Personnel Policies

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Overview & Purpose

The personnel policies provide employees with a general understanding of the employment policies of the Umatilla County Special Library District (UCSLD) and to provide guidance.

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

In all areas where specific guidance is not provided by these policies, the UCSLD Board of Directors reserves the right to determine all such issues on a case-by-case basis, with recommendations made by the District Director as provided in this policy and affirmed or rejected by the Board.

The UCSLD reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the UCSLD Board or as otherwise required by law.

The policies in this statement shall apply to individuals that have an employment relationship with UCSLD. To the extent that volunteers are utilized by UCSLD, the provisions relating to protection of status, protection from adverse environments, and the requirements for positive behaviors shall apply. Wherever this policy is applicable to both employees and volunteers, it shall be noted in the language.

Adopted – 09/24/2020
Reviewed & Updated – 11/17/2022

Personnel Administration Generally

The Umatilla County Special Library District (UCSLD) Board of Directors and the District Director shall have authority over all matters of personnel administration through adoption and implementation of the UCSLD budget, pay plans, and policies and resolutions adopting and/or amending the personnel rules and regulations.

The District Director is charged with responsibility for the interpretation and application of the policies. The District Director shall be responsible for ensuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify procedures pursuant to Board policies and shall advise the Board on any changes concerning these rules and regulations. The Board delegates to the District Director broad discretion in all aspects of personnel, subject to the advice and concurrence of the Board.

Adopted – 09/24/2020
Reviewed & Updated – 11/17/2022

Appointment, Qualifications and Separation

Equal Employment Opportunity

The Umatilla County Special Library District (UCSLD) is committed to a policy of equal employment opportunity for applicants and employees. Employment decisions will comply with all applicable laws prohibiting discrimination in employment as they apply to sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, and genetic information.

This commitment to equal opportunity applies to all aspects of the employer-employee relationship, including recruitment, hiring, reclassification, training, promotion, transfer, discipline, layoff, recall, and termination.

Adopted – 5/19/2003
Reviewed & Updated – 09/24/2020, 11/17/2022

Employee Status

- Regular Full-Time Employees

An Umatilla County Special Library District (UCSLD) employee who regularly works a minimum of 40 hours a week on a continuing basis, and who has completed the trial period, is considered a regular full-time employee.

- Regular Part-Time Employees

An employee who regularly works less than 40 hours a week is considered a regular part-time employee once the trial period is successfully completed. The UCSLD shall pay a proportion of benefits, based on the regular hours of work.

- Temporary Employees

Temporary employees are defined as those employees holding jobs of limited duration of less than one year arising out of special projects, abnormal workloads, or emergencies. Temporary employees are ineligible for employer-paid benefits other than sick leave as required by the Oregon Sick Leave Act.

- Exempt Status

UCSLD personnel whose duties fall under exempt as those terms are defined in federal and state law shall not be eligible for overtime.

Each position job description will clearly define exemption status for overtime compensation as “exempt” or “non-exempt.”

Adopted – 09/24/2020
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Volunteer Policy

Value and Purpose

Umatilla County Special Library District (UCSLD) values volunteerism as community engagement. The volunteers are a valuable resource of the UCSLD. The volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the District for the benefit of all.

The services that volunteers provide aid the District in making the best use of its fiscal resources and are meant to enhance, not replace, adequate staffing.

A volunteer in the UCSLD is an individual who receives no direct compensation for services. Volunteers and staff are expected to work together in a manner that is respectful, patient, and appreciative of volunteers, with staff offering guidance, assistance, and support when and where appropriate. Volunteers are held to similar standards of conduct and procedure as employees.

Personnel compensated as employees of UCSLD may not volunteer to do work they would otherwise be paid to accomplish.

The District Director or designee directs, develops, and administers the UCSLD volunteer program by recruiting, selecting, interviewing, training, and placing volunteers. The District Director or designee also organizes volunteer activities and provides for appropriate volunteer recognition and appreciation acknowledging the benefit volunteers provide to the District and the communities it serves.

Equal Employment Opportunity

UCSLD is committed to a policy of equality for all volunteer applicants. Volunteer decisions will comply with all applicable employment laws prohibiting discrimination as they apply to sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, and genetic information.

Volunteer Selection

Volunteers are selected based on their qualifications in relation to the needs of the UCSLD at any given time. UCSLD volunteers are coordinated by the District Director or designee, and must be at least 12 years of age. Volunteer talents, experience, availability and interests will be considered in job assignments.

Volunteer Positions and Time Commitment

A. Categories of Volunteers

1. Adult Volunteers—18 years of age or older. The adult volunteers may work in any of the areas of the UCSLD.
2. Youth—12 to 17 years of age. A parent/guardian of volunteers under the age of 18 must sign a consent form for their child to perform volunteer service hours at the UCSLD. Forms are available at the District office.

B. Volunteer Positions

Volunteers may work in all areas of the District including:

- Book processing
- Shelving and inventory
- Book mending
- Maintenance and housekeeping
- Events coordination
- Collecting historical documents
- Display designing and implementing
- Clerical support
- Finance
- Web design
- Fundraising
- Grant writing
- Communications and publicity
- Outreach
- Courier deliveries
- Friends of the Library

Volunteers will not be expected to do anything staff would not do.

C. Volunteer Time Commitment

For most volunteer positions there are no minimum service hours required.

Attendance and Recording Hours

Volunteers are expected to fulfill the commitment agreed upon with the library. Volunteers not able to cover their shift for any reason are expected to notify the District Director or designee as soon as possible by telephone or email.

Volunteers who are sick or unable to volunteer due to a planned vacation are asked to advise the District Director or designee, as early as possible to allow sufficient time to find a replacement volunteer.

Accurate records of time and attendance are a necessity for all volunteers. Volunteers are asked to report their total time on the appropriate time sheet for their position. The log of volunteer hours is used for various purposes such as reporting volunteer statistics to the Oregon State Library and applying for grants.

Volunteer Standards of Conduct and Termination

Volunteers are asked to treat all staff and fellow volunteers with respect. This maintains an effective and positive space for all. Volunteers must also adhere to the same standards of conduct as UCSLD employees.

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Reviewed & Updated – 12/19/2019, 11/17/2022

Appointment of Employees

Minimum Age Requirements
All employees of the Umatilla County Special Library District (UCSLD) must be at least 18 years of age.

Employment of Relatives
Employees who are relatives of UCSLD employees will not be eligible for UCSLD employment where direct supervision is provided by a relative. A relative is defined as a parent, child, spouse, domestic partner, brother, sister, uncle, aunt, nephew, niece, in-law, and step relationships.

Employment Applications
UCSLD relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Pre-Employment Screening
All applicants who are offered a position for employment are subject to background screening recommended by the liability insurer of the UCSLD.

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

UCSLD will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Driving Record
UCSLD employees who may be required to drive must possess a valid driver's license that allows driving privileges in Oregon and must comply with any operator's license restriction. All employees who may be required to drive on UCSLD business may at any time have their driving record checked by the UCSLD as permitted by applicable law. If the record indicates violations, the employee may be subject to appropriate warnings or disciplinary action. As a condition of continued employment each employee who operates a vehicle in order to fulfill their job description must maintain a personal driving record which is within risk criteria, if any, established by the district's insurer.

Job applicants' driving records may be checked prior to being hired as a condition of employment.

Employees who may be required to drive shall notify the District Director of any change in license status, and all traffic violations. Failure to report a traffic violation or change in license status to the District Director is viewed as a violation of UCSLD policy. The UCSLD monitors driving records as a component of risk management, in order to identify needs for driver improvement.

This policy is applicable to qualified individuals with disabilities only when

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Trial Period

All employees are subject to a 90-day trial period, which begins on their date of hire. The same is true for existing employees in a job change and begins on the employee's start date in the new job. The trial period serves to give employees in a new job the opportunity to demonstrate their ability, achieve satisfactory performance, and determine whether the new position meets their expectations. The Umatilla County Special Library District (UCSLD) uses this period to evaluate employee capabilities, work habits, and overall performance. During the trial period, the employee may be dismissed at any time without cause.

Any significant absence will automatically extend a trial period by the length of the absence.

At the end of the trial period, the employee's supervisor will conduct an evaluation using the standard performance appraisal forms to determine whether employment should be continued. Employees who do not satisfactorily complete the trial period will be dismissed.

If the employee's supervisor determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee's performance, the trial period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. Completion of the trial period does not

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Performance Appraisals

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance appraisals are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance appraisals shall be conducted annually at the end of the fiscal year. The District Director conducts staff performance appraisals and the Board conducts performance appraisals for the District Director.

Supplemental Evaluation

A supplemental performance appraisal may be submitted on any occasion deemed appropriate by a supervisor to clarify performance deficiencies and goals or plans for improvement.

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UCSLD Expectations of Employees

Each employee of Umatilla County Special Library District (UCSLD) is a part of a team of public employees, and public satisfaction with the UCSLD depends on order and discipline to fulfill its mission and provide efficient and quality service. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct, customer service and personal integrity.

Personal Conduct

Employees are encouraged to exhibit the following professional behavior:

1. Promote the UCSLD's mission, vision, and values.
2. Be familiar with the Library Bill of Rights, the Freedom to Read Statement, and the UCSLD Strategic Plan.
3. Render accurate, unbiased, and courteous responses to all requests for assistance.
4. Practice public-focused work principles.
5. Keep personal information of co-workers and colleagues private
6. Maintain efficiency in accordance with the position description and standard of performance.
7. Properly use and care for all UCSLD properties, equipment, and materials.
8. Practice cost-consciousness in the discharge of duties
9. Maintain a neat and clean personal appearance.
10. Treat the public and coworkers with courtesy and respect.

Ethics

UCSLD employees are considered public officials under Oregon law and are subject to Oregon Government Ethics Laws. When acting in their official capacity, employees may not use UCSLD time, equipment, or services for their personal benefit, the benefit of a relative of the employee as defined by Oregon law, the benefit of a member of the employee's household, or the benefit of a business with which the employee, a relative of the employee, or a member of the employee's household is associated.

UCSLD will comply with all applicable laws and regulations and expects its Board of Directors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employee behavior with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the Board of Directors for advice and consultation.

Examples of Prohibited Conduct

The following is a non-exclusive list of examples of conduct that is prohibited and that may lead to disciplinary action:

1. Insubordination, including improper conduct toward a supervisor, refusal to perform tasks assigned by a supervisor, or willful violation of any reasonable and lawful directive prescribed by a supervisor.
2. Violation of lawful duty or UCSLD policies and procedures.
3. Possession, distribution, sale, use of illegal drugs, or being under the influence of drugs or alcohol while on duty.
4. Bringing to any UCSLD location any dangerous or unauthorized materials including explosives, firearms, or any dangerous weapons.
5. Theft or unauthorized removal or possession of property belonging to UCSLD, coworkers, volunteers, clientele, or the public.
6. Misusing, destroying, or damaging property belonging to UCSLD, a coworker, volunteer, client, or visitor.
7. Fighting, violent or threatening behavior, badgering, yelling, abusive or derogatory language, or similar conduct toward the public or a coworker while on the premises, or during any time of official action on behalf of UCSLD.
8. Violation of established safety policies or otherwise endangering the safety of other employees, volunteers, clientele, or the public.
9. Any purposeful conduct that may be determined to be harassment of any kind, including sexual harassment (see *Prevention of Workplace Discrimination, Harassment and Retaliation* policy).
10. Smoking in any area designated as "non-smoking."
11. Being wasteful of material, property, or working time.
12. Being absent from work without permission or failing to report to the supervisor when absent; being habitually tardy.
13. Release of confidential information or patron records except in accordance with the adopted policies.
14. Personal acceptance of gifts in violation of Oregon government ethics laws.
15. Altering or falsifying any record, intentionally destroying or altering any record, or similar action that would compromise the integrity of the UCSLD.
16. Falsifying or making a material omission on an employment application or materials inquiring about background information prior to hiring and/or an official record of UCSLD.

The employee's supervisor will present any employees engaging in prohibited conduct with a statement of any alleged violation and allow them the opportunity to present their side of the issue. Following such notice and discussion, the employee's supervisor shall enforce the discipline they determine to be appropriate. Disciplinary alternatives are not limited to, but may include verbal warning, written warning, suspension without pay, and dismissal.

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Acceptable Use

Objective

This policy describes the acceptable use and monitoring of the Umatilla County Special Library District (UCSLD) electronic communication/information systems including computers, phones, electronic mail, internet access, operating systems, storage media, voicemail, copy machines, etc. These are the property of the UCSLD and are to be used for business purposes in serving the interest of the UCSLD, patrons, vendors and partners in the course of normal operations. The use of the UCSLD's electronic communication/information systems for non-job-related purposes is strictly prohibited and employees should not have any expectation of privacy when using these systems or any related equipment. This policy applies to employees, contractors, consultants, partners, temporaries and other paid workers at the UCSLD. This policy applies to all equipment and software that is owned or leased by the UCSLD. The UCSLD reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy. The UCSLD implements this policy not to impose restrictions that are contrary to the UCSLD's culture of openness and trust. The UCSLD is committed to protecting its employees, partners and the district from illegal and damaging actions by individuals either knowingly or unknowingly.

General Use

Only authorized users may access the internet on UCSLD owned equipment and software. Employees should not mail, upload or broadcast any information for personal gain including but not limited to: chain letters, solicitations, employment opportunities, sale of products, and/or searches of non-business related sites or any obscene or offensive material. All UCSLD computing devices must be secured with a password protected screensaver. An individual must lock the screen/log off when the device is unattended.

Employees, contractors and partners must use extreme caution when opening email attachments received from unknown senders, which may contain malware. Employees, contractors and partners have a responsibility to promptly report any theft of unauthorized disclosures of UCSLD proprietary information.

Unacceptable Use

Employees, contractors, consultants, partners, temporaries and other paid workers are prohibited to engage in the following activities while using UCSLD owned or leased resources. This list is not meant to be exhaustive, but an attempt to provide a framework for unacceptable usage:

- Any activity that is illegal under local, state, federal or international law.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, including but not limited to the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the UCSLD.

• Unauthorized copying of copyrighted material including but not limited to digitization and distribution of photographs, music, etc.
• Introduction of malicious programs in the network of server (e.g. viruses, worms, trojan horses, email bombs, etc.)
• Revealing your passwords and use of your account by others.
• Circumventing user authorization or security of any host, network or account.
• Providing information about or lists of the UCSLD's employees to outside parties.
• The use of devices, technologies or software that has not been authorized by the UCSLD, designed to conceal a user's location and usage, including but not limited to: onion routing, virtual private networking connections, proxy servers, etc. Any form of harassment via email or telephone.

Non-compliance and violations of this policy may be subject to disciplinary action, up to and including termination of employment, contract or partnership.

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Discipline

Discipline may be initiated for many proper reasons, including, but not limited to, violations of the work rules, insubordination, or poor job performance. See *UCSLD Expectations of Employees* for guidance on conduct, ethics, and prohibited behavior. The severity of the disciplinary action generally depends on the nature of the offense and an employee's work record and may range from verbal counseling to dismissal.

Disciplinary Action

Whenever an employee commits an offense warranting disciplinary action, the District Director or designee may begin disciplinary action at any of the steps listed below, depending on the seriousness of the offense committed. All steps at or above a written warning require approval by the District Director. All disciplinary steps, including verbal counseling or warning, should be documented.

1. Verbal counseling or warning. For minor offenses, the employee shall be given a verbal warning. If this does not correct the situation within a reasonable length of time, the supervisor shall then use the second step of this procedure.

2. Written counseling or warning. The employee may be given a written warning. A copy will be placed in the employee's personnel file, and the employee will be given a copy. The written warning should be signed and dated by the employee. Employees who disagree with the facts in the warning may submit a written response. The warning and the employee response will be placed in the employee's personnel file.

3. Performance improvement plan. The employee may be put on a performance improvement plan, which helps clarify performance deficiencies and goals or plans for improvement on the job. The plan includes a response from the employee. A copy signed by the employee and supervisor will be placed in the employee's personnel file, and the employee will be given a copy.

4. Suspension. If a second offense of any kind occurs after the first written warning, the employee may be suspended from work without pay for up to 30 days. The length of suspension will depend upon the seriousness of the offense. Before suspending an employee without pay, the supervisor will meet with and allow the employee the opportunity to respond.

5. Suspension pending dismissal. If a third offense of any kind occurs after the first written warning, the employee may be suspended without pay pending dismissal.

6. Dismissal. An employee may be dismissed if the employee violates district policy, commits serious misconduct, or fails to improve the level of performance. However, this statement does not limit the UCSLD's right to end the employment with or without cause at any time.

Supervisors are not required to go through the entire six steps involved in this disciplinary procedure. Discipline may begin at any step in the procedure depending upon the seriousness of the offense committed, as determined by the supervisor and District Director. In addition, the supervisor may deviate from this procedure, impose different types of discipline, or repeat any of the first four steps of this procedure when the supervisor feels it is necessary.

Grievance Process

It is the policy of UCSLD that all employees be afforded due process when any disciplinary action greater than a verbal or written warning has been imposed. This process allows employees to have their grievance heard or to appeal a decision for disciplinary action. The following steps constitute the grievance process for a disciplinary action:

1. Within five working days of the disciplinary action, employees must provide to the District Director a written statement of what they believe is incorrect or unfair about the decision reached, along with the specific remedy they seek.

2. The District Director shall respond in writing to the employee within 10 working days of receipt of the employee's statement of grievance. The District Director may determine the response through inquiry, investigation, hearing, or other action. If the District Director does not respond in time, the employee may escalate the grievance to step 3.

3. If the employee wishes to appeal the District Director's decision or if the District Director fails to respond to the grievance within 10 working days as outlined in step 4, the aggrieved employee may submit a written summary of the grievance along with all pertinent documentation to the UCSLD Board of Directors at its next regularly scheduled meeting.

4. The Board of Directors shall respond in writing within 45 days after the date of the presentation of the grievance. The Board may solicit additional information as it deems appropriate, and it may exercise a full range of discretionary actions, from upholding the disciplinary action to modifying the action in any manner as determined by the board. The decision of the Board shall be final and binding.

If the grievance procedures established in this section are not initiated by the employee within the specified time limits, the grievance shall be considered not to have existed.

No employee shall be disciplined or discriminated against in any way because of the employee's proper use of the grievance procedure.

Adopted -
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Employee Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Umatilla County Special Library District (UCSLD), as a Special District Association of Oregon (SDAO) insured, will not as a general rule, terminate personnel without prior free SDAO legal advice. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee.
- Discharge – involuntary employment termination initiated by the organization.
- Retirement – voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with UCSLD is based on mutual consent, both the employee and UCSLD have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

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

Severance Pay

The UCSLD may provide severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to UCSLD, as determined by UCSLD in its sole discretion. Severance pay may be provided to the following eligible employee classifications:

- Regular full-time employees
- Regular part-time employees

Specifically excluded from benefits under this provision are employees who: were hired as temporary employees for a specified period of time, leave work due to a reduction in the work force, were offered but refused to accept another suitable position with the organization, were provided the opportunity to be retained for any length of time by a successor employer.

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Employee Records

The Umatilla County Special Library District (UCSLD) maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

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

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

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Payroll, Scheduling and Overtime Practices

Work Week, Working Hours, Overtime

The normal Umatilla County Special Library District (UCSLD) work week consists of 40 hours. The District Director and employees are expected to accomplish service priorities in a timely fashion within the normal work week to the greatest extent possible.

Hours of Work
The work schedule for employees shall be defined as required by the District Director based on operational needs.

Work Week
The work week for calculation of wage and hour provisions applicable to UCSLD shall begin at 12:00:00 AM Sunday morning and extend to 11:59:59 PM Saturday.

Overtime
Hours worked in excess of 40 hours in a work week as defined in the Federal Fair Labor Standards Act and Oregon Wage and Hour provisions, shall be considered overtime and compensated at time-and-one-half for all non-exempt employees as required by law.

Actual hours worked for the purpose of overtime calculations excludes paid time off benefits (vacation, sick, and holiday).

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Payroll

All employees are paid monthly on the last business day of the month. Each paycheck will include earnings for all work performed through the end of the month.

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

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon their return from vacation, unless other arrangements have been made.

Adopted – 5/19/2003
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Scheduling

The normal work schedule for employees is Monday through Friday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits, as well as week to week within a given pay period for Exempt employees. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

Rest and Meal Periods

Each workday, full-time nonexempt employees are provided with 2 rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. This time is counted and paid as time worked.

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

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Telecommuting

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that the Umatilla County Special Library District (UCSLD) may offer to some employees when it would benefit both the organization and the employee.

Employees who believe telecommuting can enhance their ability to get the job done should submit a written request to their supervisor proposing how it will benefit UCSLD and themselves. The request should explain how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The Board's decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and their supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee's supervisor.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, UCSLD has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

Adopted – 5/19/2003
Reviewed & Updated – 9/24/2020, 11/17/2022

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, earthquakes, unsafe work conditions or pandemics can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility.

The District Director will determine when an emergency closure is warranted. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Adopted – 5/19/2003
Reviewed & Updated – 9/24/2020, 11/17/2022

Benefits, Holidays and Leave

Employee Benefits

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

Benefits eligibility is dependent upon a variety of factors, including employee classification. The employee's supervisor can identify the programs for which each employee is eligible. Details of many of these programs can be found elsewhere in the personnel policies.

The following benefit programs may be available to eligible employees:

- Auto Mileage Reimbursement
- Bereavement Leave
- Dental Insurance
- Educational Financial Assistance
- Educational Leave
- Employee Health Program
- Flextime Scheduling
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Major Medical Insurance
- Meal Allowances
- Medical Insurance
- Medical Leave
- Membership Dues
- Military Leave
- Personal Leave
- Relocation Assistance
- Retirement Plan
- Severance Pay
- Sick Leave Benefits
- Travel Allowances
- Vacation Benefits
- Vision Care Insurance
- Witness Duty Leave

Some benefit programs require contributions from the employee, but most are fully paid by UCSLD.

Adopted – 5/19/2003
Reviewed & Updated – 9/24/2020, 11/17/2022

Health Insurance Benefits

The Umatilla County Special Library District (UCSLD) health insurance plan provides employees and their families with access to medical, dental, and vision care insurance benefits after 30 days of employment. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees (working at least 30 hours per week)

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

Details of the health insurance plan are provided to new employees upon hire. Contact the District Director for more information about health insurance benefits.

Adopted – 5/19/2003
Reviewed & Updated – 7/1/2012, 9/24/2020, 11/17/2022, 4/27/23

Life Insurance

The Umatilla County Special Library District (UCSLD) provides a basic life insurance policy for eligible employees.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

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

- Regular full-time employees
- Regular part-time employees (working at least 30 hours per week)

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between UCSLD and the insurance carrier. Eligible employees may begin LTD coverage after completing 30 calendar days of service.

Details of the basic life insurance plan including benefit amounts are provided to eligible employees. Contact the District Director for more information about life insurance benefits.

Adopted – 5/19/2003
Reviewed & Updated – 7/1/2012, 9/24/2020, 11/17/2022

Long-Term Disability

The Umatilla County Special Library District (UCSLD) provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

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

- Regular full-time employees
- Regular part-time employees (working at least 30 hours per week)

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the UCSLD and the insurance carrier. Eligible employees may begin LTD coverage after completing 30 calendar days of service.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the District Director for more information about LTD benefits.

Adopted – 5/19/2003
Reviewed & Updated – 7/1/2012, 9/24/2020, 11/17/2022

Retirement Benefit

The UCSLD provides a retirement plan to all eligible employees through the State of Oregon's Public Employees Retirement System (PERS). Coverage for eligible employees begins the first payroll period after the sixth month of employment.

Information regarding eligibility and specific benefits is available from the District Director.

Adopted –
Reviewed & Updated – 9/24/2020, 11/17/2022

Holidays

The Umatilla County Special Library District (UCSLD) will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King's Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Juneteenth Holiday (June 19)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (2 days)

UCSLD will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Official Federal holidays will be added to this list as an ongoing priority when they are approved by the federal government. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Adopted – 5/19/2003
Reviewed & Updated – 9/24/2020, 11/17/2022, 8/24/23

Vacation

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

- Regular full-time employees
- Regular part-time employees

The amount of paid vacation time employees receives each year increases with the length of their employment as shown in the following schedule on a pro-rated basis:

- Upon hire, the employee is entitled to 15 vacation days each year, accrued monthly at the rate of 1.25 days (or 10 hours).
- After 3 years of eligible service (from date of hire) the employee is entitled to 18 vacation days each year, accrued monthly at the rate of 1.5 days (or 12 hours).
- After 5 years of eligible service the employee is entitled to 21 vacation days each year, accrued monthly at the rate of 1.75 days (or 14 hours).

Vacation leave begins accruing at hire and subsequent increases at 3 and 5 years occur as of the date of hire. They can request use of vacation time after it is earned.

Utilization of vacation time shall be approved by the District Director for all employees. Vacation time may be used for sick leave as defined in *Sick Leave*, when the sick leave accrual has been exhausted, or for family leave as defined in *Other Leaves*. All time granted shall be compensated at the normal pay rate for the employee. Vacation time for the District Director shall be reviewed and approved by the president of the Umatilla County Special Library District (UCSLD) Board of Directors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special terms of compensation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

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

Adopted – 5/19/2003
Reviewed & Updated – 9/24/2020, 11/17/2022

Sick Leave

The Umatilla County Special Library District (UCSLD) provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Eligible employees will have 40 hours paid sick leave as of hire date and will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on a basis of a "benefit year," the 12-month period begins when the employee starts to earn sick leave benefits as of hire date. Sick leave will be pro-rated based on a 40-hour work week.

Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member.

The UCSLD defines "immediate family" as the employee's spouse, domestic partner, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

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

When an employee leaves to care for a dependent, sick leave benefits can be used. If more time is needed, family leave laws may come into effect if laws apply and the employee is eligible for such leave. The employee must comply with the notice requirements under family leave laws, which may provide for later notification of inability to work than is otherwise required by this policy, if the need for the leave is unanticipated.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days work of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit. Additionally, employees reaching the 90-day limitation may donate further accrual to a "leave pool" until the employee has reduced the balance below

the limit. Eligible employees may draw on the “pool” after all available paid leave has been exhausted.

An employee of the District may voluntarily donate up to three (3) days of either accumulated unused sick leave or earned vacation per calendar year to another permanent employee of the District with prior approval of the Director. An acknowledgement of the voluntary gift will be documented, signed, and placed in the donor personnel file.

If there is still a need remaining after all other leave and work schedule options have been exhausted, the Board may grant additional paid sick leave under certain circumstances.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Adopted – 5/19/2003
Reviewed & Updated – 9/24/2020, 11/17/2022, 1/25/24

Concurrent Leaves

Sometimes more than one type of leave may apply to a situation. Where allowed by federal or state law, leaves will run concurrently. This means that sick leave, workers' compensation leave, personal leave, leave as a reasonable accommodation for a qualified individual with a disability, federal family medical leave, and unpaid leaves of absence may all run concurrently and be counted against the employee's family medical leave entitlement. The UCSLD may designate any type of leave as Family Medical Leave if the leave is used for a family medical leave purpose.

Medical Certification

An employee on sick leave that is running concurrently with another type of leave, for example family medical leave or personal leave, may have to provide the medical certification required for any and all applicable types of leave. This means an employee on sick leave may be required to have their medical provider complete the certification of physician or practitioner form required for federal or state family medical leave, obtain second or third medical opinions, as provided by family medical leave laws, and provide fitness for duty medical certifications before returning to work as provided by the family medical leave policy.

Adopted – 9/24/2020
Reviewed & Updated – 11/17/2022

Other Leaves

Leaves of Absence

The Umatilla County Special Library District (UCSLD) offers leaves of absence for qualifying reasons as outlined in this policy. When an employee is granted a leave of absence, benefits may be suspended for that period of time unless otherwise indicated.

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

- Regular full-time employees
- Regular part-time employees

Jury Duty

The UCSLD encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request paid jury duty leave.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

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

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

The UCSLD will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

Any compensation for jury duty will be signed over the UCSLD. Employees may retain any amount the court compensates for travel expenses.

Witness Duty

The UCSLD provides leave for employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by UCSLD, they will receive paid time off for the entire period of witness duty.

The UCSLD will continue to provide health insurance benefits for the full term of the witness duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during witness duty leave.

Any compensation for witness duty will be signed over the UCSLD. Employees may retain any amount the court compensates for travel expenses.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The UCSLD defines "immediate family" as the employee's spouse, domestic partner, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was like any of the above relationships.

Up to two weeks of paid sick leave may be used by eligible employees within 60 days of the date on which the employee receives notice of the death of a family member. Bereavement pay is calculated based on the employee's base pay rate at the time of absence. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Personal Leave

UCSLD may provide leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations.

Eligible employees may request personal leave only after having completed 90 calendar day trial period. As soon as eligible employees become aware of

the need for a personal leave of absence, they should request a leave from their supervisor.

If an initial period of absence proves insufficient, consideration will be given to a written request for a single extension. With the supervisor's approval, an employee may take any available vacation leave as part of the approved period of leave.

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

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits may be provided by UCSLD until the end of the first full month of approved personal leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by UCSLD according to the applicable plans.

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

Military Leave

Eligible employees shall be granted time off, without compensation or benefits, for service in the National Guard. Should any employee be called to active service, the UCSLD will assure that the individual will be rehired upon completion of such service in the same or equivalent position.

Adopted –
Reviewed & Updated – 9/24/2020, 11/17/2022

Travel, Training, Per Diem and Lodging Policy

Traveling for the business of the Umatilla County Special Library District (UCSLD) is a necessary method of strengthening our community libraries. All travel is subject to approval and the UCSLD budget. Travel requests are approved by the District Director for UCSLD staff and by the UCSLD Board President *or their designee* for the District Director. The following are considerations for use of UCSLD resources for travel:

General Provisions:

- Employees will be reimbursed for travel expenses incurred in the performance of their work.
- Travel occurs only when there is a substantial UCSLD business reason and it is properly documented and approved.
- Methods of travel should be considered that save time and/or money for the UCSLD.
- A Pre-Approval Training/Travel Request Form shall be submitted to the appropriate person for approval as much in advance of the travel as possible.
- The request should estimate the costs and budget account to be charged for the following:
    - Transportation
    - Conference, Training or Workshop fees/costs
    - Lodging
    - Meals
    - Miscellaneous expenses related to the event
- Any employee of the Library incurring expenses for Library related business shall be reimbursed as follows:
    - Official travel in privately owned vehicles shall be reimbursed in accordance with the the Federal mileage rate for business-related matters.
    - Air travel shall not be first class unless other rates are unavailable. Under reasonable circumstances, or for necessary expediency, the Board may authorize other travel means.
    - Lodging shall be reimbursable at the actual expense. Receipts must be provided for all lodging.
    - Parking, tolls, and public transport shall be reimbursable at the actual expense. Receipts must be provided for all parking, tolls and public transport.
    - Conference and registration fees shall be approved in advance by the District Director, and may be prepaid when necessary and appropriate.
    - Use of rental vehicles is allowed when more feasible than other types of available transportation.
    - The UCSLD will reimburse an employee for meals during travel for the UCSLD. See the Travel, Training, Per Diem and Lodging Procedure for guidelines.

    - All expenses should be reported on the Travel Expense Reimbursement Form and submitted for District Director and/or Board President approval.
    - Other necessary expenses which were unforeseeable prior to travel may be approved by the Board upon presentation of documentation of the need for such expense.
- The credit cards held by the UCSLD staff shall be used for allowable expenses according to the UCSLD policy and procedures.
- Receipts shall be submitted for credit card use and for reimbursement of allowable expenses paid by staff members or UCSLD board members.
    - A receipt shall contain: 1) the name of the establishment where the item(s) were purchased; 2) the date the item(s) were purchased; and 3) the amount of the purchase.

Expenses not in compliance with the travel policy will not be reimbursed or paid by the Board, such as costs incurred by family members or staff attendance at events not approved by the Director or the Board.

Travel:

- Allowed for meetings, for site visits, for workshops, for conferences, for training and other approved events.
- All UCSLD staff private auto travel will be reimbursed at the Federal mileage rate for business-related matters.
- All UCSLD travel outside the state of Oregon needs clearance gained through the Pre-Approval Training/Travel Request Form. Exceptions to this policy are travel to Walla Walla and the Tri-Cities, Washington.
- The UCSLD Board members may be reimbursed at the Federal mileage rate for Board approved travel.
- Board members may be reimbursed for round trip mileage to meetings of the UCSLD Board of Trustees, if their one-way mileage is over 10 miles.

Per Diem:

- Allowed for meetings, for workshops, for conferences, for training and other approved events. Meals are not reimbursed for site visits within Umatilla County.
- For the UCSLD Board of Trustees and staff members, for full day and overnight travel, see the Travel, Training, Per Diem and Lodging Procedure for guidelines.
- For partial day travel, meal cost reimbursement, see the Travel, Training, Per Diem and Lodging Procedure for guidelines.

Lodging:

- Lodging for UCSLD travel and training will be reimbursed at the actual cost. See the *Travel, Training, Per Diem and Lodging Procedure* for guidelines.

Adopted – 11/15/2018
Reviewed & Updated – 11/17/2022

Education, Training & Conferences

The Umatilla County Special Library District (UCSLD) recognizes that the skills and knowledge of its employees are critical to the success of the organization. The UCSLD may provide educational assistance to employees in the following employee classification(s) depending on the needs of UCSLD:

- Regular full-time employees
- Regular part-time employees

Employees should contact the District Director for more information or questions about educational assistance.

Education Opportunities

Employees are encouraged to seek training and education to improve their knowledge and skills. A Pre-Approval Training/Travel Request Form shall be submitted to the appropriate person for approval as much in advance of the training as possible. The request form should indicate why the training is important and necessary for the employee's work.

- The request should estimate the costs and budget account to be charged for the following:
  - Transportation
  - Conference, Training or Workshop fees/costs
  - Lodging
  - Meals
  - Miscellaneous expenses related to the event
- For more information, see the *Travel, Training, Per Diem & Lodging Policy.*

Travel Time

Travel time is considered work time per OAR 839-020-0045 (See *Travel, Training, Per Diem & Lodging Policy*) and will be compensable as follows.

- Time spent by a non-exempt employee in travel as part of the employee's principal activity is counted as hours worked. Where an employee is required to report to a location for required training or for other job duties, work time shall include the employee's travel from their work location to the training or work site.

Adopted –
Reviewed & Updated – 9/24/2020, 11/17/2022

Safety & Workplace Conditions

The Umatilla County Special Library District (UCSLD) Board of Directors and district management are sincerely concerned for the safety and welfare of its employees and the public it serves. It is the UCSLD's policy to prevent accidents and to ensure that employees are provided safe and healthful working conditions, free from recognized hazards.

Adopted –
Reviewed & Updated – 9/24/2020, 11/17/2022

Workplace Safety

Employees are responsible for guarding the safety of themselves, other employees, and the public. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.

It is the employee's responsibility to learn applicable safety regulations and to use safety equipment and safe practices in their performance of duty.

All staff members are required to attend monthly safety training. The full staff becomes the Safety Committee and oversees safety matters and make recommendations to management for improving safe practice and correcting unsafe conditions.

Adopted – 5/19/2003
Reviewed & Updated – 9/24/2020, 11/17/2022

Accident Response

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

Accident Reports

For the employee's protection, job-related injuries or illnesses must be reported immediately. An employee is responsible for notifying the District Director immediately following an accident unless the seriousness of the accident makes it impossible to do so.

If the injury or illness does not require medical treatment, the employee shall submit a written UCSLD Incident Report to the District Director before leaving work for the day. If the injury or illness does require medical treatment, the employee shall complete and submit the Report of Job Injury or Illness (Worker's Compensation Claim Form #801) within 24 hours of the accident. In the event the employee is incapable, the District Director or employee's supervisor is responsible for preparing the Report of Job Injury or Illness.

Workers' Compensation Insurance

If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state Workers' Compensation law. The UCSLD carries Workers' Compensation coverage and will assist the employee in obtaining relevant benefits.

Returning to Work

An employee must report injured status to their supervisor once a week to assist the supervisor in determining the employee's potential for light-duty work.

Adopted –
Reviewed & Updated – 9/24/2020, 11/17/2022

Reporting Suspected Child or Elder Abuse

Oregon law mandates that workers in certain positions must report if they have reasonable cause to suspect child abuse or elder abuse. The Umatilla County Special Library District (UCSLD) employees and volunteers are such mandatory reporters.

Definitions

Oregon law recognizes these types of child abuse:

- Mental injuries
- Sexual abuse or exploitation
- Rape or incest
- Neglect or maltreatment
- Threatened harm
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured
- Unlawful exposure to a controlled substance that subjects a child to substantial risk of harm to his/her health or safety.

A child is an unmarried person under the age of 18. Mandatory reporting requirements apply to any child with whom a district employee comes in contact either on or off duty.

Oregon law recognizes these types of elder abuse:

- Physical abuse
- Neglect
- Self-neglect
- Abandonment
- Verbal or emotional abuse
- Financial exploitation
- Sexual abuse
- Involuntary seclusion
- Wrongful restraint

An elder is any person 65 years of age or older. Mandatory reporting requirements apply to any elder or resident of any age in a long-term care facility with whom an employee comes in contact while acting in an official capacity.

Reporting Procedure

Any employee who has reasonable cause to believe that a child, elder, or resident of a long-term care facility has been abused or who comes into contact with someone suspected of abusing a child, elderly person, or resident of a long-term care facility shall comply with reporting requirements

by completing the Suspicion of Abuse Report form. The employee shall then immediately inform the District Director.

Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

Failure to Comply

Any UCSLD employee subject to this policy who fails to report suspected child or elder abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of child or elder abuse is also a violation of law.

Training

The UCSLD shall provide training for all new district staff and volunteers subject to this policy and review the policy and procedures at least once annually at general staff training events. The training shall cover the prevention and identification of child and elder abuse and the obligations of district employees and volunteers to report suspected child or elder abuse.

Adopted – 2/19/2015
Reviewed & Updated – 11/17/2022

Driving

To carry out its mission, the Umatilla County Special Library District (UCSLD) owns vehicles, occasionally rents vehicles or asks employees to use their personal vehicles.

Insurance

The UCSLD's commercial insurance covers employees while they are properly and legally driving a personal or rental vehicle to conduct approved UCSLD business.

If an employee has a vehicle accident while driving their personal car on UCSLD business, district insurance will pay the costs of the accident, including vehicle repair and medical expenses. If the UCSLD employee was at fault in the accident, the employee will be responsible for paying any deductibles. If another party was at fault, that party's insurance will cover all costs, including deductibles.

Drivers

An employee driving a vehicle for UCSLD business must maintain a valid driver's license and, if using a personal vehicle, current automotive insurance.

An employee is required to notify the District Director of any changes to driver's license status. The UCSLD may check the driving records of employees at any time.

Safety Regulations

The UCSLD employees will comply with all safety laws and regulations that apply to motor vehicles in the applicable jurisdiction.

No vehicle should be operated with a known safety deficiency.

Drivers and passengers of vehicles being used for UCSLD business must wear seat belts.

District employees may not operate vehicles for UCSLD business while under the influence of alcohol, controlled or illegal drugs, prescription medication that warns against operating a vehicle or equipment, or under any condition that impairs the driver's ability to operate the vehicle in a safe and legal manner.

Use of any hand-held electronic device while operating a vehicle for UCSLD business is unlawful and prohibited.

Restrictions on Vehicles Leased or Rented by UCSLD

Vehicles leased or rented by the UCSLD may only be used to conduct district business.

The District Director may authorize an employee to take a rental vehicle home if it's more efficient and cost-effective to the UCSLD.

Tobacco products may not be used in any vehicle leased or rented by the UCSLD.

Accidents and Citations

Any accident involving a vehicle being used for UCSLD business must be reported immediately to the police in accordance with state law. After an accident is reported to the police, it must then be reported to the District Director. All accidents must be documented and reported to the UCSLD's insurance company.

An employee receiving a traffic citation while conducting UCSLD business will be personally responsible for its payment and must report this fact to the District Director.

Adopted –
Reviewed & Updated – 9/24/2020, 11/17/2022

Prevention of Workplace Discrimination, Harassment and Retaliation

The Umatilla County Special Library District (UCSLD) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the UCSLD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related events, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

The UCSLD has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The UCSLD will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact, the District Director. As an alternative you may reach the President of the Board of Directors.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

RETALIATION

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of the UCSLD to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct

is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined 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.

HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

The UCSLD encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position.

Individuals who believe that they have been the victim of such conduct should discuss their concerns with the District Director or with the President of the Board of Directors. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern, management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the District Director.

INTERNAL COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the District Director. If you are unable to reach the primary contact, please contact the President of the Board of Directors. We encourage employees to document the event(s), associated date(s), and potential witnesses.

The UCSLD encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

The UCSLD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as [Identify potential options: warning, reprimand, withholding of a promotion or pay increase,

reassignment, temporary suspension without pay, or termination] as the UCSLD believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

EXTERNAL COMPLAINT PROCEDURES

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx

- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Umatilla County Legal Counsel
- Legal Resources – the Special Districts Insurance Services organization has legal resources to recommend.
- Counseling and Support Services and/or Employee Assistance Services - the UCSLD employee benefits program

or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Adopted – 11/21/2019
Reviewed & Updated – 11/17/2022

Bullying

The Umatilla County Special Library District (UCSLD) is committed to a work environment free from bullying on any basis. For the purposes of this policy, bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise (including electronically transmitted acts — i.e. cyberbullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by employees), conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Bullying is behavior that is intentional, repetitive, and hurtful resulting in an imbalance of power between the bully and the target. Such behavior violates the UCSLD *Prevention of Workplace Discrimination, Harassment and Retaliation* policy.

The UCSLD prohibits acts of bullying as defined above. It must be noted that where an allegation of bullying is made the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important. The UCSLD considers the following types of behavior examples of bullying:

- Verbal Bullying: slandering, ridiculing or making evil, harmful, and often untrue statement toward a person or their family; persistent name calling which 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.

Any employee who believes they have experienced bullying should report the information immediately to their supervisor or the District Director. All employees are responsible for notifying their supervisor or the District Director of any harassment behaviors at the workplace or affecting the workplace which they have witnessed, received, or have been told that another person has witnessed or received. All claims shall be investigated either by the supervisor or by the District Director, and the individual who initiated the complaint will be informed as to when the investigation is complete and if corrective actions have been taken.

Should the complaint involve the District Director, the complaint shall be reported to the president of the UCSLD Board of Directors. The president shall have an affirmative duty to investigate and share the findings with the individual initiating the complaint.

Adopted – 9/24/2020
Reviewed & Updated – 11/17/2022

Whistleblower Policy

The Umatilla County Special Library District (UCSLD) is committed to lawful and ethical behavior in all of its activities and requires its employees, volunteers, and contractors to conduct themselves in a manner that complies with all applicable laws and regulations. This policy is based on ORS 659A.199 to 659A.224, Whistleblower Law.

The UCSLD encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent UCSLD activity to report it to the District Director or designee. The employee may also provide the information to a District Board member, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the UCSLD may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the District Director.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The UCSLD will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the District Director or designee immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the District Director or designee who is responsible for investigating and coordinating corrective action.

Adopted – 10/20/2016
Reviewed & Updated – 11/17/2022