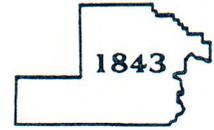


Yamhill County



Location: 434 NE Evans St, McMinnville • Mailing: 535 NE Fifth St, McMinnville, OR 97128
(503) 434-7501 • Fax (503) 434-7553
TTY (800) 735-2900 • www.co.yamhill.or.us

OFFICE OF COUNTY ADMINISTRATOR

LAURA TSCHABOLD
COUNTY ADMINISTRATOR

CHARLES G. VESPER
DEPUTY ADMINISTRATOR

DATE: July 2, 2015

TO: All Yamhill County Employees;

FROM: Laura Tschabold, County Administrator

SUBJECT: 2015 Update to the Yamhill County Employee Handbook's EMPLOYEE RULES OF CONDUCT

The following is an update to the Yamhill County Employee Handbook's EMPLOYEE RULES OF CONDUCT, which can be found on page 19. Due to the passage of Measure 91 last November and implementation of new State Laws legalizing recreational marijuana use effective July 1, 2015, it is necessary to adopt this update for the Employee Rules of Conduct. Specifically, this update is only for the list of offenses that are "subject to severe disciplinary action, up to and including termination of employment". Except as revised by this update the remaining rules of conduct provided in the section remain in effect. Upon approval of the Yamhill County Board of Commissioners the following rules will go into effect for all Yamhill County Employees:

The following offenses are subject to severe disciplinary action, up to and including termination of employment:

1. Possessing, using, transferring, or being under the influence of alcohol, marijuana, or any other narcotic, hallucinatory, stimulant, sedative, or similar narcotic or drug (not prescribed by a physician) while on county work time, or in other circumstances which may adversely affect the county's operations or safety practices, including reporting for work under the influence of such substances. Additionally, an employee should not report to work with the odor of alcohol or marijuana on their breath, body, or clothing.
2. The operation of equipment or a county motor vehicle on county work time while under the influence of intoxicants, including prescribed medications, alcohol, marijuana, or any other narcotic, hallucinatory, stimulant, sedative, or similar narcotic or drug.
3. Gross insubordination.
4. Conviction of a crime.
5. Habitual absenteeism.
6. Deliberate or reckless destruction of county property.

B.O. 15-228

7. Dishonesty.
8. Gross negligence in the performance of duties which causes immediate danger to the life of the employee, fellow employee(s) or third persons.
9. Sexual misconduct in connection with work. "Sexual misconduct in connection with work" means any conduct constituting sexual harassment under Oregon Administrative Rule 839-005-0030 or any overt sexual activity occurring in the workplace in which the employee is a willing participant.

All County employees are directed to review these updates and are required to sign and return the attached Employee Acknowledgement Form to their immediate supervisor. Completed acknowledgement forms need to be returned to Human Resources by close of business **July 24, 2015**. All new employees will be provided a copy of these updated rules during new employee orientations.

Employee Acknowledgment

Complete and return to Supervisor

I, _____ (print name), verify that I have received the memorandum dated July 2, 2015 that directed me to review the 2015 updates to Yamhill County Employee Handbook Rules of Conduct. These updates were adopted by the Yamhill County Board of Commissioners on July 2, 2015 and are only for the list of offenses that are “subject to severe disciplinary action, up to and including termination of employment”. Except as revised by these updates, the remaining rules of conduct provided in the section remain in effect.

I understand that it is my responsibility to review and become knowledgeable of these rules of conduct, and violation of these rules of conduct could result in severe disciplinary action, up to and including termination of employment. If I have questions, I understand that my department head or supervisor will answer my questions.

(signature)

(date)