



EMPLOYEE HANDBOOK

Revised April, 2004

YAMHILL COUNTY EMPLOYEE HANDBOOK

The contents of this handbook are intended to serve as guidelines regarding county policy, procedure, objectives and philosophy and should not be construed as representing any type of contract between you and the county. From time to time, changes in the guidelines may be made by management and updated pages will be issued to you.

This handbook was initially developed for Yamhill County by Consulting Partners in 1989. It has been substantially revised since then, but no portion of the manual may be copied in any form without the written permission of Consulting Partners.

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INTRODUCTION

Yamhill County welcomes you as an employee.

Each department and division of county government exists to provide services to the citizens of our county. Successful public service employment requires commitment to establishing trust and good will with the public and among ourselves as employees.

A new job always means new people to meet and adjustments to new experiences. This employee handbook is intended to aid you in understanding the employment provisions and expectations of this organization and to help you feel more comfortable with your new work environment. It is to serve as a guide rather than a contract of employment. The county reserves the right to change policies, practices, or employment relationships as needed. You will be notified of these changes as soon as they occur. Your supervisor is available to answer specific questions as they arise. The Personnel Office and applicable collective bargaining agreements are available as resources. **Please remember that this handbook is not a contract and does not establish any employment rights in your job.**

In some cases, collective bargaining agreements may have language which supersedes the language of this handbook. In the case of a conflict between language in this handbook and language in an applicable collective bargaining agreement, the language in the applicable collective bargaining agreement applies.

Yamhill County Board of Commissioners
Spring, 2004

YAMHILL COUNTY OPERATIONAL PHILOSOPHY: "EXCELLENCE IN SERVICE"

We have great faith in the potential for community betterment that exists for Yamhill County when citizens and their county government work harmoniously together.

Therefore, we believe "excellence in service" to the citizens of Yamhill County can be achieved best by basing daily operations upon the following principles:

1. Community

We will continue to develop an organization that will deliver quality public services at a reasonable cost to the taxpayer in accordance with the real needs of the citizens of Yamhill County, and the requirements of state law.

We will continue to develop ways by which the citizens of the county may participate meaningfully in the process of identifying needs and in the delivery of public services.

2. Accountability

We affirm the public's right to be honestly informed of and to inquire into the policies and operations of their county government. The duty of public officials is to keep the citizenry informed in a responsible and accurate manner.

We are committed to a thorough, thoughtful and consistent planning process which will guide the future of county government.

We will be vigilant in maintaining strong fiscal policies and strict financial accountability which will continue to deserve the respect and confidence of our citizens and of the financial and investment communities.

3. Our County Employees

We have great confidence in our employees and their dedication to public service. Their strengths are the foundation of our service to the public.

We will strive to provide professional, motivating, concerned supervision at all levels in county government.

We will strive to maintain a compensation policy which closely relates performance and rewards; equity and ability to pay.

We will encourage the continuing education and training of county employees.

We are committed to effective communications that will provide appropriate and timely interchange of information among all elected officials, managers, and employees.

4. Our Pledge

We are committed to conducting the public's business with integrity, always providing our services on a professional, courteous and ethical level.

* * *

NOTES ON FORM OF GOVERNMENT; BUDGET PROCESS

Oregon has 36 counties. About one-fourth of Oregon counties are “home rule” counties governed by a county charter. The other three-fourths are “general law” counties that operate under provisions in the Oregon Revised Statutes. Yamhill County is a general law county.

General law counties like Yamhill have a mix of elected and appointed officials who serve as county department heads. The elected county officials are the three county commissioners, the sheriff, the county clerk, the assessor, the treasurer and the county surveyor. The district attorney is also elected, but is an elected state official rather than a county official. The appointed county officials are all appointed by the Board of Commissioners, which is the governing body of the county. Among the appointed county officials are the health and human services director, planning director, public works director, juvenile director and other non-elected department heads.

Each year the Board of Commissioners is required to adopt a budget. The budget process usually starts in February when the budget officer issues instructions to department heads after consulting with the Board of Commissioners. Draft budgets from departments are refined through different “service teams” then presented to the Budget Committee. The Budget Committee consists of the three county commissioners and three other citizen members. After holding a public hearing on the budget, the Budget Committee approves a budget and forwards it to the Board of Commissioners. After a final hearing, the Board of Commissioners adopts a budget in late June for the fiscal year running from July 1 to June 30. In county government, local budget law requires the Board of Commissioners to adopt a balanced budget.

HISTORY OF YAMHILL COUNTY

Yamhill was the second of the four original districts created by the Provisional Legislature in 1843. Its boundaries were drawn to include all the area from the Willamette River west to the Pacific Ocean and from the Yamhill River south to the California border. The district consisted of 12,000 square miles; however, twelve counties were eventually created from Yamhill County leaving 709 square miles within its present borders. The county shares borders with Washington County to the north, Tillamook County to the west, Polk County to the south, and Marion and Clackamas Counties to the east.

The county was named for the original inhabitants of the area, the Yamhill Indians, a tribe of the Kalapooian family, who lived around the Yamhill River. The tribe was moved to the Grand Ronde Reservation in 1855. The earliest non-native settlers entered the area in 1814; most were employees of the various fur companies operating in Oregon. Many of the American immigrants who came over the Oregon Trail during 1843-1844 settled in the Yamhill region, which became the agricultural center of the Willamette Valley.

Lafayette, at one time the principal trading center of the western Willamette Valley, became the county seat in 1847. The first courthouse, purchased in 1850, was originally a county store in Lafayette. The building was destroyed by fire in January 1857, and all records except probate and land records were destroyed. The next courthouse was built in 1858 and remained in use until the county seat moved in 1889 to McMinnville where a new courthouse was built. The fourth and present courthouse was built in 1964.

Yamhill County government originally consisted of a county court comprised of a county judge and two commissioners, district attorney, assessor, clerk, sheriff, surveyor, and treasurer. In 1964 the probate function was transferred from the jurisdiction of the county court to the circuit court. The county court was abolished in 1968 and the board of commissioners was established in 1969.

As of 2001, Yamhill County is represented by Senate Districts 5, 12, and 13; Representative Districts 10, 23, 24, and 25; and the First Congressional District. The population of Yamhill County in 1990 was 65,551; in 2000, the official census population was 84,992 representing a 29.6% increase over 1990. The official census as of July 2003 was 89,384, representing a 5% increase since 2000.

Yamhill County ranks sixth out of Oregon's thirty-six counties in annual market value of its agricultural production. Today, the county's primary industry is agriculture, specifically wheat, barley, horticulture, and dairy farming. Yamhill County is also the center of Oregon's wine industry. One-third of the county is covered with commercial timber, and the economic mainstay of the western part of the county is logging and timber products.

Non-seasonal light industries have also located in Yamhill County. Nearly one-fifth of the county's workforce commutes to the Portland metropolitan area.

Sources: 2003-2004 Oregon Bluebook; Yamhill County Clerk's Office; Portland State University Population Research Center.

SECTION I - EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Yamhill County to recruit and hire persons for employment in all jobs without regard to race, color, religion, sex, age, handicaps not related to job performance, pregnancy, marital status, family relationship (except as provided in ORS 659.340(2)), Vietnam-era or disabled veteran status, national origin or ancestry, or any other protected class status.

All personnel employed by the county shall be afforded the opportunity to advance to positions of greater responsibility and authority based on skill and ability to perform the work required. Opportunities for education, training, promotion, transfer, or any other benefit of employment shall not be abridged because of protected class status.

HARASSMENT AND SEXUAL MISCONDUCT IN CONNECTION WITH WORK

It is the policy of Yamhill County that harassment of any type in the workplace, or in connection with the job, is unacceptable behavior and will not be tolerated. Harassing behavior includes, but is not limited to, actions or language directed toward another on the basis of ethnic, gender, religious, or sexual grounds.

Sexual harassment includes deliberate or repeated unsolicited verbal comments, gestures, advances, requests for sexual favors, or any physical contacts of a sexual nature such as hugging, kissing, pinching or touching. Sexual harassment may also include such conduct as jokes or suggestions about another employee's gender or physical attributes; lewd or obscene sexual comments; offensive slang terminology; sexually suggestive swearing; obscene or lewd gestures or looks; display of sexually explicit literature, drawings, or photographs; or social invitations accompanied by discussion of performance evaluations.

Yamhill County will discipline its employees for harassment or sexual misconduct in connection with work, including any conduct constituting sexual harassment under Oregon Administrative Rule 839-005-0030 or any overt sexual activity occurring in the work place in which the employee is a willing participant. Oregon Administrative rule 839-005-0030 states in part:

Sexual Harassment (1) Sexual harassment is unlawful discrimination on the basis of gender and includes the following types of conduct:

(a) Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's gender.

(A) Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or

(B) Submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

(b) Any 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.

(2) The standard for determining whether harassment based on an individual's gender is sufficiently severe or pervasive to create a hostile, intimidating or offensive working environment is whether a reasonable person in the circumstances of the complaining individual would so perceive it. (OAR 839-005-0030, 2001.)

Incidents involving sexual harassment should be reported immediately to your supervisor, department head, administrator, or union representative. If you are not comfortable presenting the complaint to a supervisor or

department head, you can report directly to either the county counsel, personnel officer, or affirmative action officer.

Retaliation by a supervisor or fellow employee in response to the filing of a sexual harassment complaint will not be tolerated and will subject the retaliator(s) to severe disciplinary action.

EMPLOYMENT OF CLOSELY RELATED INDIVIDUALS

Yamhill County does not discriminate against applicants for employment or employees based on the fact that a closely related individual presently works for the county. Family status may affect promotional opportunities as explained below. For purposes of this policy, "closely related individual" includes the employee's spouse; natural, adopted, or step child; parents or step-parents; brother or sister; aunt or uncle; niece or nephew; and in-laws.

The county is not required to hire or to continue to employ an individual who would be placed in a position of exercising supervisory, appointment, or grievance adjustment authority over a closely related individual. In the circumstance where a hire or promotion would result in a position as immediate supervisor of a spouse or other close relative, such person shall not be eligible for hire or promotion.

PROTECTION OF EMPLOYEE INFORMATION; ACCESS TO E-MAIL

Unless required by Oregon Public Records Law or other applicable laws, the county will typically not release any employee data other than dates of employment, job title, and salary to prospective employers, financial institutions or credit unions without authorization from you. The county will cooperate with law enforcement and government agencies when specific employee data is required.

Remember, though, that an employee's computer and email can be accessed by certain authorized county officials. Part of the county's email policy states as follows: "All e-mail messages are considered county records. The county reserves the right to access and disclose all messages sent over the e-mail system for any purpose, including the right to disclose e-mail messages to law enforcement officials without prior notice. There shall be no expectation of privacy in the use of e-mail on the county system."

PERSONNEL RECORDS

It is to your advantage, as well as the county's, to keep personnel records up-to-date. Changes of address, telephone number, or family status (such as births, marriage, death, divorce, or legal separation) are to be reported immediately to the personnel office. Your income tax and group insurance benefits are vitally affected by these changes. Your personnel file is available for review when you make an appointment ahead of time with the personnel office.

ON-THE-JOB ACCIDENTS AND INJURIES

Yamhill County is committed to providing as accident-free a work environment as possible. If you are involved in an accident or incident resulting in first aid or medical treatment for yourself or another person and/or property damage to county or other property, you must report the accident to your supervisor (or department head) as soon as possible. Failure to report accidents is considered a serious violation of county safety policy and may result in disciplinary action.

If medical treatment is required, or the injury results in time loss, you must complete a Worker's Compensation claim form at the time of the incident or as soon as possible. You may complete the form even if no medical treatment is obtained. Before returning to work you must obtain a "Return to Work" release from the attending physician.

For more details regarding workers compensation injuries, treatment, and payment of wages, contact the

personnel office.

HAZARD COMMUNICATION

The county maintains a list of potentially hazardous materials with which you may come in contact during your employment. If you have any questions regarding any materials which you are asked to use, please discuss them with your supervisor. A list of these materials is readily available on request.

CLASSIFICATION OF EMPLOYEES

County employees are defined as follows:

Regular, probationary - Full and part-time employees hired on a regular basis are considered to be on probation during the first 6 months of employment, unless otherwise extended by the applicable collective bargaining agreement.

Regular, fulltime - Employees who have completed the probationary period and who are scheduled to work at least 40 hours per week.

Regular, part-time - Employees who have completed the probationary period and who are scheduled to work less than 40 hours per week.

Temporary - Those employees who have been hired to perform work for a specified period of time. May be fulltime or part-time.

On-Call - Those employees who perform work on an as-needed or sporadic basis.

Contract - Employees with specific employment agreements.

PROBATIONARY PERIOD

The probationary period is the first 6 full months of continuous employment unless otherwise extended by the applicable collective bargaining agreement. During this period, you have no seniority, are considered a probationary employee, and may have your employment terminated for any reason not prohibited by law. Probationary employees who are laid off do not have recall rights. During the probationary period, your supervisor will discuss any deficiencies in performance with you. After successfully completing the probationary period, seniority is retroactive to the date of hire or rehire. You will be eligible for a salary increase at the time of completion of probation only if originally hired at the probationary step, unless other arrangements are reflected in writing on the personnel action form approved at the time of hire.

WORK DAYS AND WORK WEEKS

Normal scheduled working days (except for the Sheriff's Office) are Monday through Friday, with work hours varying between departments.

The standard work week is seven consecutive days beginning at 5:01 p.m. on Friday and concluding the following Friday at 5:00 p.m. Most employees work a five consecutive day schedule; however, some departments have adopted a flexible workweek or a 4/10 schedule. Please check with your supervisor for your exact schedule of work hours and work days.

INCLEMENT WEATHER

The elected officials of the County have the discretion of closing county offices in the event of inclement weather. In the event of a closure, employees shall not have to use comp or vacation time and will not suffer a loss of pay.

If individual employees feel that travel to and from work is inappropriate for safety reasons but county offices are not closed, the employee is authorized to use vacation, comp time, or leave without pay. Employees must notify their supervisors in advance of the absence.

ATTENDANCE AND PUNCTUALITY

It is very important that you regularly attend work. Your absence or tardiness creates many problems for fellow employees and for the county in trying to temporarily cover your regular work. If you know in advance that you are going to be unavoidably late or absent, clear it with your supervisor so that other arrangements can be made.

You are expected to arrive for work in sufficient time to be ready to start work promptly at the beginning of your workday, and to remain on the job during regular work hours unless excused or an emergency occurs. If you are unexpectedly unable to report on time or are unable to work that day, regardless of the reason, you are expected to contact your supervisor as soon as possible.

If you cannot report for work because of illness, on return to work you may be asked to present a doctor's statement verifying the nature of your illness and the time required for you to be off work to recover from this illness. Specific rules are set forth in the applicable collective bargaining agreement.

If your absence continues more than one day, you are required to telephone your supervisor each day prior to the beginning of your normal work hours unless specific other arrangements have been made. Excessive absence, unauthorized absence, repeated tardiness, or failure to report for work is considered by the county as cause for disciplinary action up to and including termination of employment.

REST AND LUNCH PERIODS

A 15 minute rest period is observed during each morning and afternoon. Duration of lunch periods varies by county department; however, Courthouse employees are typically scheduled for lunch between noon and 1 p.m.

Lunch periods are not usually time worked unless you are asked to remain on the job during that time to perform work for the county. Note that rest and lunch periods must be taken each day or lost - they cannot be accumulated for future use. Your supervisor will advise you of your specific rest and lunch period schedule.

JOB POSTING

Current job openings for regular positions are posted on various county bulletin boards. Positions are posted for a minimum of 5 working days. To apply for a posted in-house position, submit a formal written application through the personnel office.

TRANSFERS AND PROMOTIONS

The county encourages a policy of transfers and promotions from within and seeks to select the best qualified individual to fill the position. To be considered for promotion or transfer, you must have demonstrated and sustained acceptable performance in your present job. Other factors considered in evaluation qualifications include attendance and ability to perform specific job requirements of the new position.

When such factors are equal, employees with greater seniority will be given first consideration. Employees promoted or transferred must satisfactorily complete a usual six month probationary period, and will receive a performance review at the end of the probationary period (unless circumstances warrant an earlier appraisal or extension of probation). A salary review at the conclusion of the probationary period is not generally warranted as employees receive an increase at the time of promotion and transferred employees continue to follow the regular review cycle.

If, during the probationary period, the county decides the employee is not adequately suited to the new position, the employee may return to the position from which (s)he transferred or another suitable and available position without loss of seniority or other benefits.

Eligibility for benefits such as increased sick and vacation leave accruals for part-time employees who apply for and accept fulltime employment will begin on the first day of fulltime employment. Eligibility for applicable insurance programs will follow the provisions of the various insurance plans.

TERMINATION OF EMPLOYMENT

If for any reason you expect to terminate your employment, you are requested to provide advance notice, preferably two weeks, unless unusual or special circumstances apply, in which case your department head may approve a shorter period of notice.

Employees leaving county employment may be requested to complete an exit interview.

If you give more than 48 hours notice of your intent to terminate employment, you will receive your final paycheck on your last day worked. If you quit without notice, your wages will be paid within 5 days or at the next payday, whichever is first (excluding weekends or holidays). If your employment is terminated involuntarily, you will be paid before the close of the following business day (even if the termination is by mutual consent).

LAYOFFS AND RECALL

The county recognizes that circumstances may arise in which changes in the work force may be necessary. In the event layoffs become necessary, selection of employees will be determined by provisions of the applicable collective bargaining agreement. Nonbargaining personnel will be laid off in inverse order of seniority in the classification and department involved.

Accrued vacation, comp time, and FET will be paid at time of layoff. Recall rights are specified in the applicable collective bargaining agreement. Nonbargaining personnel have a one-year recall right.

While on layoff status, it is your obligation to keep us informed of any change in your address or telephone number. If you are out of contact, we cannot recall you to work.

Upon recall, employees who received sick leave will have their former balances restored. Employees who receive Flexible Earned Time (FET) may choose to be paid off as per payout schedule of applicable collective bargaining agreement **or** retain their FET balances with the county for up to one year or recall, whichever comes first. Employees with Personal Earned Leave (PEL) will have their remaining balances restored. Upon return from layoff, all employees will have their service date and former accrual rates for vacation, sick leave, or FET restored.

SECTION II - SALARY ADMINISTRATION

PAY DAYS

You are paid by county check delivered only to you or a properly identified representative authorized by you in writing. You also may elect to have your paycheck deposited directly into an eligible bank account by electronic transfer. 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 25th of one month to the 8th of the following month for the check issued on the 15th; and from the 9th to the 24th 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.

TIME SHEETS

The county is legally required to maintain a record of the hours you work. To meet this requirement, we have designed monthly time sheets on which all employees accurately record hours worked. Your supervisor will assist you in completing your first month's time sheet. There are different types of time sheets for employees working 20 hours or more a week, and those normally working 19 hours or less a week.

OVERTIME PAY

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. Generally, if overtime is required, eligible employees will be paid at the rate of one and one-half (1-1/2 times) the regular rate of pay for any work performed over 40 hours per week. 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. Compensatory time for nonbargaining 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.

Please note that you should arrive to work only a few minutes before your shift. If you arrive early, you are not expected nor should you begin work until your shift starts.

When overtime is required every effort will be made, whenever possible, to give advance notice. However, there may be occasions when the notice will be short.

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.

PAYROLL DEDUCTIONS

State and federal laws require that the 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. In 2004, departments will budget 1.8 cents/hour per employee. This amount is split equally between employee and the county. The rate is subject to change annually by law.

Other Deductions - In addition to the deductions required by law, you may wish to authorize deductions for such voluntary items as additional insurance coverages, United Way, deferred compensation plans, coffee fund 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.

JOB TITLES AND DESCRIPTIONS

Job titles have been established and classification descriptions prepared for all non-management full and part-time assignments. Because of changes in job content, all classification descriptions are subject to periodic revision.

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.

PERFORMANCE AND SALARY REVIEWS

The county recognizes that work satisfaction is improved and efficiency increased when individual effort is acknowledged and rewarded. Therefore, your job performance is reviewed periodically by your supervisor to provide recognition of your performance and progress and to ensure that your job classification is appropriate to your work. Your supervisor will discuss with you all factors considered in the review and, when appropriate, will point out areas needing improvement. You will normally be reviewed for job performance at the end of your probationary period and annually thereafter, although supervisors may elect to review employees at any time because of performance-related issues.

Subject to the applicable collective bargaining agreement, salary step increases are normally given annually until the top step is reached. Salary increases, when given, will be effective at the beginning of the next applicable payroll period.

Usually, the date of hire as a regular employee determines an employee's anniversary date.

SECTION III - YOUR BENEFITS

HEALTH, VISION AND DENTAL INSURANCE

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

Depending on your employee designation and/or bargaining unit, choice of benefit options varies. A specific description of benefits can be obtained from the personnel office. Eligibility requirements are also specified in the applicable collective bargaining agreement.

If you are eligible for health and dental benefits and were hired on or before the fifteenth day of the month, you will become eligible for plan participation on the first day of the month following your date of hire. If eligible and your hire date is after the fifteenth, your eligibility will be the first day of the month following thirty (30) days of continuous employment.

For bargaining unit members, the level of contribution to the cost of health benefits is governed by the applicable collective bargaining agreement. For non-bargaining employees, the Board of Commissioners establishes the 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 this program is available through the Personnel Office or the Accounting Division.

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 collective bargaining agreement.

Continuation of Benefits (COBRA Rights):

You, your spouse or other 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 your federal COBRA rights. However, you 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: reduction in work hours so that benefits are no longer available, most voluntary or involuntary terminations of employment, and retirement.

If loss of coverage results 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 your spouse or covered dependent becomes eligible for continuation due to divorce or legal separation or loss of dependent coverage, it is your responsibility to notify the personnel office within sixty (60) days of the event. If you fail to notify Personnel, rights of continuation will be lost.

Cost of continuing coverage will be at the regular group rate and must be paid in advance. A 2% administrative fee will 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 the personnel office.

LIFE AND ACCIDENTAL DEATH INSURANCE

The county provides all regular fulltime and part-time employees with life and accidental death and dismemberment insurance. Employees governed by a collective bargaining agreement will receive life insurance benefits as specified in the agreement. Dependent coverage is included in all coverages. The 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 medical

and dental coverage. For specific details regarding this plan, refer to the plan documents issued by the applicable insurance company.

RETIREMENT PLANS

Qualified county employees are eligible for retirement benefits under the Oregon Public Employees Retirement System (PERS). Different PERS plans apply depending on date of hire. 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.

The specifics of the plan are described in the applicable retirement plan documents provided to you. Check with the personnel office if you have questions not answered in the plan documents.

DEFERRED COMPENSATION PLANS

As a county employee, you are eligible to participate in the deferred compensation plans. The plans are offered through PEBSCO (Public Employees Benefit Services Corporation through Nationwide), ICMA, and the Oregon Growth Plan. The plans offer 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 the personnel office or the accounting division.

WORKERS COMPENSATION

This program covers all employees for job-related sickness or injury. Benefits provided include medical/hospital care, disability benefits for partial or total disability and death benefits. Your contribution towards workers compensation insurance coverage is limited to \$.017 x hours worked, with the county assuming the remainder of the cost of coverage.

UNEMPLOYMENT COMPENSATION

State law provides unemployment compensation benefits when unemployment is not the fault of the individual. Eligibility requirements and waiting periods are determined by state laws.

SOCIAL SECURITY

Social Security is a federal program that pays several kinds of benefits to employees who have made regular contributions to the program during their working years. The cost for coverage is shared by payment of FICA taxes; you pay half and the county pays half. Deductions for Social Security are taken from your monthly paycheck.

HOLIDAYS

For employees covered by a collective bargaining agreement, the agreement will specify the holidays recognized by the county. Nonbargaining employees will receive the same holidays as are received by co-workers in the same department who are covered by a collective bargaining agreement.

If an applicable holiday falls on a Saturday, the preceding Friday shall be considered a holiday; if the holiday

falls on a Sunday, the following Monday shall be recognized as the holiday.

All holidays must be taken or lost; they cannot be forwarded to the next year.

To be eligible for holiday pay, you must be on the active payroll and not on an unpaid leave of absence. Also, you must be in an active pay status the last scheduled working day before the holiday and the first scheduled work day following the holiday. (This rule includes approved vacation, FET, verified sick leave, or approved paid status such as for jury or witness duty or reserve military duty.)

Fulltime employees will receive their regularly scheduled pay for the holiday. Holiday pay shall be prorated for regular, part-time employees. This pay is counted as time worked for purposes of determining overtime in the week in which the holiday occurs.

The 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.

Paid holidays which occur during vacation, FET or sick leave will be allowed; you will not be charged for vacation, FET or sick leave taken on a paid holiday.

VACATION TIME (for employees who accrue vacation hours)

It is county policy that you take advantage of your earned vacation by scheduling time off from work. This is of value to you as well as the county for purposes of morale, health and efficiency.

Vacation time must be requested and scheduled in advance through your supervisor. Management will do its best to accommodate your time off as requested.

The maximum hours which can be accrued for vacation purposes is dependent on applicable bargaining agreements. Vacation hours do not accrue during periods of unpaid leaves of absence unless otherwise mandated.

Your vacation anniversary date depends on your date of hire. If you were hired on or before the 15th of the month, your vacation anniversary date will revert to the first of that month. If you were hired after the 15th of the month, your vacation anniversary date will be the first day of the month following your date of hire.

If you terminate employment you will be paid for all earned, unused vacation hours. Employees terminating before vacation has been accrued will not be eligible to receive vacation payoff.

If a paid holiday falls during your vacation, it will be paid as a holiday and will not count as a day of vacation used.

FLEXIBLE EARNED TIME (for employees who accrue FET)

Flexible earned time is defined as authorized hours accrued by employees in lieu of sick leave and vacation. FET applies only to employees who are not eligible for sick leave and vacation accruals. Accrual of FET is governed by the applicable collective bargaining agreement. Nonbargaining personnel will be entitled to the same accrual rates received by co-workers in the same department who are covered by a collective bargaining agreement. Part-time employees regularly scheduled to work over 20 hours per week accrue vacation leave or FET in an amount proportionate to that accrued under full-time employment.

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 collective bargaining agreement. Upon the death or a qualifying retirement of the employee, all FET shall be paid out at 100%.

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.

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.

“SELLING” FET OR VACATION TIME; DONATING VACATION TIME

“Selling” vacation time or FET: You are eligible to sell back to the county a maximum of 40 hours (or 80 hours for long term employees) of accrued vacation or FET per fiscal year in conjunction with a scheduled 40 hour vacation. Contact the personnel office for appropriate forms.

“Donating” vacation time or FET: You may choose to donate any or all of your accrued vacation to another employee who qualifies as a donee. The employee receiving your donated time will be compensated at a rate equivalent to the value of your vacation pay.

SICK LEAVE (for employees who accrue sick time hours)

The county provides a sick leave program for employees in those departments where FET is not provided. Under this plan, fulltime employees accrue one day of sick leave for each month worked. Employees who are regularly scheduled to work over 20 hours may accrue sick leave at a pro-rated amount. Sick leave can be charged in hourly increments (medical appointments, etc.). Sick leave is a privilege, not a right, and should not be abused. Accrual rates are determined by the applicable collective bargaining agreement.

No sick leave benefits will be paid for any period of absence in which you have failed, without good cause, to give prompt notice of your need to be absent. You may be required to provide medical verification of the need to be absent (if your absence exceeds 3 full work days). Please be prepared to do so if requested. If your absence occurs as the result of a work-related illness or injury for which you receive Workers Compensation payments, sick leave will be paid only as a supplement to bring your pay to its normal level. Sick leave benefits do not accrue during unpaid leaves, except in limited circumstances.

No compensation for accrued sick leave will be paid at the time of termination of employment. YCEA, FOPPO and non-represented employees will receive a cash payoff under certain limited circumstances at the time of retirement.

SHORT-TERM DISABILITY INSURANCE

Employees who accrue FET hours are eligible for short-term disability insurance. Employees can access this coverage when they suffer a qualifying illness or injury which prevents them from returning to work. Contact the personnel office for details.

OTHER PAID ABSENCES

Jury and Witness Duty - If required to report for jury examination, jury duty, or as a subpoenaed witness, you will be paid your regular pay less any monies received from the court (excluding mileage). When a check is received from the court, send a copy to accounting. Record time spent for these purposes on your time sheet.

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.

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.

Military Leave With and Without Pay - Military leave shall be allowed in accordance with applicable collective bargaining agreements, and state and federal law.

Bereavement - Employees are authorized up to 5 consecutive days of bereavement pay when absence is due to the death of a member of the immediate family. Immediate family is defined as spouse, parents, grandparents, grandchildren, children, brother, sister, father or mother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepchild, and other relatives residing in the employee's immediate household.

In addition, general employees are eligible for up to one day of bereavement pay when attending the funeral of a current fellow employee. A general employee may also be granted funeral leave without pay in the event of death of a close friend.

PARENTAL LEAVE OF ABSENCE

Parental leave shall be granted in accordance with ORS 659.360. Employees shall be required to use any accrued vacation, FET, compensatory time or personal holidays at the beginning of a period of parental leave. Unless otherwise required by law, sick leave may only be used for periods of actual physical disability. A physician's certification may be required for use of sick leave due to any disability exceeding three days.

FAMILY LEAVE OF ABSENCE

Family Leave will granted to qualifying employees for those events which qualify under The Family and Medical Leave Act of 1993 or ORS 659.570.

Family Medical Leave (FMLA) requires covered employers to provide up to 12 weeks of unpaid leave from work to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1250 hours over the previous 12 months or, in Oregon, an average of 25 hours per week for 180 days. FMLA will be granted to an employee for the following events:

- to care for the employee's child after birth, adoption placement, or foster care placement;
- to care for the employee's spouse, child, or parent suffering a serious health condition; or
- for a serious health condition which prevents the employee from being able to perform assigned duties.

Please consult with the personnel office for details about this Act and Yamhill County guidelines for employees.

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 definitely plans to return to work.

Insurance benefits may be continued at county group rates at employee expense (except family leave) 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 (see Medical, Vision and Dental Insurance section for discussion of your continuation rights).

Time spent on any leave without pay shall not be considered as service in determining an employee's eligibility date for salary increases unless it was the result of a job-incurred disability, military leave, parental leave or family leave.

Approved leaves without pay shall not be considered a break in service in terms of reinstatement rights. 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.

Sick leave, vacation leave, or FET usually do not accrue during leave without pay.

Failure to return to work as specified in the leave request will be considered as voluntary termination of employment.

OTHER LEAVES OF ABSENCE

General Leaves of Absence:

An employee may request general leave without pay for a period not to exceed 90 days. A request for a general leave must be in writing and approved by the Board of Commissioners. Such leave shall be granted at the requested time unless it produces a hardship to the county in the management of its activities. Employees may not use the leave to engage in other gainful employment without the consent of the Commissioners. General leaves may be renewed or extended solely at the discretion of the Commissioners.

Educational Leave:

After completing one year of service, a fulltime employee may request up to one year off for the purpose of upgrading professional abilities through enrollment in educational courses directly related to employment. The leave may be granted or denied at the discretion of the Commissioners. An educational leave may be renewed or extended upon request of the employee and approval by the county.

Sick Leave Without Pay:

If you become ill or injured and have exhausted all sick leave, you may be granted sick leave without pay. Such leave must be requested in writing and must be accompanied by a physician's statement. Additional physician statements may be required during the course of the leave.

PROFESSIONAL AFFILIATIONS

The county may reimburse costs for professional memberships when required by the county if budgeted funds are available. All requests for reimbursement of dues and related fees must be approved by the department head in advance. If not approved in advance, reimbursement may be denied.

SEMINAR/WORKSHOP ATTENDANCE

If the county requires you to attend job-related workshops, seminars, and/or training programs, the full cost of these programs will be paid by the county including books and necessary materials. Additionally, all non-exempt employees will be allowed to attend without loss of pay.

REIMBURSEMENT OF TRAVEL EXPENSES

All mileage for which a personal (rather than county) vehicle is used will be reimbursed at a rate set from time

to time by the Commissioners or the appropriate collective bargaining agreement. The reimbursement rate includes reimbursement for the cost of automobile insurance. Per diem and travel expenses, if authorized in advance by a department head, will also be reimbursed to maximum amounts set from time to time by the Commissioners. Documentation of expenses must be submitted to the Accounting Division to avoid treatment as taxable income.

SECTION IV - EMPLOYEE RELATIONS

EMPLOYEE REPRESENTATION

Employees have the right to self-organize, to form, join or refrain from joining an employee association without fear of discrimination because of membership. Many Yamhill County employees are currently represented by either the Yamhill County Employees Association (YCEA), the Federation of Oregon Parole and Probation Officers (FOPPO) or the Yamhill Sheriff's Employees Association /Teamsters Local 223 (YSEA). Each employee within a bargaining unit is subject to "fair share" provisions..

EMPLOYEE RELATIONS

We believe that problems connected with your employment can and should be settled as soon as they arise. If you need assistance or advice in the solution of problems concerning wages, hours, working conditions, or special situations affecting your attendance or efficiency, your supervisor is ready and willing to assist you. If you prefer not to consult with your supervisor, you may discuss the problem with the personnel office, your department head, your liaison Commissioner, and ultimately, the full Board of Commissioners. You may choose this procedure or the course of action outlined in the applicable collective bargaining agreement. Nothing prevents an employee from engaging in informal discussion of a problem in an attempt to resolve it. However, you should contact your bargaining agent with questions about formal protests.

GENERAL RULES AND REGULATIONS

All employers find it necessary to have rules and regulations designed to protect the best interest of all members of the group. Yamhill County also has certain rules and regulations that apply to you and your job. The following common rules pertain primarily to conduct expected in cooperating with administrative procedures:

Use of Cars on County Business - Permission to use personal cars rather than county vehicles must be obtained in advance from your supervisor. Accidents must be reported immediately to a supervisor. Failure to do so may result in disciplinary action up to and including termination of employment. 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. Employees using personal cars must have personal auto insurance in accordance with state law. Proof of insurance may be required; driving records will be checked on all employees who may drive in connection with employment.

Seat belts or shoulder harnesses must be worn in all cars while conducting official county business.

County Letterhead - Use of county letterhead, postage, stationery or other county forms for personal or non-county business is not allowed.

Personal Use of County Equipment - In short, always consult with a supervisor before using county machines, equipment or computers for any purpose other than county business because use for any other reason is allowed only in rare, defined circumstances.

Use of office machines and equipment for any purpose other than county work is generally prohibited during work hours. Use of equipment for personal reasons after hours must have the prior approval of your supervisor,

and may involve a usage fee. Use of office machines and equipment for non-county work is prohibited. Employees may use county copiers for small amounts of personal copies for a posted per copy fee, provided such copies are made outside of work hours. In addition to county policy violations, employees should be mindful that violation of these rules could subject the employee to prosecution by the Oregon Government Standards and Practices Commission for violation of the Oregon Ethics Code applicable to public employees. If you have questions, ask your supervisor or personnel office to provide you with applicable county equipment policies.

Personal Property - If you use or keep personal property on county premises, you do so at your own risk except as provided in the applicable collective bargaining agreement. The county is not responsible for theft or loss of personal property. Employees should not have an expectation of privacy for items stored in the workplace.

County Documents and/or Equipment - Employees are not permitted to remove county documents or equipment from the premises without prior approval of the supervisor.

Bulletin Boards - Special notices and important information will be posted on the bulletin boards. Employees are encouraged to regularly review information on the board. Bulletin boards with county information are located outside of the Personnel, Commissioners, and Accounting Offices and in the employees' break room in the courthouse. Other county buildings will have their own bulletin boards for information distribution.

Solicitation - Solicitation for political candidates, measures or purposes is prohibited on the job. Solicitation for charitable purposes is allowed only with the approval of the department head and only so long as it does not interfere with employee duties.

Smoking Areas - Yamhill County facilities are smoke-free buildings. The public and county employees may smoke outside of the courthouse and other county buildings.

Confidentiality of Information - As an employee, you may have access to personal and financial information. Our existence is dependent on maintaining a reputation for honesty, integrity and confidentiality. Employees are expected not to divulge or discuss confidential information in their possession outside of regular, normal work related duties. To do so is grounds for disciplinary action up to and including termination of employment. If you are requested to release information you believe to be confidential, ask your department head prior to releasing or agreeing to release the information.

Personal Appearance and Conduct - The county, within reasonable limits, attempts to respect your right to your own decision as to personal appearance. However, it is essential to maintain a neat, clean, business-like appearance appropriate with the public nature of county jobs. It is also necessary that all employees maintain a friendly and courteous attitude and conduct. All employees are engaged in public relations work. Favorable impressions created by courteous public relations do a great deal in developing good will and support for county projects and services. If you have any questions about appropriate dress or conduct, please discuss them with your supervisor so that no misunderstandings arise.

Cost Consciousness - Employees are encouraged to practice and recommend work procedures which will result in cost savings or improved service to the public.

POLITICAL ACTIVITIES

Oregon law on political activities by public employees is sometimes confusing, but county employees should generally refrain from any political activity while on the job. If you have a question about whether certain conduct is a prohibited political activity, consult your supervisor. The basic rule for Oregon public employees is found in the following statute.

“No public employee shall solicit any money, influence, service or other thing of value or

otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.” ORS 260.432(2).

Oregon law requires the county to communicate the following policy to its employees: “It is therefore the policy of the state and of your public employer that you may engage in political activity except to the extent prohibited by state law when on the job during working hours.”

Questions about this issue should be referred to your supervisor.

CONFLICT OF INTEREST

We recommend that you not engage in outside activities which could potentially lead to a conflict of interest with your job. Additionally, certain collective bargaining agreements prohibit or limit moonlighting. In order to avoid potential conflicts of interest, check with your supervisor prior to accepting any outside employment or engaging in any activity which may present a conflict of interest.

The Oregon Ethics Code applies to all county employees and volunteers. Among other prohibitions, the ethics code bars public employees from using their jobs for personal gain. If an ethics charge is made against a county employee, the employee is not entitled to legal representation by the county and the county will generally not pay attorney fees for the defense of the county.

Conflict of interest activities include:

- outside employment which detracts from the efficiency of the employee in county-related duties.
- outside employment with competitor(s), supplier(s), or clients.
- outside employment or activities which bring discredit to the county.

EMPLOYEE RULES OF CONDUCT

Your personal conduct at work reflects not only on yourself but on the entire county. People in our communities will trust us only to the extent they have confidence in us as an organization and as individuals. That confidence must first be earned, then maintained at all times. Failure to do so will result in the ultimate failure of the county and all of our jobs. Your constant cooperation in maintaining high levels of personal conduct is required.

In addition to the regulations described previously, the county has established a code of conduct by which all employees are expected to abide. 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 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 on his or her breath.
2. Drinking related to the operation of equipment or a county motor vehicle.
3. Gross insubordination.

4. Conviction of a crime.
5. Habitual absenteeism.
6. Deliberate or reckless destruction of county property.
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.

Acceptance of Gifts - No employee may receive in connection with county employment any gift or gifts with an aggregate value in excess of \$100 during a calendar year.

Further Offenses Subject to Disciplinary Action - The offenses listed below will result in disciplinary action, up to and including possible termination of employment. Discipline shall be imposed consistent with labor agreements for represented employees.

1. Deliberate loafing or sleeping on the job; deliberately delaying the flow of business, or inciting others to delay or restrict the flow of business; performing unauthorized personal work on county time.
2. Engaging in any activity which is detrimental to the welfare of or reflects unfavorably on the county or its employees.
3. Issuing false, vicious, profane or malicious statements concerning any employee, the county, or its services.
4. Immoral, indecent, or vulgar language or conduct on county property.
5. Removing or handling the time card of another employee without proper authorization.
6. Willful or negligent damage or destruction to property of another employee.
7. Incompetency, habitual carelessness in work habits, or uncooperative behavior.
8. Frequent tardiness or absence from work without proper authorization or reasonable cause, or abuse of sick or other special leave.
9. Failure to start work promptly at start of workday, end of meal or rest periods, or leaving work before the end of the day without management approval.
10. Interfering with any employee's performance of duties.
11. Unauthorized use of county equipment or supplies, including computer systems and/or computer generated information. Unauthorized use of telephone systems including the billing of personal long distance telephone calls to the county, or use of dedicated long distance lines to make personal calls.
12. Violation or disregard of safety rules or common safety practices; failure to report an accident or injury

immediately.

13. Creating or contributing to unsanitary or poor housekeeping conditions.
14. Falsification of application for employment, medical questionnaire, accounting or expense reports, health insurance claims, time card, or other county documents.
15. Threats or acts of violence.
16. Stealing or removal of another employee's property or county property without permission.
17. Refusal to perform work assigned.
18. 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 management.
19. Failure to maintain the confidentiality of information.
20. Failure to adhere to county security procedures.
21. Engaging in fighting, horseplay (that creates a dangerous situation or interferes with the performance of anyone's job duties), or disorderly conduct while on county time.
22. Discrimination or harassment of any kind against employees, supervisors, citizens, contractors or visitors based on race, color, creed, national origin, sex, age, handicap or any other violation of equal employment opportunity policies. Racial or ethnic slurs in the guise of humor shall be included within the kinds of harassment prohibited by this subsection.
23. Insubordination.

DISCIPLINARY PROCEDURES

When discipline becomes necessary, it represents a failure of the process for both parties - employer and employee.

Non-Bargaining Employees:

Disciplinary action for nonbargaining employees may consist of verbal or written counseling, suspension without pay, demotion or termination of employment. In the event 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 these 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 Board of Commissioners. The time lines for the grievance process are those set forth in the related collective bargaining agreement. The decision of the Board of Commissioners is final and binding.

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 counseling when difficulties with performance are experienced. Verbal and/or written counseling sessions 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 collective bargaining agreement. Please consult the applicable labor agreement for details.

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 the applicable collective bargaining agreement for a discussion of grievance procedure.

IN CONCLUSION

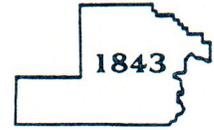
This handbook has been compiled to inform you of County practices, policies and benefits. Many of the things discussed are important to your family, so encourage family members to also read your handbook. Because these policies and benefits may change with time, consult your supervisor as well as this handbook if you have any questions. As stated earlier, these rules and regulations are subject to change.

Any collective bargaining agreements in effect shall have precedence over policies and benefits of this handbook.

Finally, remember that this handbook is not a contract and does not establish any employment rights in your job.

Thank you for joining the Yamhill County work force.

Yamhill County



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(503) 434-7501 • Fax (503) 434-7553
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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)