military Leave

Employees who wish to serve in the military and take military leave should contact a Human Resources representative for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

P. Unpaid Leaves of Absence

Unpaid leaves of absence may be authorized for any regular full or part-time employee whose physical condition or personal situation requires an absence from the County, provided the employee definitively plans to return to work. Employees returning from such leaves shall be reinstated to the same or comparable position with equal pay. Some restrictions apply regarding duration of leave; you will be advised of your reinstatement rights at the time you request the leave.

Except where otherwise provided in law, or as otherwise stipulated in a CBA, an employee's Insurance benefits may be continued while they are out on unpaid leave at County group rates at the employee's expense for a period not to exceed 90 days. If you do not return to employment at the end of that time, you will be eligible to continue benefits according to federal COBRA guidelines.

Failure to return to work as specified in the leave request will be considered as voluntary termination of employment. Contact a Human Resources representative for all questions and requests for unpaid leaves of absence.

IV. Employee Benefits

A. Health, Vision, and Dental Insurance

Yamhill County provides various options for group health care for employees and their eligible dependents. These health plans enable employees to choose the type of coverage that best suits the needs of them and their family.

Employees are eligible for benefits based on the date of hire. Eligibility requirements are specified in the applicable CBA.

Depending on the employee designation and/or bargaining unit, choice of benefit options varies. A specific description of benefits can be obtained from a Human Resources representative. For bargaining unit members, the level of employee contribution to the cost of health benefits is governed by the applicable CBA. For non-bargaining employees, the Board of Commissioners establishes the employee's contribution rate. Qualifying part-time employees pay a percentage of cost based on the number of hours regularly scheduled to work. Employees may participate in a "flexible benefit" plan, or Section 125K, for qualifying expenses. Information on the benefit program is available through a Human Resources representative.

Remember that Yamhill County reserves the right to modify or revoke policies at any time so long as the policies are not required by the applicable CBA.

Continuation of Benefits (COBRA Rights)

Employees and their dependents may choose to have health care and/or dental benefits extended in a number of situations that formerly meant the end of coverage. These are federal COBRA rights. However, the employee will have to pay for these benefits. Coverage can be continued for 18, 29, or 36 months depending on the reason for loss of coverage.

The following events qualify for continued coverage up to eighteen (18) months: If loss of coverage results from a reduction in work hours, voluntary or involuntary terminations of employment, or retirement, coverage can be continued for up to eighteen (18) months.

Loss of coverage can result from employee death, dependent reaching maximum age allowed for coverage, divorce or legal separation, or loss of coverage because of entitlement to Medicare, coverage can be continued for up to thirty-six (36) months by the applicable covered employee, spouse and/or dependent. If loss of dependent coverage has occurred, it is the employee's responsibility to notify the Human Resources department within thirty (30) days, or rights of continuation may be lost.

Cost of continuing coverage will be at the regular group rate and must be paid in advance. An administrative fee may be charged for offsetting costs associated with servicing continuation cases.

If any of the following situations occur, extended coverage will automatically end: Yamhill County stops providing group benefits, required premiums are not paid, or a person eligible for continued benefits becomes covered under any other group medical plan or becomes eligible for Medicare. For specific information regarding your rights to continue coverage, please contact a Human Resources representative.

B. Life and Accidental Death Insurance

Yamhill County provides all regular full-time and part-time employees with life and accidental death and dismemberment insurance. Employees governed by a CBA will receive life insurance benefits as specified in their respective agreement. Dependent coverage is included in all coverages.

Yamhill County pays the full cost of this insurance for qualifying employees. Depending on your employee designation or bargaining unit, the specific benefit option may vary. Eligibility follows the same rules as described above for health coverage. For specific details regarding this plan, refer to the plan documents issued by the applicable insurance company or contact a Human Resources representative.

C. Employee Assistance Program (EAP)

Yamhill County provides an Employee Assistance Program (EAP) to employees and dependents. EAP provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others. For information regarding this service, refer to Yamhill County Policy 308, *Employee Assistance Program Access Guidelines Policy*, or by contacting a Human Resources representative.

D. Workers' Compensation and Safety on the Job

Employees are protected by Workers' Compensation Insurance under Oregon law. This insurance covers employees in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employee contribution towards workers compensation insurance coverage is limited to \$.017 x hours worked, with Yamhill County assuming the remainder of the cost of coverage. Employees are expected to work safely and in a safe environment.

Steps to Take if You are Injured on the Job

To ensure that employees receive workers' compensation benefits to which they may be entitled, employees must do all of the following:

1. Immediately report any work-related injury to their supervisor and Human Resources. Employees must report the injury at the time it happens, and no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) a Yamhill County Accident/Incident Report form and any medical documentation to Human Resources within 48 hours of receiving medical attention.

Failure to timely follow these steps may negatively affect the ability to receive benefits.

For more details regarding workers compensation injuries, treatment, and payment of wages, contact Human Resources.

Overlap With Other Laws

Yamhill County may account for other leave and disability laws that might also apply to certain situations, such as the ADA and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that an employee is unable to perform the essential functions of the position because of a qualifying disability, they may be entitled to a reasonable accommodation, as governed by the Americans with Disabilities Act and/or applicable Oregon laws covering disabilities in the workplace.

E. Retirement Benefits

Public Employees Retirement System (PERS)

Yamhill County participates in the Public Employees Retirement System (PERS); therefore, employee designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. All regular employees are eligible to participate after six full calendar months of employment in a qualifying position requiring at least 600 hours per 12-month period. The effective date of membership is the first day of the month after meeting that requirement. Under the PERS plan, employees are vested after five (5) years.

For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS. For information about Yamhill

County's contributions to employee PERS or OPSRP plans, please see a Human Resources representative.

Deferred Compensation Plans

Yamhill County employees are eligible to participate in deferred compensation plans. The plans are offered through designated providers that offer plans with pre-tax benefits and may have penalties and/or service charges attached for early withdrawal of monies before retirement. The maximum annual contribution to both plans is established by law. For specific information regarding eligibility, contribution levels or other parts of these plans, contact a Human Resources representative.

V. Miscellaneous Policies

A. Drug-Free Workplace Policy

Yamhill County works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to Yamhill County's reputation. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. Yamhill County Policy 307, *Drug-Free Workplace Policy*, is the County's policy workplace drug use and the unlawful possession of controlled substances while on County premises or while conducting County business off-site. Except where superseded by a collective bargaining agreement, Policy 307 applies to all employees and applicants for employment.

Yamhill County recognizes drug dependency as an illness and a major health problem. The County also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use the County's EAP program and/or its health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel file.

For additional information on the County's Drug-Free Workplace Policy, please contact a Human Resources representative.

B. Cell Phone/Smart Phone Usage

Yamhill County Policy 403, *Telephone Use Policy*, applies to employee use of cell phones, smart phones (including iPhones, Androids, and similar devices), PDAs, and similar telecommunication devices, all of which are referred to herein as "cell phones". In addition, the following rules and procedures shall apply.

Cell Phones in General (both Yamhill County-provided and personal cell phones)

Employees are allowed to bring personal cell phones to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or Yamhill County-provided cell phones may not violate Yamhill County's policies against harassment and discrimination. Thus, employees who use a personal or Yamhill County-provided cell phone to send a text or instant message to another employee (or to a citizen or someone not

employed by the City) that is harassing or otherwise in violation of Yamhill County Policy 320 will be subject to discipline, up to and including termination.

Nonexempt employees may not use their personal or Yamhill County-provided cell phone for work purposes outside of their normal work schedule without written authorization in advance from management. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.

Employee Use of Yamhill County-Provided Cell Phones

As provided in Policy 403, cell phones are made available to Yamhill County employees on a limited basis to conduct Yamhill County's business. Determinations as to which employees receive Yamhill County-provided cell phones will be made on a case-by-case basis; employees are not guaranteed a cell phone. In some cases, Yamhill County may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of Yamhill County away from the office.

Employees who receive a cell phone from Yamhill County must agree to not use the cell phone for personal use except in emergency situations and must abide by all aspects of Policy 403. Further, employees who receive a cell phone from Yamhill County must acknowledge and understand that because the cell phone is paid for and provided by Yamhill County, or subsidized by Yamhill County, any communications (including text messages) received by or sent from the cell phone may be subject to inspection and review if Yamhill County has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cell Phone/Smart Phone Usage Policy or any other Yamhill County policy.

For questions related to County-provided cell phone devices, contact either your direct supervisor or a representative of the Yamhill County I.T. Division.

Employee Use of Cell Phones with Cameras

Cameras of any type, including cell phones with built-in cameras and video photography devices, may only be used for work-related activities and only as authorized by your supervisor.

Cell Phones and Public Records

Yamhill County-related business conducted on Yamhill County-provided or personal cell phones, may be subject to disclosure under Oregon's Public Records laws.

Cell Phone Use While Driving

The use of a cell phone while driving may present a hazard to the driver, other employees, and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of hand-held cell phones while driving, even if the driving is for work-related reasons.

Employees are prohibited from using hand-held cell phones for any purpose while driving on Yamhill County-authorized or Yamhill County-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on Yamhill County business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make business calls. Such calls should be kept short, and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. This prohibition is meant to ensure the safe operation of County vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by Yamhill County. Violations of this prohibition may subject an employee to discipline, up to and including termination.

C. Use of Yamhill County Email and Electronic Equipment, Facilities, and Services

Yamhill County uses multiple types of electronic equipment, facilities, and services for producing documents, research and communication including, but not limited to, computers, software, e-mail, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet and any new technologies used in the future. Yamhill County Policy 401, *Computer Use Policy*, and Yamhill County Policy 402, *Email Use Policy*, govern the use of such Yamhill County property. Additional rules and restrictions are as follows.

Ownership

All information and communications in any format, stored by any means on or received via Yamhill County's electronic equipment, facilities or services is the sole property of Yamhill County.

Use

All of Yamhill County's electronic equipment, facilities, and services are provided and intended for Yamhill County business purposes only and not for personal

matters, communications, or entertainment. Access to the Internet, websites, and other electronic services paid for by Yamhill County are to be used for Yamhill County business only. This means, for example, that employees may not use Yamhill County-provided Internet, or Yamhill County electronic equipment, facilities, and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate Yamhill County's no-harassment and no-discrimination policies.
- Participate in social media games or technology supported games.
- Engage in any activity that violates the rights of any person or company protected by copyright, trade secrets, patent, or other intellectual property (or similar laws or regulations).
- Engage in any activity that violates the rights to privacy of protected healthcare information or other Yamhill County-specific confidential information.
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).
- Download or view streaming video for personal use. Streaming audio is allowed, providing it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use Yamhill County-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). Yamhill County email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

Inspection and Monitoring

Employee communications, both business and personal, made using Yamhill County electronic equipment, facilities, and services are not private. Any data created, received, or transmitted using Yamhill County equipment, facilities, or services are the property of Yamhill County and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on Yamhill County's electronic equipment, facilities, or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect Yamhill County's ownership of the electronic information, electronic equipment, facilities, or services, or Yamhill County's right to inspect such information. Yamhill County reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail, and other such material to monitor the use of all of Yamhill County's electronic equipment, facilities and services, including

all communications and internet usage and resources visited. Yamhill County will override all personal passwords if it becomes necessary to do so for any reason.

Personal Hardware and Software

Employees may not install personal hardware or software on Yamhill County's computer systems without approval from I.T. All software installed on Yamhill County's computer systems must be licensed. Copying or transferring of Yamhill County-owned software may be done only with the written authorization of the I.T. Manager.

Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications, or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

Inappropriate Web Sites

Yamhill County's electronic equipment, facilities, or services must not be used to visit Internet sites that contain obscene, hateful, or other objectionable materials, or that would otherwise violate Yamhill County's policies on harassment and discrimination.

D. Social Media

For purposes of this section, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Yamhill County, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of Yamhill County or Yamhill County's legitimate business interests may result in disciplinary action up to and including termination.

Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images, or other media that violate Yamhill County's no-harassment and no-discrimination policies and that include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

Do not create a link from your blog, website, or other social networking site to a Yamhill County-owned or -maintained website without identifying yourself as a Yamhill County employee.

Express only your personal opinions. Never represent yourself as a spokesperson for Yamhill County. If Yamhill County is a subject of the content you are creating, be clear and open about the fact that you are a Yamhill County employee and make it clear that your views do not represent those of Yamhill County or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, Yamhill County's employees and elected officials, and suppliers or other third parties who do business with Yamhill County. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing an "Open Door Policy" than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage citizens, co-workers, Yamhill County employees, or elected officials, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Yamhill County policy.

Maintain the confidentiality of Yamhill County's confidential information. Do not post internal reports, policies, procedures, or other internal, Yamhill County-related confidential communications or information.

Request for Employee Social Media Passwords

Yamhill County's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's username and password, password, or other means of authentication that provides access to a personal social media account. This includes, without limitation, a username and password

that would otherwise allow a supervisor/manager to access a private email account not provided by Yamhill County.

Nothing in this policy prohibits Yamhill County from requiring an employee to produce content from their social media or internet account in connection with a Yamhill County-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations (Policy 907 *Social Media Policy*).

E. Workplace Privacy and Confidentiality

Employees must not access, use, or disclose sensitive or confidential information or data except in accordance with Yamhill County policies, practices, and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical, or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use, or release confidential information contrary to Oregon or federal laws may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information, including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of Yamhill County) may be removed from our premises without permission from the Department Head or Human Resources. Additionally, the contents of records or information otherwise obtained in regard to Yamhill County's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

F. Ethics

At Yamhill County, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity, or that might cause their personal interests to conflict with the interests of Yamhill County or Yamhill County's citizens.

We at Yamhill County are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If an employee is coming to Yamhill County from work in the private sector, they may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

For questions about whether an activity meets Yamhill County's or Oregon's ethical standards, please talk with a supervisor or Human Resources. Employees who violate Oregon ethics laws, or other rules and regulations as applicable, may be subject to disciplinary action up to and including termination.

G. Whistleblower Policy

Policy 328, *Yamhill County Whistleblower Policy*, describes the protections available to employees who invokes their rights under state law to disclose any information that the employee reasonably believes is evidence of unlawful or otherwise improper conduct by either a County employee or an elected official. Questions regarding Policy 328 should be directed to a Human Resources representative.

H. Open-Door Policy

Yamhill County believes in maintaining an "Open Door Policy" based on our belief that employee suggestions for improving Yamhill County are welcome at any time. If an employee has a complaint, suggestion, or question about their job, working conditions, or the treatment they are receiving from anyone in Yamhill County, please raise them first with the immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by Human Resources.

I. Outside Employment

Generally, employees may obtain employment with a private employer or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by Yamhill County policy, this handbook, or state law. Employees are responsible for assuring that their outside employment does not conflict with this section. Failure to abide by the requirements in this section may result in discipline, up to and including termination.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the offer is influenced by the employee's official action.

Employees may not accept outside employment that involves:

- The employee may not engage in private business interests or other employment activities on Yamhill County's time, using Yamhill County's property, or the employee's position with Yamhill County; or
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works; or

- Receipt of money or other consideration for performance of duties that the employee is required to perform for Yamhill County.

Yamhill County requires employees to report outside employment to their supervisor prior to any changes in outside employment.

J. Criminal Arrests, Convictions, and Investigations

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on Yamhill County property, or in a Yamhill County vehicle; or
2. All arrests, citations, convictions, guilty pleas, no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. Any other violation of laws regulating the use of alcohol and controlled substances that adversely affects an employee's ability to perform major job functions, specifically to include loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license.
4. For all employees, volunteers, and subcontractors receiving background checks from the ODHS' Background Check Unit, you are required to report to any new arrests, convictions, or investigations for child protective service or adult protective service abuse within five business days after the new arrest, conviction or investigation took place.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may be subject to disciplinary action, including termination.

J. Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign; or
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of Yamhill County employees to express their personal political views); or

- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

Employees with questions regarding political activities may contact a Human Resources representative.

K. Inclement Weather/Emergency Closing

Except for regularly scheduled holidays identified by the Board of Commissioners and/or a CBA, Yamhill County is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, Yamhill County Administrator (or their designee) will decide whether to and to what extent Yamhill County will close. In the event of a closure, employees will be notified via their work email. Additionally, employees may call the main county phone line for closure status. Employees will not be expected to use their paid leave during a closure, nor will they suffer a loss of pay.

In the event of extreme bad weather, we recognize that each employee's ability to safely reach work may be different. If an employee cannot safely report to work in such circumstances, they should contact their supervisor. If staff cannot reach the office and are able to serve Yamhill County from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.

L. Driving While on County Business

Employees using a private vehicle to conduct Yamhill County's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized Yamhill County business use should make any necessary arrangements with their insurance carriers.

Yamhill County may verify the validity of a driver's license and/or driving record. While on Yamhill County business, employees are expected to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Employees are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Employees are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their supervisor of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations.

The county is not liable for traffic or parking violations or damage to personal vehicles resulting from vandalism or accident even though you are on county business. Mileage will be reimbursed and is intended to help defray the cost of wear and tear, gasoline, and insurance. For additional, please refer to Yamhill County Policy 502, *Employee Vehicle Use Policy*, employees can contact their supervisor or a Human Resources representative.

M. Workplace Violence Policy

As provided in Policy 803, *Workplace Violence Policy*, Yamhill County recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by Yamhill County.

In accordance with Policy 803, all employees have an obligation to report any behavior they have witnessed, or of which they have knowledge, which is perceived to be threatening or violent. Employees should make such reports using the "Workplace Violence Incident" form, which is available from Human Resources. Yamhill County will respond to incidents of workplace violence as appropriate. The County's response may include (but is not limited to): conducting an investigation of the reported incident; providing training and/or information to employees to aid in identifying, preventing, and coping with workplace violence; and, in the event of critical incidents such as fire, injury, or other serious threat, notifying the appropriate emergency personnel (i.e., police, fire, and/or ambulance). An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems and computer systems.

For additional information related to the County's Workplace Violence Policy, please contact a Human Resources representative.

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and Yamhill County's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other Yamhill County records.
- Recording of work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any Yamhill County property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of Yamhill County equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on Yamhill County property.
- Carrying firearms or any other dangerous weapon on Yamhill County premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating, or participating in a significant or substantial disruption of work during working hours on Yamhill County property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, refusal to perform work as assigned, or the use of abusive or threatening language toward another Yamhill County employee, customer, or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or loafing on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by Yamhill County.
- Misrepresentation of Yamhill County policies, practices, procedures, or your status or authority to enter into agreements on behalf of Yamhill County.

Employees may not use Yamhill County's name, logo, likeness, facilities, assets, or other resources of Yamhill County for personal gain or private interests.

- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or Yamhill County policy, rule, or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Yamhill County or outside regulatory or legislative bodies.
- Harassment or discrimination in violation of state or federal law, or Yamhill County policy.
- Habitual absenteeism.
- Dishonesty.
- Deliberate or reckless destruction of County property.
- Gross negligence in the performance of duties which causes immediate danger to the life of the employee, fellow employee(s) or third persons.
- Incompetency, habitual carelessness in work habits, or uncooperative behavior.
- Intentionally interfering with any employee's performance of duties or engaging in fighting, horseplay, or disorderly conduct that creates a dangerous situation while on Yamhill County work time.
- Possession of firearms, fireworks or explosives, weapons, or hazardous chemicals (not required for employment purposes) on county property or during county work hours without permission from Yamhill County management.
- Failure to adhere to Yamhill County security procedures.

This statement of prohibited conduct does not alter Yamhill County's general policy of at-will employment. Either the employee or Yamhill County remains free to terminate the employment relationship at any time, with or without cause or notice.

B. Corrective Action/Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet Yamhill County standards, Yamhill County will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency. This can be accomplished through forms of discipline short of termination, such as verbal warnings, written warnings, suspensions without pay, and demotions (in no particular order). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious,

warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating employment of an employee for serious violations of Yamhill County policies, procedures, and rules and for other inappropriate behavior or conduct, Yamhill County may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement.

In all cases, Yamhill County retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, Yamhill County reserves the right to, subject to all due process protections available via collective bargaining agreements or otherwise, proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when Yamhill County deems such action appropriate. At all times, Yamhill County retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action.

Non-Bargaining Employees

In accordance with Yamhill County Policy 306, *Discipline of Non-bargaining Employees Policy*, disciplinary action for non-bargaining employees may consist of verbal or written coaching, suspension without pay, demotion, or termination of employment. In the event that a supervisor determines that a formal disciplinary proceeding which could result in suspension, demotion, or termination is appropriate, the employee will be advised in writing of the charges leading to the disciplinary proceeding and will have an opportunity to respond to those charges. The employee may bring a personnel representative to the meeting to discuss the charges. If the supervisor imposes discipline, the employee may grieve the discipline decision to the Yamhill County Board of Commissioners as provided in Policy 306.

For less severe cases, an employee is normally first given a verbal warning or letter of instruction. For a second occurrence, a letter of reprimand, which is formal discipline, is normally given. In the event of a third violation, either suspension from work without pay, demotion, or discharge from employment will result, depending on the nature and severity of the matter.

Employees may expect coaching when difficulties with performance are experienced. Verbal and/or written coaching will normally be utilized by supervisory personnel in attempting to reconcile difficulties and mediate disputes.

Represented Employees

Employees represented by a bargaining unit can expect disciplinary action in accordance with their CBA. Please consult your applicable labor agreement for specific details.

C. Grievances

Employees have the right to present grievances, individually or as a group. In so doing, employees will be free from retaliation, restraint, interference, discrimination, and reprisal. Grievances must be presented through the established lines of supervision/management.

Employees represented by a bargaining unit should refer to their applicable CBA for a discussion of grievance procedure.

D. Retirement or Resignation

When employees choose to resign or retire, it is anticipated that they will give Yamhill County as much notice as possible – preferably a minimum of two weeks. When giving two-weeks' notice, paid leave accruals should not be used in lieu of notice. If an employee does not give two-weeks' notice of intent to leave Yamhill County, they may not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor will generally be considered job abandonment and deemed to be an employee's voluntary resignation of employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with a Human Resources representative before making a final decision.

Employees must return all Yamhill County property, including phones, computers, identification cards, credit cards, keys, and manuals, to their supervisor or Human Resources on or before their last day of work.

E. References

All requests for references or recommendations must be directed to Human Resources. No manager, supervisor, or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using the Internet to discuss a current or former employee's performance. Further, the County prohibits providing personal references and/or letters of recommendations on Yamhill County letterhead.

Yamhill County discloses only the dates of employment and position(s) held of former employees, or other information as required by law. Former employees who authorize, via a signed Release of Information, a third party to submit a written request for additional employment details directly from the Yamhill County Human Resources office.

VII. Employee Acknowledgement

Acknowledgment of Receipt of Yamhill County Employee Handbook

I acknowledge that I have received and will read a copy of Yamhill County's Employee Handbook. I also understand that a copy of the Yamhill County Employee Handbook, as well as all other Yamhill County policies, are available to me at any time to review in the Human Resources Office and/or on Yamhill County's intranet.

I understand that the Yamhill County Board of Commissioners adopted the Yamhill County Employee Handbook as a guide to Yamhill County policies, work rules, and various procedures, and that it is subject to change at any time in the Board of Commissioners' sole discretion. I acknowledge that the Yamhill County Employee Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either Yamhill County or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that Yamhill County complies with all applicable laws regarding equal employment opportunity and provides a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to my supervisor, a Human Resources representative, or any trusted manager or supervisor.

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

I have read this acknowledgement carefully before signing.

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

Approved by the Yamhill County Board of
Commissioners on 10/30/2025
via Board Order 25-356.