



DIRECTOR INFORMATION for
GENERAL BOARD MEETING
October 8, 2024

Redmond Area Park and Recreation District
465 SW Rimrock Dr
PO BOX 843
Redmond, OR 97756
Administrative office phone – 541-548-7275

BOARD OF DIRECTORS

Lena Berry, Director
Mercedes Bostick-Cook, Director
Matt Gilman, Director
David Rouse, Director
Kevin Scoggin, Director

RAPRD STAFF LEADERSHIP TEAM

Katie Hammer, Executive Director
Mike Elam, Recreation Manager
Jessica Rowan, Aquatic Director
Vicki Osbon, Administrative Services Manager

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Redmond Area Park and Recreation District
465 SW Rimrock Way
Redmond Oregon 97756
541-548-7275
www.raprd.org

GENERAL BOARD MEETING AGENDA

October 8, 2024

7:30am

This meeting will take place in person at the Cascade Swim Center, 465 SW Rimrock Way, Redmond. Virtual access is available using the following link:

<https://meet.goto.com/647496005>

You can also dial in using your phone.

Toll Free: 877-309-2073

Access Code: 647496005

AGENDA

1. **Call to Order**
 - Adjustments to the Agenda
2. **Communications** (Comments by Citizens are Limited to 3 Minutes)
3. **Consent Agenda**
 - Approval of the General Board Meeting Minutes from September 10, 2024
 - Acknowledgement of Receipt of September 2024 Financial Summary
4. **Community Recreation Center Update**
5. **Action Agenda Items**
 - Community Recreation Center Name
 - Personnel Policy Manual Update
6. **Discussion Items**
 - Behavior Policy for Participants, Parents/Guardians and Spectators
 - Public Meeting Law Training
7. **Public Comments**
8. **Board/Staff Comments**
9. **Adjournment**

Public Comments will be taken during the meeting. Those wishing to speak should sign up on the sheet provided. Comments by citizens are limited to five minutes. **Speakers will be called in order of sign up. Our meetings are recorded.** Accessibility requests must be made to Administrative Services Manager, Vicki Osbon at 541-548-7275 or by email at vicki.osbon@raprd.org at least 72 hours prior to any public meeting. **This is a no-smoking facility.**



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**REDMOND AREA PARK AND RECREATION DISTRICT
BOARD OF DIRECTORS
Minutes of General Meeting**

A general meeting of the Board of Directors of the Redmond Area Park and Recreation District convened at 465 SW Rimrock Way, Redmond, Oregon, September 10, 2024, at 7:30am.

Attendance:

Directors Present: Matt Gilman, David Rouse Mercedes Bostick-Cook (left at 8:17am)
Lena Berry, Kevin Scoggin

Directors Absent: None

Staff: Katie Hammer, Executive Director; Vicki Osbon, Administrative Services Manager; Jessica Rowan, Aquatic Director, Mike Elam, Recreation Manager

Media: None

Public Attending: Maria Ramirez, City of Redmond Parks, Planner Project Manager, Chad Franke, HMK, Steve Duh, Conservation Technix

GENERAL MEETING MINUTES

1. Call to Order: Matt Gilman called the meeting to order at 7:32am
Adjustments to the Agenda: None

2. Communications: None

3. Consent Agenda:

Approval of the General Board Meeting Minutes from August 13, 2024,

Acknowledgement of Receipt of August 2024 Financial Summary:

Lena Berry made a motion to approve the general board meeting minutes of August 13, 2024, and acknowledge receipt of the August 2024 financial summary as presented.

Kevin Scoggin seconded the motion. Motion passed unanimously.

4. Community Recreation Center Update:

Chad Franke said that the project is going well and they received the permits that they had been waiting for. He said that the permit costs were significantly higher than budgeted for. Chad said that 35th Street is currently closed while utilities are connected to the property. He said that Pacific Power will be routing power to the site differently than originally expected, and they are working through what that will look like. He said because of the slight delay with the permit schedule they are pushed back a little bit in the schedule. He also said we should have the transformer from Pacific Power by July. The building should arrive on site in late October or early November and construction will begin.

5. Parks Master Plan Presentation:

Steve Duh from Conservation Technix introduced himself and gave a brief overview of his company and consultant team. He explained that the master plan is intended to be 10-year strategic guide for the district. He spoke about the project timeline, assessments of existing properties, needs assessment, and community outreach. He spoke with the board about what they would like to focus on including growing space for youth programs, evaluating properties currently owned by RAPRD, limitations on budget, reorganizing the district to receive a permanent tax rate, focusing on outdoor activities, signage on our properties, community involvement and excitement, community engagement opportunities, access to our natural resources, future development and amenities. They spoke about public and private partnerships. Steve spoke more about community engagement and putting questions together for a community survey as a baseline for programs and services that the district would like to provide.

6. Action Agenda Items: None

7. Discussion Items:

Public Meeting Law Training

Katie Hammer said that there are two public meeting law trainings that we are required to complete. One is required by SDAO to give us 2% of our 10% best practices discount. She gave an overview of the different options to complete the training. She said that the second training required by the state is lengthier. The board decided to do the SDAO training online. Katie will send out the training link to the SDAO training and will discuss options for the second, lengthier training once she has them.

8. Public Comments:

9. Board & Staff Comments:

Jessica Rowan, Aquatic Director, said we had a successful waerpolo jamboree. She said that we are currently closed for maintenance, and it is going smoothly. She said the pool will reopen on Monday, September 16th.

Mike Elam, Recreation Manager, said that soccer has been delayed because of the air quality. He said that we have about 1100 kids enrolled. Adult drop-in basketball will begin next month, and adult basketball league will also start. Fitness programming at PRCH has been going well too.

Katie Hammer, Executive Director, said that the survey about the name of the new recreation center is posted and open online. She said it is on Instagram and Facebook. Our audit for the last fiscal year begins next week. The spray pad at Centennial Park usually closes on Labor Day, but the city opted to extend the hours until this Thursday. Katie also said that she has done a couple of presentations about the levy and the feedback has been interesting. She spoke about upcoming presentations she will be doing as well.

10. Adjournment

Matt Gilman adjourned the meeting at 8:52am.

Board Chair, Matt Gilman

Recording Secretary, Vicki Osbon

Redmond Area Park and Recreation District
 Financial Summary
September 30, 2024

Summary

Sept 30, 2024 is 26% of the 2024/2025 Fiscal year.

Financial Performance By Fund

General			
Resources (% of 23/24 Budget)	2%	Resources change from FY 22/23	-38%
Expenditures (% of 23/24 Budget)	14%	Expenses change from FY 22/23	-12%

	YTD FY Sep 23/24	YTD FY Sep 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 53,882	\$ 33,353	\$ 2,052,000	2%	5.0%
Personnel Services	\$ 90,055	\$ 92,901	\$ 528,500	18%	20.0%
Materials & Services	\$ 34,883	\$ 17,352	\$ 286,000	6%	12.0%
Debt Service			\$ -	#DIV/0!	0.0%
Capital Outlay			\$ -	0%	0.0%
Transfers & Contingency			\$ 1,655,000	0%	0.0%

Aquatic			
Resources (% of 23/24 Budget)	32%	Resources change from FY 22/23	-31%
Expenditures (% of 23/24 Budget)	26%	Expenses change from FY 22/23	16%

	YTD FY Sep 23/24	YTD FY Sep 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 122,439	\$ 84,064	\$ 261,000	32%	28.0%
Personnel Services	\$ 184,169	\$ 209,556	\$ 825,500	25%	23.0%
Materials & Services	\$ 49,329	\$ 64,538	\$ 241,000	27%	25.0%
Debt Service	\$ 17,899	\$ 17,899	\$ 18,000	99%	100.0%
Capital Outlay			\$ 50,000	0%	0.0%

Redmond Aquatic Club Eels (RACE)			
Resources (% of 23/24 Budget)	17%	Resources change from FY 22/23	-5%
Expenditures (% of 23/24 Budget)	19%	Expenses change from FY 22/23	-13%

	YTD FY Sep 23/24	YTD FY Sep 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 19,880	\$ 18,936	\$ 110,000	17%	23.0%
Personnel Services	\$ 20,837	\$ 20,622	\$ 86,400	24%	21.0%
Materials & Services	\$ 12,706	\$ 8,716	\$ 72,000	12%	18.0%

Financial Performance By Fund

Programs			
Resources (% of 23/24 Budget)	24%	Resources change from FY 22/23	-41%
Expenditures (% of 23/24 Budget)	23%	Expenses change from FY 22/23	5%

	YTD FY Sep 23/24	YTD FY Sep 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 177,374	\$ 103,955	\$ 436,200	24%	25.0%
Personnel Services	\$ 69,636	\$ 74,739	\$ 468,000	16%	23.0%
Materials & Services	\$ 96,212	\$ 99,443	\$ 289,200	34%	25.0%
Capital Outlay			\$ -	0%	0.0%

Parks			
Resources (% of 23/24 Budget)	23%	Resources change from FY 22/23	6%
Expenditures (% of 23/24 Budget)	10%	Expenses change from FY 22/23	22%

	YTD FY Sep 23/24	YTD FY Sep 24/25	2024/2025 YE Budget	% Current Budget	Target %
Resources (Income)	\$ 1,306	\$ 1,380	\$ 6,000	23%	18.0%
Personnel Services	\$ 36,171	\$ 41,142	\$ 159,500	26%	25.0%
Materials & Services	\$ 9,448	\$ 14,696	\$ 71,250	21%	20.0%
Capital Outlay			\$ 305,000	0%	0.0%

Year to Date Comparison by Program Category

YTD Detail

Property Tax Collections

FY 24/25 (Current)	-
FY 24/25 (Budget, current yr)	1,950,000
FY 23/24	-
FY 22/23	-
FY 21/22	-

Resources/Expense Detail

Pool Activities

Pool Activities Resources

FY 24/25 (Current)	23,340
FY 24/25 (Budget, current yr)	120,000
FY 23/24	61,607
FY 22/23	48,713
FY 21/22	46,009

Pool Activities Expenses

FY 24/25 (Current)	1,679
FY 24/25 (Budget, current yr)	20,000
FY 23/24	960
FY 22/23	1,926
FY 21/22	4,992

Youth Sport Leagues

Youth Sports League Resources

FY 24/25 (Current)	70,973
FY 24/25 (Budget, current yr)	186,000
FY 23/24	90,556
FY 22/23	79,674
FY 21/22	60,624

Youth Sports League Expenses

FY 24/25 (Current)	28,465
FY 24/25 (Budget, current yr)	98,000
FY 23/24	26,242
FY 22/23	26,039
FY 21/22	16,326

Note: Youth Sports League include: Youth Basketball, Soccer and LaCrosse

Enrichment Resources

Enrichment Resources

FY 24/25 (Current)	10,861
FY 24/25 (Budget, current yr)	73,000
FY 23/24	30,679
FY 22/23	23,532
FY 21/22	12,521

Enrichment Expenses

FY 24/25 (Current)	30,866
FY 24/25 (Budget, current yr)	45,100
FY 23/24	21,494
FY 22/23	23,402
FY 21/22	12,350

Fitness

Fitness Resources

FY 24/25 (Current)	5,061
FY 24/25 (Budget, current yr)	20,000
FY 23/24	6,287
FY 22/23	2,427
FY 21/22	2,874

Note: Fitness classes are held at the Senior Center.

Fitness Expenses

FY 24/25 (Current)	2,206
FY 24/25 (Budget, current yr)	12,500
FY 23/24	3,949
FY 22/23	2,208
FY 21/22	578

Adult Sport Leagues

Adult Sport League Resources

FY 24/25 (Current)	0
FY 24/25 (Budget, current yr)	16,700
FY 23/24	0
FY 22/23	0
FY 21/22	0

Adult Sport League Expenses

FY 24/25 (Current)	0
FY 24/25 (Budget, current yr)	10,600
FY 23/24	296
FY 22/23	625
FY 21/22	426

Note: Adult Sport Leagues include, Adult Softball and Adult Basketball.

Updated 10/1/24

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: October 8, 2024

SUBJECT: Personnel Policy Manual Update

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED: Motion to Approve Revised Personnel Policies

BACKGROUND:

District staff are recommending changes to the following policies in the Personnel Policy manual.

A SDAO partner company distributed a new recommended policy manual for local government that we used as a guide to ensure that our polices are following current best practices and legislation.

About this Manual

American With Disabilities Act:

Driving Record

New Employees, Promotions and Transfers

Employment Record Keeping

Ethics

Harassment

Use of District Programs and Facilities

Dress Code

Communication

Corrective Action

Pay Practices

Family and Medical Leave (FMLA/OFLA)

Paid Leave Oregon (PLO)

Bereavement Leave

Domestic Violence Leave

Leave to Donate Bone Marrow

Potential Actions:

1. Adopt all the Revised Policies as presented
2. Adopt some of the revised policies as presented
3. Request more information
4. Table the approval

About This Manual

This manual is a guide to help you understand our employment provisions and expectations. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this manual contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask Human Resources.

These ~~rules and regulations~~ policies, practices and procedures are intended to set a general framework for effective personnel administration. In all cases, these policies should be construed with this in mind and should be understood as guiding the District, and not limiting in any way the prerogatives of the Board in its relationship with the District. These personnel policies do not constitute a contract for employment.

These policies replace and supersede all pre-existing policies, procedures, or orders relating to personnel matters of the District and its employees, unless contained in a written document approved by the Executive Director and/or Board of Directors. Department heads should ensure that existing department policies are consistent with this manual

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this manual. In that event, we'll try to make fair and equitable decisions while making sure that the best interests of the organization are served.

~~These policies and procedures do not and are not intended to confer any contractual or property right in continued employment, to constitute an expressed or implied contract, these policies are intended to provide guidelines and procedures, not substantive contractual or property rights.~~

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain in RAPRD's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by RAPRD or you for any reason, at any time.

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This manual contains statements of personnel policies and procedures. It is designed to inform everyone of the working guidelines for supervisory and staff personnel in the daily administration of the District to provide employees an understanding of what is expected of them, and to ensure consistent, fair, and uniform treatment of District employees.

The Board of Directors of the District reserves the right to change these policies and procedures at any time. Policy changes shall be effective immediately unless otherwise stated. District staff will receive a copy of each policy as it is changed.

The Board of Directors or the Executive Director may vary or modify any District personnel policy, on a case-by-case basis, if it is found that strict application of the policy is impractical or if it would result in hardship. Exceptions granted in any instance will not be binding in the future.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the manual carefully to better understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

Personnel Administration Generally

The Board of Directors and Executive Director shall have authority over all matters of personnel administration through adoption and implementation of the District budget, pay plans, collective bargaining agreements, and ordinances and resolutions adopting and/or amending the personnel rules and regulations.

The Executive Director is charged with responsibility for the interpretation and application of the policies.

The Executive Director may specifically delegate in writing the authority for the enforcement of rules and policies.

The Executive Director shall be responsible for ensuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify administrative rules and regulations pursuant to Board policies and shall advise the Board on any changes concerning these rules and regulations.

The Board delegates to the Executive Director broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Board.

Labor negotiations (including the settlement of any grievance after that grievance has been denied by the Board or a committee thereof) must and in every instance shall be approved by the Board of Directors before the District may be bound.

Effective date: July 1, 1993

Revised: September 13, 2007 (original policy title: Continuity of Policies/Right to Discontinue)

Americans with Disabilities Act

The Americans with Disabilities Act (ADA), amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function (walking, seeing, hearing, breathing, bodily functions, etc.);
- They have a history of such impairment; and/or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

RAPRD offers equal employment opportunities for qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodation is available to employees and applicants, as long as the accommodation doesn't cause undue hardship on the organization. Individuals protected by the ADA should discuss their needs for possible accommodation with the Human Resources department.

RAPRD will not take adverse action against an employee for inquiring about, requesting, or using reasonable accommodation.

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Driving Record

Employees who may be required to drive for the District must possess a valid Oregon driver's license and must comply with any operator's license restriction.

All employees who may be required to drive on District business may have, at any time, their driving record checked by the District 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 District vehicles must maintain a personal driving record which is within risk criteria, if any, established by the District's insurer.

Job applicants who are required to drive for the District may have driving records checked as a condition of employment.

Employees who may be required to drive shall notify the Human Resources department of any change in license status and of all traffic violations. Failure to report a traffic violation or change in license status to the Human Resources is viewed as a violation of District policy. The District monitors driving records as a component of risk management in order to identify needs for driver improvement. This section is applicable to qualified individuals with disabilities only when driving is an essential function of their job.

Employees assume liability for their vehicle when it is used for business purposes. All employees who use their personal vehicles for organization business must ~~sign statements-~~ provide documentation verifying that they have a current driver's license and the minimum vehicle liability insurance required by state law. This insurance will be primary.

New Employees, Promotions, and Transfers

New Employee Orientation

New employees are expected to attend a thorough orientation within the first week of employment. This helps ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies. Orientation sessions are documented using the New Employee Orientation Checklist, which is signed and dated by you and the person conducting the session and kept in your employee personnel file.

Introductory Period

As a new employee, you are hired on a 90 day introductory period. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made. If you have successfully completed the introductory period, you will be moved to regular status. If expectations are not met or skills are not satisfactory, it is unlikely that your employment will be continued.

<p>Completion of the introductory period does not alter the at-will employment relationship. Employment may be terminated at our will or discretion or by you at any time during or after the introductory period, with or without reason, if either party regards it as necessary or appropriate.</p>
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Anniversary Date

An employee's anniversary date is defined as their first day on the job with the District.

Effective date: July 1, 1993

Revised: September 12, 2007

Reinstatement Re-employment

Employees who resign from the District in good standing may be eligible for re-employment consideration. To determine eligibility, former employees must file an employment application with the Human Resources department.

Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. When a position becomes available, Human Resources and the hiring manager/supervisor will review the former employee's performance record and the circumstances surrounding his/her previous departure from the organization. We are not obligated to rehire former employees.

Employees who are re-hired by the District after termination of 30 days or longer will lose their original anniversary date for all purposes and will be assigned a new date corresponding to their first day on the job after re-employment.

This policy shall not apply to layoffs or to an employee who was erroneously terminated for cause and subsequently reinstated.

Effective date: January 1, 1993

Prior Service Credit

Employees who are rehired by RAPRD will receive credit for prior time worked as follows:

- Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within six months after the separation date.
- Employees who voluntarily resigned from their employment with RAPRD will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within three months after the resignation date. However, a new anniversary date will be established based on the date of reinstatement.
- All other rehires shall be considered new employees, except where federal or state law required otherwise.

Employment Record Keeping

Access to Personnel Files

The organization maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies, or any manager involved in potential transfer or promotional consideration.

Your personnel file is available for review (except for any references and other material exempt from disclosure under state law) by making advance arrangements with the Human Resources department. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify Human Resources department:

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary(ies)
- Person to be notified in case of emergency
- Job related physical or other limitations that impact employment
- Other information having a bearing on your employment

A Change in Personal Data form is available for your use in reporting any changes in your personal information.

[Human Resources will review your change of information and may ask you to refill paperwork as appropriate, e.g. you will need to fill new W4s](#)

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Ethics

Overview

Redmond Area Park and Recreation District public officials, which include elected officials and district employees, will follow the Oregon Government Ethics Law ([ORS 244](#)) which:

- Applies to all elected and appointed officials, employees and volunteers
- Prohibits use of public office for financial gain
- Requires public disclosure of financial conflicts of interest
- Limits gifts that an official may receive per calendar year
- Found in Oregon Revised Statutes, Chapter 244

Purpose

The purpose of this policy is to establish ethical standards of conduct for all district public officials in accordance with Oregon Government Ethics law.

Financial Gain

Each public official is prohibited from using the position as a public official to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be available but for the position held by the public official. In addition, each public official is prohibited from using or attempting to use the official position to obtain financial benefits for a relative or a member of the public official's household, or for a business with which the public official, a relative, or a member of the public official's household is associated.

The following is a list of financial benefits that may be received. These include:

- Official compensation
- Reimbursement of expenses
- Honorarium
- Unsolicited awards for professional achievement
- Some gifts

Gifts

During a calendar year, ~~No~~ a public official, or a relative or member of the household of the public official may not ~~shall~~ solicit or receive, directly or indirectly, any gift(s) with an aggregate ~~total~~ value of more than \$50 from any single source who could reasonably be known to have a ~~financial legislative or administrative~~ interest in the official actions of that public official. A gift is defined as something of value given to a public official, for which the official does not pay an equal value. Gifts of entertainment are included in the \$50 gift limit.

This does not mean that an official cannot receive any gifts. The law only restricts gifts from sources that have an administrative or legislative interest in the public official's actions, and does allow the public official to receive up to \$50 worth of gifts from each source. In addition, unlimited gifts may be accepted from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest: actual conflict of interest and potential conflict of interest.

The difference between an actual conflict of interest and a potential conflict of interest is determined by the words “would” and “could.”

A public official is met with an **actual** conflict of interest when the public official participates in action that **would** affect the financial interest of the official, the official’s relative or a business with which the official or a relative of the official is associated.

A public official is met with a **potential** conflict of interest when the public official participates in action that **could** affect the financial interest of the official, a relative of that official or a business with which the official or the relative of that official is associated.

A public official must announce or disclose the nature of a conflict of interest. The way the disclosure is made depends on the position held. Public officials must use the methods described below:

- Potential Conflict of Interest: Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
- Actual Conflict of Interest: Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest.

If a public official is met with an actual conflict of interest and the public official’s vote is necessary to meet the minimum number of votes required for official action, the public official may vote. The public official must make the required announcement and refrain from any discussion, but may participate in the vote required for official action by the governing body. These circumstances do not often occur. This provision does not apply in situations where there are insufficient votes because of a member’s absence when the governing body is convened. Rather, it applies in circumstances when all members of the governing body are present and the number of members who must refrain due to actual conflicts of interest make it impossible for the governing body to take official action.

Harassment

Redmond Area Park and Recreation District is committed to the elimination and prevention of harassment in all forms and will not tolerate conduct by any employee that harasses, disrupts, or interferes with another's work performance or which creates an intimidating, offensive, or hostile environment. The District regards job related harassment as a serious transgression and reason for discipline or discharge.

We want to maintain a working environment free from all forms of harassment, whether based upon actual or perceived race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status.

Examples of harassment may include but are not limited to behavior such as telling ethnic jokes; making religious slurs; using offensive slang or other derogatory terms regarding a person's race, gender identity, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Retaliating against or harassing individuals by making derogatory comments regarding protected status or characteristics, and any other words or conduct that might create a hostile or offensive working atmosphere are prohibited.

All forms of harassment are prohibited. It is our policy to emphasize that sexual harassment is specifically prohibited. Conduct is considered to be sexual harassment if:

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; and/or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at RAPRD. Cell phone use, including text messages and other similar electronic communications, can be included in harassing behavior.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No manager/supervisor shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy covers conduct in the workplace, at social functions sponsored by the District (holiday dinners, picnics, sporting events, etc.), and at business functions (conventions, trainings, etc.).

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of the District, you have the responsibility to immediately report any actions or words by a supervisor, co-worker, vendor, or other individual that you believe to be unwelcome harassment.

Any employee who has knowledge of conduct in violation of this policy or feels they are a victim of harassment must immediately report their concerns to their Supervisor/manager, Human Resources department, Executive Director or Chairman of the Board if the complaint is regarding the Executive Director.

The District may report individuals in violation of this policy to law enforcement officials as required by mandatory reporting laws.

The initiation of a complaint in good faith about behavior that may violate this policy shall not adversely affect any terms or conditions of employment or work environment of the staff complainant. The District will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, co-workers, or non-employees such as patrons, vendors, or contractors.

Should an issue of harassment be raised, all related matters will be kept confidential to the extent allowable throughout the investigation, counseling, and disciplinary stages. Any supervisor or manager receiving notice of harassment shall notify the Human Resources Department, Executive Director or Chairman of the Board who will then direct an investigation and ensure that the charge is resolved appropriately.

Reporting Incidents of Harassment or Discrimination

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment/discrimination policy, you must immediately report the matter to the Human Resources department or Executive Director.

The District Executive Director is responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment of another employee or to have retaliated against an employee for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

External Complaint Procedure

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.

Use of District Programs and Facilities

Employees working an average of ten (10) hours per week or more, and their immediate families, are eligible for the following benefits. "Immediate family members" refers to parents, siblings, spouse, and children living in the same household.

1. Free admission to the Cascade Swim Center ~~and the Activity Center~~ drop-in programs. These programs include; recreation swim, lap swim, ~~weights, cardio equipment, racquetball~~ and fitness classes. This does not include team or club memberships such as ~~Cascade~~ Redmond Aquatic Club Eels.
2. Discounted registration for programs. The employee discount is 50% for programs that are led by district staff. The employee discount is cost plus 10% for programs offered through contractors. Sign-ups for any program must follow the same guidelines and procedures used by the general public.
3. Programs and activities where alcohol is served are not eligible for a discount.

For employees working less than an average of ten (10) hours per week, immediate family is eligible for a 25% discount on drop-in programs. Employees working less than an average of ten (10) hours per week will also receive two (2) discounted program registrations annually that they may use for their family members. The discount follows the guidelines detailed above.

Facility rentals are not discounted for district employees.

Dress Code

Employees contribute to the atmosphere and reputation of RAPRD in the way they present themselves. A professional appearance is essential to a favorable impression with customers and patrons. Good grooming and appropriate dress reflect employee pride and inspire customer confidence.

We are committed to creating a diverse, inclusive, and equitable workplace that values and respects all individuals, regardless of their natural hair texture and hairstyle. We recognize that natural hair is an essential part of self-expression and cultural identity and discrimination based on these attributes is not acceptable in our organization.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and may not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. A reasonable standard of dress rules out overly-revealing clothing, tank tops, halter-tops, or any extreme in dress, accessory, fragrance, or hairstyle.

Additionally, clothing, jewelry, and hair should not be loose or dangle in such a way that creates any kind of safety hazard.

Body piercing jewelry and body art that is offensive does not convey a professional image and should not be visible.

Management may make exceptions to the Dress Code for special occasions. An employee unsure of what is appropriate should check with his/her manager or supervisor.

When in doubt, business casual dress is a fair guideline, except during specified periods when casual days may be suspended. Business casual is defined as follows:

Casual shirts: This will include shirts and blouses, golf and polo shirts. RAPRD logo shirts are encouraged.

Inappropriate: Shirts with non-RAPRD logos, shirts with inappropriate slogans, tank tops with straps less than 1 inch thick, crop tops, muscle shirts.

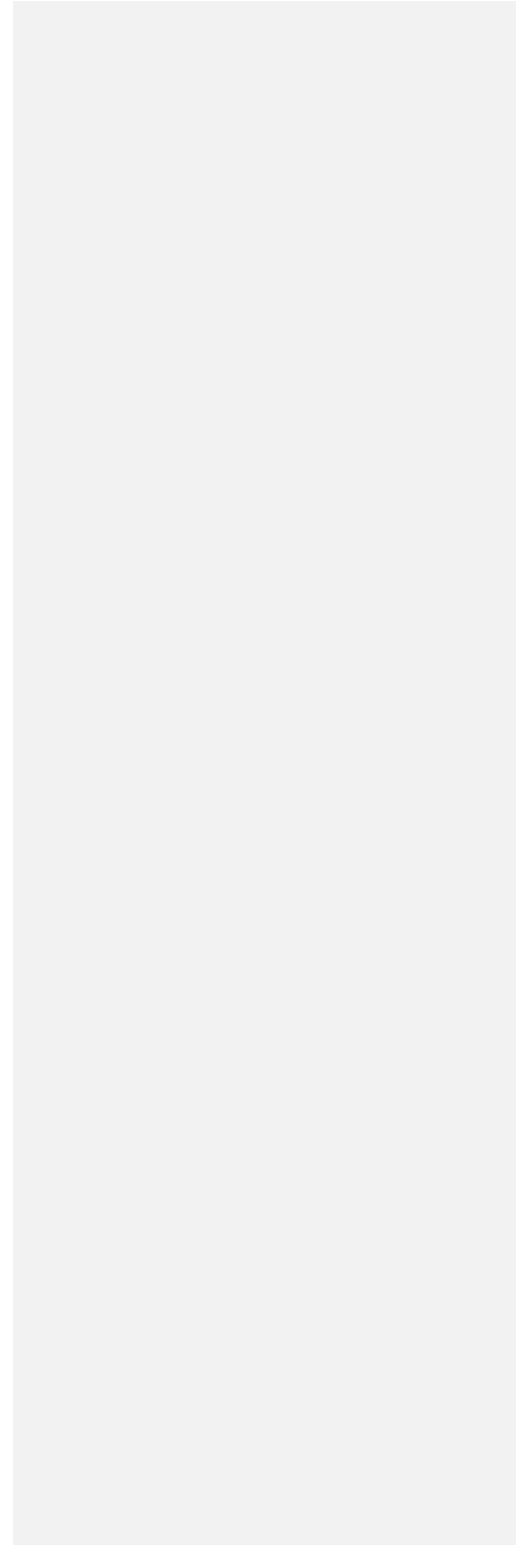
Pants: Casual slacks and trousers. Jeans must be without holes, frays, etc.

Inappropriate: Jeans with holes, leggings with short shirts. Athletic pants, unless the employee position requires athletic wear such as a fitness instructor.

Shorts/Shirts: Shorts and skirts should be a length no shorter than your mid-thigh

Footwear: Depending on the department and the task being performed.

Some departments may require specific guidelines. People who need to leave work to change clothes for meetings will take personal time or vacation time to do so. If you are meeting clients, business dress is always appropriate. These policies may be changed as fashion trends in clothing for the business world change.



Communication

Electronic Communications Systems

RAPRD provides electronic communication systems to maintain superior communications both within the organization and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only. Due to business reasons including systems capabilities and bandwidth limitations, use of company systems for other than work-related purposes is prohibited.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization and must be preserved in accordance with the State of Oregon public records rules.

As an employee, you must not permit any confidential information of RAPRD to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive copyrighted materials, trade secrets, proprietary information, or similar materials from outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care,

judgment, and responsibility than you would use for letters or internal memoranda written on organization letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy, and not retrieve or read electronic messages unintended for them unless authorized to do so. The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the organization's Executive Director.

Organization Personal Computers

To protect the integrity of our systems, all software used on our computers must be approved prior to installing. Downloaded software may only be installed after written authorization.

Mobile Devices

All staff that are issued laptops and other mobile computer related equipment are responsible to maintain the safety and security of the equipment and data stored on the device. Confidential electronic information, including personally identifiable information that is off the physical premises of RAPRD must be protected in such a way as to prevent it from being exposed, if the device on which the information is stored were to be lost or stolen. Mobile devices should be set to lock after every 10 minutes for security reasons. A password or PIN-based lockout is required and the password/PIN must be given to the Executive Director or designee.

Obviously, it is critical that any loss or theft of a mobile device, including laptops, be immediately reported to Administrative Services Manager. Security of these devices should always include two levels (i.e., locked in a trunk if kept in a car; locked in a hotel safe, but not left out in a hotel room; etc.) of safeguarding. Failure to ensure this minimum level of protection may leave the employee responsible for the cost of the device, expense, or loss of company-related information addressed in this policy, and further corrective action, up to and including termination.

Use of Internet, VPN (Virtual Private Network), and Commercial Online Systems

Although the District recognizes that the Internet may have useful applications to our business, you may not engage in Internet use without prior approval from your supervisor and unless a specific business purpose requires such use. Absent such approval, you may not access the Internet using our computer systems at any time or for any reason.

Also, management approval is required before anyone can post any information on commercial online systems, the VPN, or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the Executive Director to act as our official representative when posting information, you must include the following disclaimer: "Views expressed by the author do not necessarily represent those of Redmond Area Park and Recreation District" in all posted information.

Social Media and Networking

Social networking websites and online communities, such as Twitter, Instagram, LinkedIn, Facebook, and Flickr are growing in usage and can be accessed by individuals not only from computer systems, but also from smart phones. These tools can be used to market RAPRD products and share information.

Associates may use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit individuals' access to these potential sources of information and communication tools. It is the intent, however, of this policy to provide guidelines and point out expectations and liabilities inherent in such use.

When any employee is using organization-provided computers or cell phones, or when representing or reflecting the organization with social networking activity, employees are expected to represent the organization in a professional and positive light. Our commitment is to build an organization that can use social networking to its advantage while minimizing the downside. We want all employees to be free of all forms of harassment and/or unprofessional behavior. Employees need to abide by all applicable laws (including copyright) and ethical considerations.

Posting

Business Use

Employees may use social networking websites to conduct organization business, as long as it is authorized and meets organization policies. Organization logos or information must conform to pre-approved marketing concepts and standards. We do not endorse making business references for others on sites such as LinkedIn. Posts on social networking sites are subject to public records laws.

Personal Use

Consistent with the organization policy on Software and Communications, personal use of electronic resources to access social networking sites is to be limited to incidental use during working hours. This usage must not hinder work productivity. If posted items may be construed as the employee supporting, endorsing, or opposing RAPRD viewpoints, an explicit statement that the views represented are only those of the individual and not the organization should be included. An example of such a statement is as follows:

The contents, including all opinions and any views expressed, are solely my own and do not necessarily represent the views or opinions of anyone else, including Redmond Area Park and Recreation District or any employees of said organization.

Organization information is proprietary and no such information, including names of employees, personal phone numbers and e-mail addresses should be shared on any public forum. Refrain from making any claims regarding the District or products or services that reflect either positively or negatively on the organization. Even positive comments may be found to be in violation of Federal Trade Commission prohibitions on endorsement of products or services without full disclosure. Under the FTC requirements, there must be a disclosure when a material connection (such as an employment relationship) exists between an endorser and the seller of the advertised product or service.

Business Relationships

Organization relationships with customers and partners are valuable and should be treated with care, including online interactions. Understand that online postings and comments are not private and may be around indefinitely. Given this, avoid posting comments or photos involving these individuals, unless you have written permission to do so. The same should be considered when posting copyrighted information.

All content associated with you or the organization should be consistent with professional standards and sound judgment.

Ownership of Social Media Accounts

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as username and password and content associated with the account will be considered the property of the organization. In addition, in case of an employee separation, the organization has the right to assume control of the account.

Monitoring

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more spam sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites use caution when you see a posting or link that looks suspicious and when in doubt, delete it. Viruses and spyware exposure may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which would tell others about your or others' travel plans or divulge other relevant safety/privacy concerns.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, or harassing. Defamatory statements are prohibited and individuals are personally responsible for the legal consequences of such statements. Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Telephone Usage

RAPRD realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be held to a minimum, and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the organization, will result in corrective action, up to and including termination.

Voice Mail System

The voice mail system at RAPRD is the property of the organization and is provided for use in conducting organization business. All communications and information transmitted by, received from,

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or stored in this system are organization records and property of RAPRD. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. RAPRD, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the Executive Director.

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Cell Phones

Where job or business needs necessitate immediate access to an employee, the organization may provide/require a business cell phone for work-related communications. It is expected that this phone will not be used as a substitute for a personal cell phone during work hours, but is for business use only. Business cell phones are not to be used for any non-work related purposes to access videos, pictures, news updates, stocks, sports, or any other such information. Any phone charges incurred by an employee for the personal use of an organization-provided cell phone will be the sole responsibility of the employee. Organization-issued cell phones must be used with care to protect from loss, damage, or theft, and must be returned immediately upon separation from employment. As a reminder, cell phone voice and text messages are not private and may be accessed. (See Harassment Policy)

Personal calls during the workday using personal cell phones can be distracting to others and interfere with employee productivity; therefore, it is expected that employees will refrain from unnecessary use of cell phones while on the job. Any such use of personal phones for these purposes must be limited to breaks and lunches.

The use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public, therefore, the organization **prohibits** the use of cell phones while driving. In cases where a cell phone call seems necessary, employees must adhere to all federal, state, and/or local rules and regulations regarding such to help ensure the safe operation of both organization and private vehicles. If a driver is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the driver.

Corrective Action

Our high-performance expectations reflect our belief that everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of RAPRD to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining the policy and the necessity of corrective action to avoid other disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions may be taken at the discretion of management and include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by your supervisor for your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from organization premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, your intent and motivation to change the performance, and the circumstances in which the offense took place.

Counseling, verbal warning and written warnings may be undertaken by a department manager without prior approval from the Executive Director. However, the Executive Director must be informed by the department manager of any such actions taken. Suspension with or without pay, demotion and discharge require prior approval from the Executive Director before the action is taken.

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Pay Practices

Paydays

~~Employees are paid monthly.~~ ~~Employees are paid~~ on the last day of the month. If the payday falls on either a Saturday or Sunday, paychecks will be distributed on the Friday prior to the established payday. If an organization holiday falls on payday, you will receive your check on the last workday prior to the holiday.

Payroll Deductions

Certain mandatory and elective deductions are made from employee pay and are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing. ~~The following mandatory deductions will be made from every employee's gross wages:~~

- ~~• Federal income tax;~~
- ~~• Social Security FICA tax~~
- ~~• Worker's Compensation and~~
- ~~• State taxes~~

Employee Withholding Allowance Certificates (Form W-4)

Every employee must fill out and sign a federal ~~and state of Oregon~~ withholding allowance certificate (IRS Form W-4 ~~and Oregon Form W-4~~), on or before ~~his or her~~ their first day on the job. ~~These is~~ forms must be completed in accordance with federal ~~and state~~ regulations. The employee may fill out a new W-4 at any time when his or her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption from Withholding Certificate, IRS Form W-4E. Employees are expected to comply with the instructions on Form W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances. ~~We encourage employees to seek tax advice if they have questions about withholding amounts.~~

Employees may be asked to authorize a deduction for lost or damaged RAPRD equipment if allowable by law. The deduction from payroll would be made in the event that borrowed items are not returned to RAPRD, or if borrowed items are damaged due to employee carelessness or negligence. These items include, but are not limited to, uniforms, lifeguard whistles and lanyards and keys.

Public Employees Retirement System (PERS) contributions will be deducted from qualified employee's paychecks.

Other optional deductions include the portion of group health insurance not paid by the District, which is deducted from each payroll check. Other voluntary contributions, such as deferred annuities, and supplemental insurance plans are also deducted each pay period.

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Every employee will receive an annual Wage and Tax Statement, IRS Form W-2, for the preceding year on or before January 31. Any employee who believes that his or her deductions are incorrect for any pay period, or on Form W-2, should check with the Human Resources department immediately. Your supervisor/manager will give you time to do this during the workday.

Delivery of Paychecks

You may choose to have your paycheck direct deposited or you may receive a paper check. Your paycheck will be available for pick up at 12pm each payday. Paychecks will not be delivered to anyone else without your written request.

Method of Payment

A statement showing gross earnings, deductions, and net salary will accompany each paycheck (or notice of direct deposit unless you have opted for paperless payroll). Employees have the option of being paid by check or by direct deposit to a checking or savings account at a financial institution, provided your financial institution has that capability.

Family and Medical Leave (FMLA/OFLA)

Purpose

~~Our Family and Medical Leave policy allows you to take a leave of absence for your own serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, grandchild, grandparent, spouse or same sex domestic partner, parent or parent-in-law with a serious health condition, and for the care of a sick child. This policy is intended to comply with federal and state laws regulating this practice.~~

Eligibility

~~You will be eligible to take a family and medical leave if you meet the following requirements:~~

- ~~• You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and~~
- ~~• You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking parental leave, there is no hours worked requirement.~~

~~You are eligible to take family and medical leave in the following situations:~~

- ~~• To care for a newborn child or a newly placed adopted or foster child, within 12 months of the event (parental leave)~~
- ~~• To care for a family member with a serious health condition or your own serious health condition (serious health condition leave). [Note: Oregon covers child, parent, parent in law, grandchild, grandparent, spouse, and same sex domestic partner. Federal covers only child, parent and spouse. This means an employee may be eligible for 12 weeks under Oregon and 12 weeks under federal, in some situations]~~
- ~~• For a pregnancy disability or prenatal care (pregnancy disability leave). [Female employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks of parental leave.]~~
- ~~• To care for a sick child who does not have a serious health condition but requires home care (sick child leave). [Note: Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave.]~~
- ~~• To care for a qualified family member who is in the military (under FMLA eligibility) or to deal with an exigency (urgent situation) regarding their military service. Under Oregon Military Family Leave, 14 days are available which may run concurrent with OFLA, FMLA, or both, depending on the specific situations~~
- ~~• To attend the funeral (or alternative) of the family member; make arrangements necessitated by the death of a family member; or to grieve the death of a family member, up to 2 weeks of leave is available in each such case (not to exceed 12 weeks per leave year), which will run concurrent with OFLA. The leave must be completed within 60 days after the date on which you receive~~

notice of the death of your family member. (See Bereavement Leave for details that may apply to those employees not eligible for OFLA leave.)

Length of Leave

You may take a leave of up to twelve (12) weeks of family and medical leave during a 12-month period. A week is defined as your normal work week schedule. The 12-month period will be measured forward from the date of leave. The exception is that military caregiver leave will always be measured forward from the initial date of that leave. Further details regarding military caregiver leave are addressed below. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the certifying health care professional on the Health Care Provider Certification form.

Request and Certification Procedure

In situations where the need for medical leave is known, you must give thirty (30) days written notice to take family and medical leave by filling out and turning in the Request for Family and medical leave form and the Health Care Provider Certification form. Failure to provide thirty (30) days' notice can have an effect on your eligibility and timing for the leave. Upon submitting your completed leave request, you will then be provided the Health Care Provider Certification form. This form must be satisfactorily completed within certain time limits, so that we can determine your eligibility for a leave of absence.

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all benefits to which you are entitled; however, you are expected to call us as required by our call-in policy and make every effort to communicate your situation. In an emergency situation where there is no opportunity to give notice, you must notify your supervisor of your intent to take immediate family and medical leave. You also must deliver the completed Request for Family and Medical Leave Form and the Health Care Provider Certification Form within 15 days of your request for leave.

Requests for family and medical leave for a health condition (not parental) must be verified by a health care professional by using the Health Care Provider Certification form, which needs to be returned within 15 days of a request for leave. You are required to provide sufficient information on the form for us to determine your qualifications for medical leave in order to be eligible. If sufficient information is not provided, you will be given a single opportunity of seven days to address that insufficiency. We also retain the right to directly contact your health care provider and expect you to request your health care provider to cooperate with us. This is necessary so that we can most efficiently determine your qualification for leave under this policy. If you fail to return the form at all, your leave request may be denied.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's

~~genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.~~

~~If you are taking family and medical leave to care for a family member with a serious health condition, you will be asked to provide proof of your relationship to this person. Please check with Human Resources department to discuss how best to provide this proof.~~

~~In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.~~

~~Any medical information provided on either a personal health condition or the health condition of a family member is kept confidential and only those with a valid business related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact Human Resources department.~~

~~In certain instances, we may need to directly contact your health care provider. When we feel such direct contact is necessary or beneficial, it will be done by the Executive Director or Human Resources department. Those instances include:~~

- ~~• Recertification if a serious health condition is continuing and open ended;~~
- ~~• When a request is made to extend a leave;~~
- ~~• Circumstances change from the current certification; for example, the pattern of necessary absences changes;~~
- ~~• Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.~~

~~When direct contact is made, our questions will focus on the need for the leave and the pattern of absence, *not the specific medical condition*. You are expected to assure your health care provider that he or she is to be responsive to our contact so that we can best and most efficiently make a determination regarding the status of continuing your leave.~~

~~Employees with a chronic or indefinite condition will be required to provide a new certification form at the beginning of their new leave year.~~

General Provisions

~~Employees are required to use any accrued vacation, sick leave, or other paid leave available during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid.~~

~~The organization will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may be required to provide periodic status reports to the organization while on a family and medical leave. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.~~

Exception

If you take a leave to care for a parent in law or same-sex domestic partner with a serious health condition that does not qualify for an FMLA leave, you may continue benefits under COBRA at your own expense during leave.

You are entitled to return to the same or an equivalent job with equivalent benefits, pay and other terms and conditions of employment at the end of a family and medical leave. You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from Human Resources department.

Military Caregiver and Exigency (Urgent) Leave

An extension of our Family and Medical Leave Policy provides a leave of absence for up to 26 weeks from the date of the initial absence taken to care for a family member in the military. Twelve weeks can also be available for urgent leave. Eligibility for this leave is based on the specific family relationship AND the existence of a certain situation or conditions. We will request certification of the military service and/or certification of the existing qualifying condition when the need for this type of leave occurs.

Family Relationship

This leave is available for care of family or for “next of kin” as defined by federal law or if designated as such. If you have a question regarding this, please contact Human Resource Department.

Qualifying Condition or Situation

Care for a qualified family member who has a serious injury or illness requiring such care. Leave is also provided if a defined “exigency” (urgent situation) exists for that family member. For information on what situations or conditions fall within this definition, please contact Human Resources department. You will be required to complete and return a form certifying the nature and details of a specified exigency.

Eligibility Process

You will be required to provide documentation supporting both the required family relationship and the qualifying condition or situation. For purposes of giving care due to a medical condition, you must complete and return the required form within 15 days. At the same time, if you haven’t previously provided documentation establishing the family relationship, you will be required to do so.

Purpose

Both the Federal Family and Medical Leave Act (FMLA) and Oregon’s Family Leave Act (OFLA) provide employees protected leave from work when experiencing or supporting certain family during physical or mental health instances.

Reasons for Family and Medical Leave

Specific to FMLA, eligible employees may take protected leave for the following reasons:

- Providing Leave for Serious Health Conditions: Employees can take leave for their own serious health condition that makes them unable to perform their job.
- Caring for Family Members: Employees can take leave to care for a spouse, child, or parent who has a serious health condition.
- Childbirth and Adoption: Employees can take leave for the birth of a child, adoption, or foster care placement of a child.
- Military Family Leave: Employees can take leave for certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty" or to care for a covered servicemember with a serious injury or illness.

Under the Family and Medical Leave Act (FMLA), a "family member" is defined as: Spouse: A husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage and same-sex marriage. Child: A biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee is standing in loco parentis (in the place of a parent), who is either under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability. Parent: A biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in-law."

Specific to OFLA, eligible employees may take protected leave for the following reasons:

- Home Care for an Employee's Child: This includes both serious and non-serious health conditions, as well as school and childcare closures due to public health emergencies.
- Bereavement: Employees can take limited leave for bereavement. (No more than two (2) weeks per instance and four (4) weeks in a benefit year.)
- Pregnancy Disability: Leave related to pregnancy and pregnancy related conditions. (Two (2) weeks in addition to the standard twelve (12) weeks in a benefit year.)
- Military Family Leave: Leave related to the deployment of an employee's spouses or domestic partner for military service (US Armed Forces, National Guard, or US military reserve forces).

It is important to remember that some of these instances overlap between FMLA and OFLA. Depending on your eligibility, the protection may run concurrently. It is also important to note some of these instances may be eligible for wage replacement through our Paid Leave Oregon Insurance.

Eligibility

You are eligible for Oregon specific family leave act as soon as the following requirements are met:

- You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption, or placement of a child, there is no hours-worked requirement.
- Rarely, an employee may otherwise be eligible. Speak to the [Designated Position] for additional details.

You are eligible for Federal specific family and medical leave as soon as the following requirements are met:

- You have been employed for at least one year (12 months weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 1250 or more hours in the previous year.
- Rarely, an employee may otherwise be eligible. Speak to Human Resources for additional details.

Some situations, such as military caregiver leave, are covered only by the federal Family and Medical Leave Act. This type of leave requires that an employee worked at least 1,250 hours in the preceding 12 months of employment.

Length of Leave

Generally, you may take up to twelve (12) weeks of family and medical leave during a 12-month period. The 12-month period will be measured forward from the Sunday prior to your first date of leave; a week is defined as your normal work week schedule. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the certifying health care professional on the "Health Care Provider Certification" form, if applicable. In certain situations, you may be eligible for additional leave including pregnant employees, new parents, and employees taking military caregiver leave, for example.

You may be required to provide periodic status reports to the organization while on a family and medical leave.

Request and Certification Procedure

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all the benefits to which you are entitled; however, you are expected to adhere to our workplace rules and

make every effort to communicate your situation to us immediately. So that we can best work with you, it's important that you complete all requested leave documentation.

In situations where the need for medical leave is known, you must give at least thirty (30) days' written notice of your intent to take family and medical leave by filling out and turning in the "Request for Family and Medical Leave" form. Failure to provide 30 days' notice can impact your eligibility and the timing of the leave. Upon submitting the completed leave request, you may be required to provide verification of the need for the leave. Examples of such documentation include a "Health Care Provider Certification" form, deployment orders, a birth certificate, or confirmation of a death.

Requests for family and medical leave for a serious health condition, except parental leave, must be verified by a health care professional by using the "Health Care Provider Certification" form, which needs to be returned within 15 days of our request. You are required to provide sufficient information for us to determine if your situation qualifies for leave. If sufficient information is not provided, we may request that you provide additional information within seven (7) days. If you fail to return the form at all, your leave request may be denied.

If you are taking family and medical leave related to the birth of a child or to care for a family member with a serious health condition, you may be asked to provide proof of your relationship to this person. Please check with Human Resources to discuss how best to provide this proof.

Any documentation provided, including medical information provided for either a personal health condition or the health condition of a family member, is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact Human Resources.

Subsequent medical verification may be requested in connection with an ongoing absence, but not more often than every 30 days. Exceptions exist, however, in situations where:

- Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
- Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Additional recertification exceptions may apply in the event your leave is covered only by the federal Family and Medical Leave Act (FMLA).

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family

member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

You are required to use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid.

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The organization will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four (4) work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

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Reinstatement

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave (OFLA & FMLA). You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from Human Resources.

Military Caregiver Leave Under FMLA

An extension of our Family and Medical Leave Policy provides a leave of absence for up to 26 weeks to care for a family member who is a covered servicemember or veteran. This leave requires that an employee worked 1,250 hours in the preceding 12 months of employment. Eligibility for this leave is also based upon the specific family relationship and the existence of a certain situation or conditions.

Family Relationship: This leave is available for care of your spouse, parent, or son or daughter of any age, or if you are designated as "next of kin" by, or qualify as the nearest blood relative to, the covered family member.

Qualifying Condition or Situation: Care for a qualified family member who has a serious injury or illness requiring such care.

You may be required to provide documentation supporting both the required family relationship and the qualifying condition or situation. You will be required to complete and return a certification completed by an authorized health care provider within 15 days. If caring for a covered servicemember, however, a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to a member of your family can be used instead.

Paid Leave Oregon (PLO)

Under PLO, family member is defined as: employee's spouse or domestic partner; employee's child (biological, adopted, stepchild, or foster child), employee's spouse or domestic partner's child, or the child's spouse or domestic partner; employee's parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of employee's spouse or domestic partner, or employee's parent's spouse or domestic partner; employee's sibling or stepsibling or their spouse or domestic partner; employee's grandparent or grandparent's spouse or domestic partner; employee's grandchild or grandchild's spouse or domestic partner; anyone employee is related to by blood; or anyone who is connected to employee and has a family relationship.

The District provides a Paid Leave Oregon Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

Cost

Employees will see a 60% of 1% deduction from gross wages for each paycheck. The employer will contribute no less than 40% of 1% of the employee's gross wages for each paycheck.

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The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will be provided notice to employees in advance of any change.

Eligibility - Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of Leave - The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in single day segments. The benefit year begins on the first day of the leave and lasts for fifty two (52) weeks going forward.

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Reasons for Leave - Benefits may apply to a variety of situations including:

- Family Leave - Caring for members of the employee's family:
 - During the birth of a child
 - Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care

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- To care for a family member with a serious health condition*

—Medical Leave - The employee caring for themselves when the employee has a serious health condition*

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• Safe Leave - For survivors of:

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- Sexual assault
- Domestic violence
- Harassment
- Stalking

Pregnancy Disability Leave (Additional 2 weeks)

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* Under PLO, a serious health condition is defined as: an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

PLO Benefit While on Leave - The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit Paid Leave Oregon website for employees for the current rates.

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Use of accrued leaves who on PLO

Employees may choose to use accrued leaves while on PLO. Leaves will be used in the following order: Sick, Vacation, Holiday, Comp time. Employees may use the number of hours represent the difference between their benefit and their regular rate of pay excluding overtime. Employers may not require an employee to use these leave balance(s) make up the difference between the PLO benefit amount and their regular rate of pay. The following leave banks may be available for this purpose: Sick Leave, Vacation Leave, Holiday, Comp Time.

Notification of the Need for Leave - An employee is required to provide the employer with notice of the intention to take leave. For planned events, the employee is required to provide thirty (30) days written notice. For unplanned events, the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and unable to meet these obligations, the District asks that the employee notify human resources as soon as possible.

Filing a Claim for Coverage - The human resources team will provide claim processing information for the employee to submit their PLO claim directly to the Oregon Employment Department Employees are responsible for submitting the required paperwork and any updates or changes to their claim with the Oregon Employment Department. The District will be unable to complete the application process on the employee's behalf.

Job and Benefit Protection While on Leave - If an employee has been employed with the District for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist, employees are entitled to a position equal to their previous position before they took leave, with equal employment benefits, pay, and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits, these will be maintained. The employee will be required to pay their portion of all elected benefit premiums while on leave.

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

Complaints Procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to your supervisor promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

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Bereavement Leave

You are eligible to take a Bereavement Leave in the event of death of the following immediate family members:

- Spouse/ Domestic Partner
- Biological, adoptive or foster child/stepchild
- Parent
- Sibling
- Grandparent/Grandchild
- ~~Parent-in-law~~
- Another Person of “In Loco Parentis” Relation

If you are not yet eligible for OFLA, you are eligible to take a bereavement leave of up to 5 working days. If you are requesting leave for a person not listed above, the length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need. For scheduling time off, you will need to make arrangements with your supervisor.

If you are eligible for OFLA (**work 25 hours per week and have 180 days of continuous employment**), you may take up to two weeks of leave per death of a family member, up to a maximum of ~~12-four~~ weeks per ~~leave-benefit~~ year. The leave must be completed within 60 days after the date on which you receive notice of the death of your family member.

This leave may be taken to attend the funeral (or alternative) of the family member, make arrangements necessitated by the death of a family member, or to grieve the death of a family member.

Request Procedure

If possible, you should provide notice of the need for leave in advance. You are required to provide verbal notice within 24 hours of taking leave. Someone else can do this on your behalf. You must provide written notice of the request for time off within 3 days of returning to work.

Pay While on Leave

If you are a regular year-round employee (not temporary or seasonal), you will continue receiving your regular pay for up to five days of bereavement leave (based on the individual employee’s standard work schedule). ~~Any additional days used by OFLA eligible employees will be unpaid.~~ Employees may choose to coaver additional period of absence with available PTO.

Status of Benefits

Company-paid bereavement leave won’t affect your eligibility for benefits or the continuation of benefit accruals. If you are granted additional time off, the effect of the additional leave on your benefits will be determined by our OFLA policy.

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Domestic Violence Leave

An employee who is a victim of domestic violence, [harassment under the public offenses statutes](#), sexual assault, or stalking, or is a parent or guardian of a minor child or dependent who is a victim, may be entitled to take unpaid protected leave from work to obtain services or treatment.

Eligibility

All regular RAPRD employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling, to relocate or to take other reasonable steps to ensure their health and well-being or that of their child or legal dependent.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the District.

Request Procedure

An employee accessing this leave provision needs to request time off from his/her manager or supervisor as much in advance as possible to aid in scheduling. We understand, however, that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Confidentiality

Any documents or evidence provided as certification of the victim's status, or information obtained by the employer regarding the need for accommodation or leave, will be kept confidential and will not be released without the express permission of the employee.

Safety Measures

The District will provide reasonable safety measures if you are the victim of domestic violence, sexual assault, or stalking. [Examples of such measures may include transfer, reassignment, modified schedule, unpaid leave, different work phone number or work station, installing new locks, and other accommodations.](#)

Pay While on Leave

Domestic violence leave is unpaid; however eligible employees who take this type of leave may use any accrued paid (vacation/sick/personal) time available to them.

Status of Benefits

Benefits are not affected by domestic violence leave.

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Leave to Donate Bone Marrow

Eligibility

Employees working 20 or more hours per week are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of already accrued paid leave. In extenuating circumstances, approval to take more time off (~~paid or~~ unpaid) may be granted by the supervisor or manager.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

RAPRD BOARD AGENDA COMMUNICATION

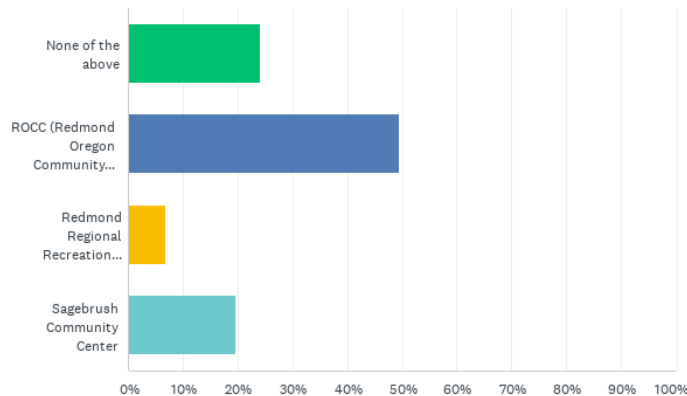
MEETING DATE: October 8, 2024
SUBJECT: Community Recreation Center Name
STAFF RESOURCE: Katie Hammer
ACTION PROPOSED:

BACKGROUND:

RAPRD conducted a community survey for potential community recreation center names during the month of September. We received 231 responses. We asked for people to vote on one of three name options or type another idea.

Of the three names we asked to vote on Redmond Oregon Community Center (ROCC) received the most votes (101) with Sagebrush Community Center (40) next and Redmond Regional Recreation Center (14) third. None of the above received 49 votes.

Q1 Please indicate your favorite name of these options



91 individuals suggested names and ones that were received which had more than one entry are:

- Mike Scheil Community Center (30)
- Redmond Recreation Center (9)
- Redmond Community Center (7)
- High Dessert Recreation Center (3)
- Jay Rowan Aquatic Center (3)
- The Hub community Center (3)
- REDMOND OREGON RECREATION CENTER (RORC) (2)
- Redmond Recreation Hub (RRHUB) (2)

RAPRD BOARD AGENDA COMMUNICATION

MEETING DATE: October 8, 2024

SUBJECT: Behavior Policy for Participants, Parents/Guardians and Spectators

STAFF RESOURCE: Katie Hammer

ACTION PROPOSED:

BACKGROUND:

In the effort to develop standards for the district regarding behavior expectations for participants, Parents/Guardians and Spectators district staff has drafted a behavior policy for discussion.

This policy is intended to provide staff guidance on how to address behavior challenges with all district programs. The following draft policy is for discussion during the board meeting and if the board would like to have a policy adopted that would occur at a future meeting.

The draft policy is:

BEHAVIOR POLICY FOR PARTICIPANTS, PARENTS, GUARDIANS AND SPECTATORS

Participants/parents/guardians/spectators shall exhibit appropriate behavior at all times. RAPRD has developed the following guidelines to help make programs safe and enjoyable for all participants. RAPRD may develop additional rules for particular programs and athletic leagues as deemed necessary by staff or the Board of Directors.

Participants/parents/guardians/spectators shall:

1. Show respect to all participants, staff, referees, volunteers and spectators; and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, spectators, referees and staff.
4. Respect all equipment, supplies, and facilities.
5. Not possess any weapons

Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, prompt resolution will be sought, specific to each individual's situation. The District reserves the right to dismiss a participant from a program or a parent/guardian/spectator from a program area whose behavior is inappropriate or endangers the safety of himself/herself or others.

Procedures For Participant Behavior

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the

program. Also, the District's inclusion coordinator should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions that are either witnessed by or reported to RAPRD, the following guidelines should be followed:

1. RAPRD staff should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
 - A verbal warning.
 - A supervised time-out from the program. (Most experts agree that a minute a year is a good rule of thumb for time-outs). The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on a conduct report. Any conduct report made should be given to the full-time supervisor.
 - A suspension from the program for a designated time period. When determining the timeframes of suspension, the program coordinator should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
 - Dismissal from the program or activity by the program coordinator/supervisor. If inappropriate behavior persists, the behavior completely disrupts a program, or the action is one of a threatening nature, removal from the program or activity may be necessary. Individuals dismissed or suspended from a program will be logged into the registration system in order for staff to monitor the individual's status.
2. If a participant receives a time-out or a suspension, the supervisor of the program should contact the parent/guardian. The supervisor should explain the inappropriate actions that were observed by the staff. Documentation is strongly recommended.
3. Communication between staff and parent should be on-going regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
 - Transfer to another program where inappropriate behavior may be less prone to occur.
 - Limited/reduced timeframe that participant is allowed to attend the program.
4. Appeals by the participant and/or participant's parent/guardian should be directed to the District's Executive Director.

Procedures For Parent/Guardian/Spectator Behavior

If a parent/guardian/spectator exhibits inappropriate actions, the following guidelines should be followed:

1. Program leaders, coaches, referees and Board members should determine the severity of the action and immediately take steps to correct it. These may include, but are not limited to:
 - A verbal warning
 - Removal from program area
2. Communication between staff and parent/guardian/spectator should be ongoing regarding any further incidences of inappropriate behavior.

When to Contact the Police:

- If participant makes a direct threat of hurting themselves, call the parent/guardian immediately. If a parent/guardian is not available, call the police and immediately inform the direct supervisor or management staff.
- If a participant/parent/guardian/spectator becomes overly aggressive and violent, call the police and immediately inform the direct supervisor or management staff.

Communication/Investigation Guidelines for RAPRD Staff

- RAPRD staff will respond promptly (within 24 hours) and will immediately begin an investigation into reports of inappropriate behavior.
- RAPRD staff will communicate with the RAPRD board of Directors if the reported behavior is severe enough to warrant police involvement or there are threats to other participants, volunteers and staff.