

# KLAMATH COUNTY



## EMPLOYEE HANDBOOK

REVISED, SEPTEMBER 1, 2011

(WITH AMENDMENTS THROUGH JANUARY 1, 2016)

WELCOME TO KLAMATH COUNTY

This Employee Handbook Belongs To:

Your Name \_\_\_\_\_

Department \_\_\_\_\_

This Handbook provides general information about your employment relationship with Klamath County. If you have any specific questions about the contents of this Handbook, please speak with your Supervisor or Human Resource representative. We suggest that you complete the following information for your own future reference:

My employee classification is:         Full-Time  
                                                  Half-Time  
                                                  Part-Time  
                                                  Seasonal, Temporary or Emergency

My date of hire is: \_\_\_\_\_

My probationary/introductory employment period ends: \_\_\_\_\_

My first pay date will be on: \_\_\_\_\_

Important Information:

- Human Resources ...*for questions on benefits, training or other employment-related areas*  
Toll-Free Phone: (888) 339-KCHR / Local Phone: (541) 883-4296 / On-Line: [www.klamathcounty.org](http://www.klamathcounty.org)
  
- Risk Management ...*to report situations involving an employee accident or injury, or property damage*  
Toll-Free Phone: (888) 339-KCHR / Local Phone: (541) 883-4296 / On-Line: [www.klamathcounty.org](http://www.klamathcounty.org)
  
- My Department's Main Telephone Number: \_\_\_\_\_

## PREFACE & INTRODUCTION

The Klamath County Board of Commissioners appreciates the public services you provide to the citizens of Klamath County. It is the intent of the Board to treat employees in a fair and consistent manner in all aspects of our employment relationship. In return, the Board expects you to provide efficient and professional service to our customers at every opportunity. We have attempted to provide you with helpful information in this Handbook; however, it is not intended to be all-inclusive of every situation encountered during your employment with Klamath County. Further, the County reserves the right to deviate from these guidelines and use discretion in making employment decisions.

Klamath County operates in an at-will employment environment. This means that both the employee and the employer may decide to end an employment relationship at any time, for any reason other than a reason that is made impermissible by civil rights protections. Our at-will provisions extend to all employees unless otherwise exempted by a collective bargaining agreement. The Grievance/Problem Solving Procedure and Discipline and Discharge guidelines are subordinate to the County's Employment At-Will Policy. Any conflicts between the two will be resolved in favor of the Employment At-Will policy.

This Handbook should not be considered an employment contract nor a guarantee of continued employment. Instead, it is an information resource for use by current Klamath County employees. It will serve as the primary guide for employees unless in conflict with negotiated labor contracts, specific laws or statutes, which shall take precedence to the extent applicable. Representations made by Supervisory employees that are contrary to any of the following information shall not be binding upon the County.

Klamath County is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, mental or physical disability, genetic information or testing, sexual orientation and gender identity or expression, veteran status, or any other classification protected by law. We endeavor to maintain a harassment-free, drug & alcohol-free, and violence-free workplace and expect every supervisor to accept their responsibility toward this goal.

Klamath County reserves the right to amend, modify and/or delete any of the policies, procedures, or practices summarized in this Handbook at any time with or without advance notice. The most recent version of this manual becomes effective September 1, 2011 (with amendments adopted by Resolution No. 2013-019 effective December 1, 2012, Resolution No. 2013-030 effective February 1, 2013, Resolution No. 2013-033 effective April 9, 2013, Resolution No. 2014-005 adopted August 9, 2013, Resolution No. 2014-014 adopted January 21, 2014; Resolution No. 2014-032 adopted February 18, 2014; Resolution No. 2015-009 adopted December 16, 2014; Resolution No. 2016-005 effective October 1, 2015; Resolution No. 2016-011) and supersedes all previous statements, memos, policies and practices that are in conflict with the following provisions. Employees are not entitled to any benefit, policy or procedure which may have existed in a prior version of the County's Human Resources Policy and Procedure Manual. Benefit plans described in this Handbook are presented in summary form only. Please be sure to review the actual plan's Summary Plan Description (SPD) document for the specific terms of each benefit plan.

Questions and issues related to the interpretation of this information should be directed to your Supervisor, Department Head or a representative of the Klamath County Human Resources Department.

# KLAMATH COUNTY Employee Handbook

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# WELCOME TO KLAMATH COUNTY

## *Klamath County PRIDE*

Welcome to employment with Klamath County Government! You should feel **proud** that you have been selected to serve the citizens of Klamath County, Oregon. Our selection process targets the best qualified job applicants and we are pleased to have you join our team.

Our guiding principles and values for all employees are also represented through our collective P.R.I.D.E. Specifically, these include the five values listed below:

**Professionalism**  
**Respect**  
**Integrity**  
**Dedication**  
**Ethics**

You should also feel **proud** that you are working for one of Klamath County's primary employers. Every department and every position at Klamath County plays an important role in providing efficient and professional service to our citizens. The departments of Klamath County include the following:

Animal Control	Assessor
Board of County Commissioners	Clerk
Community Corrections	Community Development
County Counsel	Commission on Children & Families
District Attorney	Emergency Management
Fairgrounds	Finance
Human Resources & Risk Management	Information Technology
Juvenile	Justice Court
Tax & Property Sales	Treasurer
Klamath Experiment Station	Libraries
Maintenance	Mental Health (DD)
Museums	Public Works
Public Health	Surveyor
Sheriff & Jail	Veteran's Services
Watermaster	

Finally, you should be **proud** to live and work in one of the best areas of the State and Country. Klamath County offers its residents beautiful scenery, diverse recreation opportunities and a high quality of life. So, when asked, be **proud** to say you live in and work for Klamath County.

Once again, welcome!

# 1 ABOUT YOUR EMPLOYMENT

*Definitions of Employment Status, Recruiting and Selection, Job Posting, Equal Employment Opportunity, Employment of Relatives, Employment of Minors, Employment Orientation & In-Processing, Probationary/Introductory Employment Period, Performance Evaluation, Employment Records & Verifications, Layoff*

## ☑ DEFINITIONS OF EMPLOYMENT STATUS

Klamath County maintains standard definitions of employment status and classifies all employees for the purposes of personnel, payroll and benefits administration. The following definitions are currently in use:

- ◆ **At-Will Employment:** This group includes all non-union employees. Under the at-will relationship, both the employer and employee may choose to terminate an employment relationship at any time, for any reason. Non-union employees directly reporting to an Elected Official serve *At The Pleasure of the Elected Official* and as such are not included under the Discipline and Discharge or Grievance/Problem Solving Procedure sections of this manual.
- ◆ **FLSA Exempt:** An employee who is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and is normally paid an established semi-monthly salary. The determination of whether a position is designated as exempt is a function of specific standards set by the FLSA and state law. Exemption has no relation to union membership.
- ◆ **FLSA Non-Exempt:** An employee who is eligible to receive overtime or compensatory time for work beyond a 40-hour workweek. Non-exempt employees are normally paid an hourly rate of pay. The determination of whether a position is designated as non-exempt is a function of specific standards set by the FLSA and state law. Being non-exempt is not related to union membership status.
- ◆ **Non-union:** Employees who are not included under a collective bargaining agreement.
- ◆ **Union:** Employees who are included under a collective bargaining agreement.
- ◆ **Full-time:** Employees scheduled to work between 37.5 and 40 hours per week, or more than 120 hours in a three (3) consecutive month period.
- ◆ **Half-time:** Employees scheduled to work at least 30 and less than 37.5 hours per week. Half-time employees are eligible for pro-rated benefits based on their FTE. For example, a 0.60 FTE employee would receive 60% benefits.
- ◆ **Part-time:** Employees scheduled to work 29 or fewer hours per week, or less than 130 hours per month. Part-time employees are not entitled to most benefits. (Specific information on benefits eligibility can be obtained from the Human Resources Department.)
- ◆ **Seasonal:** Employees who perform duties interrupted by the seasons and who may be rehired without the loss of rights or benefits accrued during the preceding season. Seasonal employees generally work more than six (6) consecutive months.
- ◆ **Emergency Hire:** Should a department face an emergency whereby public services may become seriously impaired, a vacant position may be filled as a 30-day Emergency Hire. This process does not require a normal, open and competitive recruitment process, but must be approved by the Department Head and Board of County Commissioners. Upon approval, any qualified person may be appointed to such a position in order to prevent stoppage or loss of public services or serious inconvenience to the public. The appointment may be for a maximum of 30 days. Emergency hire employees may not be offered regular employment in the same or any other classification without taking the necessary steps to become eligible and by competing in a normal and open recruitment process. Upon approval of the Board of County Commissioners and the Human Resources Department, an emergency hire may be obtained through a temporary employment agency using the guidelines listed above.
- ◆ **Volunteer Hire:** Individuals who perform services on behalf of Klamath County on a volunteer non-compensated basis. Volunteers may work a full-time or part-time work schedule. Regardless of the number of hours worked, volunteers are not entitled to benefits and are expected to comply with all County policies and procedures.

- ◆ Probationary or Introductory Employment Period Employee: All newly hired, re-hired, transferred, promoted or demoted employees with less than twelve (12) months of service in a specific position. Note: The Probationary or Introductory Employment Period may be extended beyond the stated twelve (12) month period by collective bargaining agreement or other authorization by the Director of Human Resources. Union employees should review their contract for clarification on the applicable probationary time period.
- ◆ Regular Status Employee: An employee who has successfully completed his/her Probationary Employment Period.
- ◆ Seniority: Refers to the length of continuous service with Klamath County within a specific job classification and within a specific department.

#### **RECRUITING & SELECTION**

It is the general philosophy of Klamath County to hire job candidates who best demonstrate the technical and professional skills which meet the requirements of the position and the County's goals. Therefore, the most qualified applicant may not always be the candidate with the most years of experience or highest degree of education. The most qualified candidate may be the applicant who can demonstrate not only technical or professional competence, but also other important skills or qualities, as determined by the County. Hiring Supervisors consider all relevant factors, such as communication and interpersonal skills, creativity and initiative, demonstrated ability to be responsible and accountable, and other characteristics associated with quality performance. Klamath County's hiring practices are intended to comply with all applicable state and federal laws.

#### **JOB POSTING**

The Human Resources Department prepares job announcements for all open positions. Job announcements are normally posted as either internal or external. Internal postings are available only to current Klamath County employees who have already completed their probationary period. These jobs are normally posted for 3 to 5 days. External job postings are normally posted for 10 days and are available to all County employees and the general public. A listing of open positions is distributed to all departments on a regular basis. In addition, all job postings are available via the internet at [www.klamathcounty.org](http://www.klamathcounty.org), or in the Human Resources Department located at the Government Center.

All applicants seeking employment in an open position must submit a current Klamath County Employment Application Form to the Human Resources Department. In addition, other information may be required as detailed in the job announcement. For select positions, a resume may be accepted during the initial screening process in place of an application. The distribution and collection of Employment Applications is coordinated by the Human Resources Department. Employment applications are not normally accepted for positions which are not currently open. Exceptions to these guidelines must be approved in advance by Human Resources and the Board of County Commissioners. County employees generally receive employment consideration on a strictly competitive basis, subject to labor contract requirements.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Klamath County is committed to maintaining a workplace which is free of discrimination. No aspect of employment within the County is to be influenced in any manner by race, color, religion, sex, age, national origin, veteran status, mental or physical disability, genetic information, or other class of protection which is addressed by state or federal law. More detailed information about GINA is available on the EEOC poster placed on the employee bulletin board in all departments. Any concerns in this area should be immediately reported to the Director of Human Resources and/or your Department Head.

#### **EMPLOYMENT OF RELATIVES**

Applications for employment by relatives of County employees will be considered on a strictly competitive basis. Restrictions related to placement and supervision are in place to prevent problems of supervision, safety, security and morale. Under this policy, "relatives" include current spouse, child, parent, grandparent, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father-in-law, mother-in-law, aunt, uncle, niece, nephew, step-parent or step-child of the employee.

Current County employees and their relatives cannot be hired into the same department without the prior approval of Human Resources. County employees may not be hired or promoted into a position where they directly or indirectly supervise, or are

supervised by, a relative. In situations where employees become related after employment and a conflict of interest is the result, a period of 90 days will be provided to resolve the concern. In cases where two County employees marry, the Department Head(s) should be notified within 10 days of the marriage to determine if any conflict of interest exists. Possible resolutions to a conflict of interest include transfer, reassignment, or separation; however, the County reserves the right to make the final determination of the resolution to be implemented where a specific business necessity has been identified by the County.

**EMPLOYMENT OF MINORS**

As a general rule, employees of Klamath County must be at least 18 years of age. The County may hire students or others who are ages 16 or 17, but this may be done only under special conditions and must be approved in advance by Human Resources.

**EMPLOYMENT ORIENTATION AND IN-PROCESSING**

All newly hired or re-hired employees must participate in our regularly scheduled employment orientation program. This program offers new employees information regarding the policies, procedures and benefits associated with employment at Klamath County. In addition, important safety information is presented. Individual departments are responsible for ensuring that new employees receive job and department-specific familiarization.

**PROBATIONARY/INTRODUCTORY EMPLOYMENT PERIOD**

Unless otherwise stated in a collective bargaining agreement, all newly hired, promoted, demoted or transferred employees serve a probationary/introductory employment period of 12 months. The introductory period is the final step in the recruitment and selection process and is key in determining whether the employment relationship should continue. During probation, like all County 'at-will' employees, the County may elect to end a person's employment at any time for any reason. Probationary employees are not subject to any progressive discipline guidelines. In turn, employees have the right to terminate employment at any time for any reason. The probationary employment period may be extended beyond the normal period upon mutual agreement between the Department Head and Human Resources.

**PERFORMANCE EVALUATION**

Performance evaluations normally occur at your 3-month and 6-month service anniversaries; and annually thereafter. However, evaluations may occur as often as determined necessary by your Supervisor or Department Head. Our evaluation process is designed with the goal of accomplishing the following objectives:

- To enhance your performance and ensure our efficient operation;
- To summarize both formal and informal performance discussions with you during the review period;
- To document performance areas in where you are meeting expectations;
- To identify opportunities for you to improve your performance; and
- To establish your performance goals and form action plans for the future.

**EMPLOYMENT RECORDS & VERIFICATIONS**

The County's official employee records are maintained by the Human Resources Department. Current employees are welcome to schedule an appointment to view their own file during normal business hours. Employees may also receive a certified copy of their employment records, and the County will charge the actual cost of furnishing such records. Employee files contain information related to your employment with Klamath County, including tax information, address and telephone number, performance records, and benefit information. Access to employee files is restricted to the Human Resources staff and Supervisors on a need to know basis. Employee files are the property of the County and may not be removed from the Human Resources office. Please be sure to keep your address, beneficiary and other important information updated. Report any significant changes to the Human Resources Department promptly.

The County will only verify information requested by outside sources for credit or other purposes with a release form showing your signed authorization. All employment references and information requests, including employment or earnings verification, should be directed to Human Resources for processing.

**LAYOFF**

Economic conditions, changes in technology, or other unforeseen circumstances may require adjustments in staff levels through a layoff. Layoff is defined as situations where work is no longer available (job eliminated, contract expired, department closed, etc.). Whenever possible, a 30 day advance notice will be provided when a layoff is expected. Layoffs may be made according to an employee's skill, abilities and job qualifications, or other factors determined important by County leadership. Unless otherwise stated by a collective bargaining agreement, laid off employees do not have bumping rights based on seniority and do not retain specific recall rights.

## 2 ABOUT YOUR COMPENSATION

*FLSA Exempt & Non-Exempt Status, Salary Program Administration, Working Out of Your Job Classification, Meal Periods and Breaks, Paydays, Final Paychecks, Payment of Overtime or Compensatory Time, Flextime*

### **FLSA EXEMPT & NON-EXEMPT STATUS**

All positions within Klamath County are classified as either FLSA exempt (paid a salary and not eligible for overtime) or FLSA non-exempt (paid an hourly rate and eligible for overtime). This is required by the Fair Labor Standards Act (FLSA) and other federal and state laws. Status as exempt or non-exempt is not related in any way to union or non-union status. Based upon the current federal and state guidelines, the Human Resources Department will determine the FLSA status of a position prior to hiring. Any questions or concerns about FLSA status should be directed to the Human Resources Department.

### **SALARY PROGRAM ADMINISTRATION**

Klamath County strives to pay salaries competitive to similar positions within our comparable employment markets. Each position in the County has been placed into a formal classification plan which establishes the value of the position within the organization. This placement is based upon a number of factors and is reviewed by Human Resources on a regular basis. Detailed job descriptions and the County's job classification plan are maintained by Human Resources. Specific payranges in the County's various pay plans are reviewed by the Human Resources Department on a periodic basis in light of business and job market conditions.

### **WORKING OUT OF YOUR JOB CLASSIFICATION**

If you are assigned on a temporary basis (typically defined as 14 to 30 work days) to perform all of the job duties of another employee, you will normally be paid at the rate of the higher classified job, or your regular payrate, whichever is greater. Should the temporary assignment be to a lower job classification, you will normally be paid your regular payrate. These guidelines do not apply to temporary assignments involving vacation coverage or emergency situations.

### **MEAL PERIODS AND BREAKS**

Except in emergency situations or under unusual staffing circumstances, FLSA non-exempt employees should receive one unpaid meal period for each work period of 6 or more hours. During the meal period, employees are to be relieved of all work duties. The meal period is normally scheduled near the middle of your shift and will be either 30 or 60 minutes long, based upon your department's scheduling needs.

FLSA non-exempt employees receive one 15 minute paid break for every 4 hours of work. This break period is scheduled by your immediate Supervisor. Breaks and meal periods cannot be waived by the employee (i.e. skip two 15-minute breaks and leave work 30 minutes early). Missed breaks do not result in additional compensation or make-up break time.

### **PAYDAYS**

Pay checks are issued on the 10<sup>th</sup> and 25<sup>th</sup> day of each month. If these dates fall on a Saturday, Sunday or a holiday, then payday will be the preceding work day. The table below details Klamath County's normal pay periods; however, variations in this schedule may occur due to unusual circumstances.

<b>Pay Period</b>	<b>Pay Date</b>
1 <sup>st</sup> to the 15 <sup>th</sup>	Paid on the 25 <sup>th</sup> of each month
16 <sup>th</sup> to the end of the month	Paid on the 10 <sup>th</sup> of each month

Should you receive pay for time not worked or other compensation for which you are not entitled, that amount will be deducted from your next paycheck. Otherwise, you are expected to reimburse the County for the amount of overpayment. We do not

normally provide any type of payroll advance. Should your paycheck be lost or stolen, please contact the Human Resources immediately.

#### **FINAL PAYCHECKS**

*Resignation:* If you voluntarily resign your employment with Klamath County and provide us with less than 48 hours advance written notice (excluding weekends and holidays), your final paycheck with all wages due and owing will be available within 5 business days or on the next regular payday, whichever comes first. If you voluntarily resign your employment with at least 48 hours notice, (excluding weekends and holidays), you will receive your final check on your last day worked. In the event the last day worked is a weekend or holiday, the check will be available on our next regular business day.

*Termination:* If your employment is involuntarily terminated you will receive your final paycheck with all wages due and owing no later than the end of the next business day following the date of termination.

*Please note, all final paychecks will be available to former employees at the Human Resources Department unless you authorize the County in writing to receive your final paycheck via certified mail to your last known address. All County property must be returned prior to the release of a final check. This includes keys, tools, uniforms, County identification cards, computer and telephone passwords, security codes, and any outstanding financial debt.*

#### **PAYMENT OF OVERTIME OR COMPENSATORY (COMP) TIME**

*Overtime:* Our policy on the payment of overtime follows the provisions of the Fair Labor Standards Act (FLSA) and the applicable state laws. Overtime is paid to union employees in accordance with applicable collective bargaining agreements or in the following manner, whichever is applicable:

Non-exempt employees are paid overtime for hours worked beyond 40 hours in our pay week. (For purposes of overtime payment, the County's established payweek is 12:00am Sunday through 11:59pm Saturday).

Only hours actually worked will be used to calculate overtime pay. Paid time off for holidays, jury duty, vacation, sick leave or other leave of absence will not be considered "hours worked." Overtime worked by non-exempt employees must be authorized in writing in advance by a Supervisor or Department Head.

*Compensatory (Comp) Time:* If comptime is given rather than overtime, every effort should be made to use it within the same pay period. For our records, your timekeeper will ask you to sign an authorization form accepting comptime in lieu of overtime pay. All comptime must be exhausted before any use of vacation time is approved. Comptime is accrued at the overtime rate of time-and-one-half and is paid at the straight time rate. You may accumulate up to a maximum of 66 hours of comptime. Any balance beyond the maximum will be paid on the next regular pay day. Comptime will be paid out at full-value upon termination of employment or upon reclassification to FLSA exempt status.

#### **FLEXTIME**

The concept of flextime incorporates two different types of time: core time and flexible time. Core time is the number of hours designated during which all employees must be present at work. Flexible time is all the time designated as part of the schedule of work hours within which the employee may choose to alter his/her time of arrival and departure from work with **prior** Supervisory approval.

*Program Requirements:* 1) employees must be present during core time, 2) FLSA non-exempt employees must continue to account for the total number of hours worked each day, and 3) if the total number of hours worked by FLSA non-exempt employees exceeds 40 hour per payweek, overtime or comptime will be required.

Flextime by the week is, by definition, the carry over of debit or credit hours within our defined workweek. This enables you to adjust to fluctuating work loads without working overtime and often provides greater convenience. Speak with your Supervisor to determine if flextime is an option in your department or position.

### 3 ABOUT YOUR BENEFITS

*Vacations, Paid Holidays, Insurance & Employee Benefit Programs, Employee Assistance Program, Pension / Retirement Plan, Deferred Compensation Plan, Professional Development & Employee Training Programs, Sick Leave, Absence From Work, Other Paid Absences, Leaves of Absence, Federal Family & Medical Leave Act & The Oregon Family Leave Act, COBRA, Other Employer-Paid Benefits*

*Note: Benefits tend to vary by employee group or bargaining agreement. Please be sure to consult your current contract on these topics if you are a unionized employee of Klamath County.*

**VACATIONS** *(applies to full-time and half-time employees)*

One of the benefits of working for Klamath County is the paid vacation time you receive. Vacation time is intended for the benefit of each employee, and is not normally transferable from one employee to another. You must complete your probationary employment period and, therefore, attain regular status to accrue and begin use of your vacation time.

The accrual of vacation time is limited to twice the amount of vacation time that can be earned in one year, not to exceed a maximum of 400 hours for FLSA non-exempt employees and 50 days for FLSA exempt employees. You may not normally receive payment in lieu of vacation time, with the exception of retirement or post-probationary resignation or termination where all earned but unused time will be paid in your final check. The following schedule applies to the accrual of vacation time (union employees should refer to their contract for accrual schedules):

<b>Length of Service Completed</b>	<b>Hours Earned Per Month</b> <i>(prorated based on FTE)</i>	
Less than six years	6.668	(10 days per year)
Six years <i>(higher accrual begins on the 5th anniversary)</i>	10.0012	(15 days per year)
Eleven years <i>(higher accrual begins on the 10th anniversary)</i>	12.0016	(18 days per year)
Sixteen years <i>(higher accrual begins on the 15th anniversary)</i>	14.6674	(22 days per year)
Twenty years <i>(higher accrual begins on the 19th anniversary)</i>	16.6676	(25 days per year)

In all cases, hours paid, for the purpose of vacation accrual, are defined as hours actually worked, as well as paid time off for vacation, sick leave, bereavement leave and holidays. Overtime hours are not included in the calculation of vacation accrual. Vacation time is not earned during an unpaid leave of absence. If a paid holiday falls during your vacation, the holiday will not be counted against your vacation balance.

Vacations may be taken in increments of hours, days or weeks. Your vacation request should be submitted in writing on a Leave Request Form to your Supervisor. Approval for vacation absences are subject to the advance approval of your Supervisor or Department Head and may not adversely affect the operation of your department.

New employees and employees who transfer from a part-time or non-benefit eligible position to a benefit eligible position are required to complete a six (6) month benefit waiting period to be entitled to vacation time or vacation pay upon termination.

**PAID HOLIDAYS**

With the exception of floating holidays, non-union full-time and non-union half-time employees are eligible for holiday pay upon employment. Eligibility for use of Floating Holidays occurs upon completion of your probationary period. Holiday pay is based on the hours that you would normally be scheduled to work. Half-time employees are eligible for holiday pay equal to their regular number of work hours. Temporary and part-time employees are paid for hours worked and do not earn paid holidays.

Eligible employees receive one day's pay for each of the holidays listed below:

<b>Holiday</b>	<b>Date Observed</b>
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving Day	Fourth Friday in November
Christmas Day	December 25
Two Floating Holidays	Your Choice

Whenever a paid holiday falls on a Saturday, it will be observed on the preceding Friday; paid holidays which fall on a Sunday will be observed on the following Monday.

*Floating Holidays* must be taken in the fiscal year in which they were earned (between July 1<sup>st</sup> and the following June 30<sup>th</sup>) and should be scheduled in advance with the approval of your Supervisor or Department Head. Floating holidays may not be carried forward from one fiscal year to the next fiscal year. Newly hired employees and employees who have transferred from a non-benefit eligible position to a benefit eligible position shall not be eligible to utilize floating holiday hours until after the successful completion of the six (6) month benefit waiting period. The accrual of floating holiday hours for newly hired employees shall be prorated in direct proportion to the number of hours worked during their first fiscal year of employment. Floating holiday hours are also pro-rated for employees who hold a position of less than 1 Full Time Equivalent (FTE).

If a paid holiday falls during your approved vacation, sick leave, or other paid absence, the holiday will not be counted against your paid leave balance. However, should your employment end or should you begin an unpaid leave of absence on the last scheduled workday preceding a holiday, you will not receive holiday pay. Holiday pay is not included in our overtime computation.

*If You Work On A Holiday:* FLSA non-exempt employees required to work on a holiday will be paid straight-time for their hours at work, plus holiday pay. FLSA exempt employees required to work on a holiday will be given another day off at a time mutually convenient to the employee and the Department Head, usually within 90 days following the holiday.

#### **INSURANCE & EMPLOYEE BENEFIT PROGRAMS**

Klamath County provides comprehensive group insurance programs for eligible employees. A complete summary of these benefits can be obtained from the Human Resources Department. At the time of publication, your options include the following:

- Medical, Dental, Vision, Prescription, Life & Disability Insurance
- Flexible Spending Account (FSA - Section 125)
- Employee Assistance Program (EAP)
- Retirement Plan
- Deferred Compensation Plan (Section 457)
- Wellness Program
- Paid Vacation, Sick Leave & Holidays

#### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

Our Employee Assistance Program (EAP) is designed to provide you and your family members with confidential counseling resources. The cost of this benefit is fully paid by the County. The EAP can help with a number of important issues including, but not limited to the following areas:

Alcohol & Drugs	Workplace Conflict	Personal Relationships
Mental Health	Drug Abuse	Finances
Marriage & Family	Gambling	Stress

For more information on this benefit, please feel free to contact the EAP directly, or ask a Human Resources representative for assistance. All contact with the EAP is completely confidential and is normally offered at no cost to you.

**PENSION / RETIREMENT PLAN**

Klamath County has established a retirement plan to help you with your retirement income. Monthly contributions, both employer and employee, are made into our Plan Trust. Contributions begin on the first of the month after hire for eligible employees. Answers to your questions and a detailed Summary Plan Description can be obtained from the Human Resources Department.

Eligible law enforcement employees, as outlined in Oregon Revised Statutes (ORS), are included in the Oregon Public Employees Retirement System (PERS). Additional information about this benefit can also be obtained from the Human Resources Department.

**DEFERRED COMPENSATION PLAN**

Klamath County has established three options for deferred compensation. These plans are offered through the Hartford Life Insurance Company, the Nationwide Retirement Solutions/Public Employees Benefit Service Corporation (PEBSCO), and the Variable Annuity Life Insurance Company (VALIC). You may choose to start participation on the first day of the month following your date of hire. These voluntary plans have important savings and tax advantages.

**PROFESSIONAL DEVELOPMENT & EMPLOYEE TRAINING PROGRAMS**

Based upon your position, you may want to attend a conference, seminar, and training program to improve your performance or upgrade your skills and abilities. These programs are normally approved by your Department Head and are paid according to the County's Travel Policy.

After completing five years of continuous service, full-time employees may request an unpaid *Educational Leave* for the purpose of upgrading their formal educational in an area directly related to their job duties at Klamath County. This leave is normally granted for a period of one year and may be taken a maximum of once every three year period, based upon the approval of your Department Head and the Board of County Commissioners. Be sure to review the Leave of Absence section for more important information.

**SICK LEAVE**

Regular Full-time Employees

Sick leave is available when a personal illness or accident prevents you from being at work. FLSA non-exempt employees earn sick leave at the rate of 4.0005 hours per pay period and is prorated based on hours worked from the date of hire; sick time hours are not included as hours work for each regular hour worked. FLSA exempt employees earn sick leave at the rate of one day per month (8 hours). The accrual rate is pro-rated for employees who hold a position of less than 1 FTE. Overtime is not included in the calculation for sick leave earnings and sick leave does not accrue during any period of leave of absence without pay. You may earn up to a maximum of 1290 hours of sick leave. Payments made to you under the Workers' Compensation system will replace sick leave payments in most cases.

Non-union employees are immediately eligible for this benefit upon accrual; however, the County may require you to support a request for sick leave benefits with medical certification. Misuse of this benefit or failure to provide medical certification as requested may lead to a denial of benefits and possible disciplinary action.

Regular Part-time & On-Call Employees

Sick leave shall accrue at the rate of 1 hour for every 30 hours worked from the date of hire; sick time hours are not included as hours worked. Part-time employees hired prior to January 1, 2016, shall begin accruing from January 1, 2016. Part-time employees are eligible to use available sick leave beginning on the 91<sup>st</sup> calendar day of employment. Part-time employees hired

prior to January 1, 2016, shall be eligible for benefit upon accrual. Part-time employees that work an On-Call shift are entitled to use sick time for hours they have been scheduled to work. Being "scheduled to work" does not include shifts for which an employee has been asked to be available or on-call, unless the employee is working while on-call. The County may require an employee to support a request for sick leave benefits with medical certification. Failure to provide medical certification as requested may lead to a denial of benefits and possible corrective action.

Sick leave may accumulate up to 40 hours per year. Accrued and unused sick leave may carry over to the following year of employment; however, the accumulated total shall not exceed 80 hours. Accrual stops once this limit is reached and accrual does not recommence until sick leave is used to bring the total accrual below 80 hours.

*Sick Leave Value:* For employees hired after January 1, 1998 unused sick leave does not have any pay-out value upon termination or resignation. If you were hired prior to January 1, 1998 and have 5 years of continuous service, unused sick leave has a 50% pay-out value upon termination or resignation up to a maximum of 480 hours.

#### **ABSENCE FROM WORK**

If you are unable to report for work, you must directly contact your Supervisor prior to or at the beginning of your shift. Please note that such contact does not include leaving a voice mail message or speaking with a co-worker. Approval of sick leave benefits are contingent upon regular, direct communication between you and your Supervisor. Depending on the length and circumstances of your absence, we may require a physician's written release before your return to work.

#### **OTHER PAID ABSENCES**

*Bereavement:* In the event of a death in your immediate family, Klamath County will grant up to five days of paid absence to assist in your handling of family affairs and to attend the funeral. Under this policy, "immediate family" is defined as: spouse, child, parent, grandchild, grandparent, brother, brother-in-law, sister, sister-in-law, present mother-in-law or father-in-law, son-in-law, daughter-in-law, step-parent or step-child. Additional leave time may be granted under Oregon leave laws (see Policy No. 315 or contact Human Resources).

*Jury Duty:* In order for you to serve on a jury when called, Klamath County will pay your regular wage during the period of required jury service. In exchange, we ask that you sign over to the County all court payments received for the jury service. Once excused from jury service, you should immediately contact your Supervisor or Department Head and plan to work the remainder of your regular workday or workweek. Volunteer jury service is not included under this benefit.

*Time Off To Vote:* Full-time employees who lack sufficient time outside work hours to vote in local, state and national elections may take up to one hour off work for this purpose. If this applies to you, please obtain the advance approval of your Supervisor.

*Time off to Donate Blood.* Klamath County supports the community blood program by authorizing the American Red Cross Bloodmobile to park at various County locations. Employees are encouraged to donate blood and with their supervisor's approval, may do so on County time.

#### **LEAVES OF ABSENCE**

An *Unpaid Leave of Absence* without pay may be granted to regular full-time and half-time employees to maintain their service dates in instances where unusual or unavoidable circumstances require an extended work absence. Vacation and sick leave does not accrue during an unpaid leave of absence.

A *Military Service Leave of Absence* is available should you volunteer or be called to active duty in a branch of the U.S. Armed Forces. Such leaves are granted according to applicable state and federal law for the period of active duty. If you return to your County position within 90 days after receiving an honorable discharge, you will retain your original hire date. A *Military Reserve Training Leave of Absence* is available for those employees on active military reserve status. Under this leave, an employee with less than 6 months of service may take up to 15 calendar days of unpaid leave per fiscal year for military reserve training. Employees with 6 or more months of continuous service, may use up to 15 paid vacation days per fiscal year for this leave.

A *Personal Leave of Absence* may be available to assist you in handling compelling personal business. Such leaves are granted to regular, full-time and half-time employees. The absence may range from five (5) to ninety (90) consecutive calendar days. To

be eligible, you must have maintained a satisfactory record of employment with Klamath County for a minimum of one year and must use all accrued vacation before a personal leave of absence without pay begins. Personal leaves are approved at the discretion of your Department Head and they do require that you be available to return to regular employment on or before the expiration date of the leave.

Your request for a leave of absence should be submitted in writing to your Supervisor or Department Head at least two (2) weeks in advance. Extensions in a leave of absence are not normally granted. Job reinstatement upon return from a military leave of absence will be according to applicable law. Job reinstatement from most other leaves of absence is not guaranteed, but is based upon the following schedule:

*First Step:* To the prior position, if available; *Second Step:* To a comparable position, within the department, for which the employee is qualified, if available; *Third Step:* To another position, within the department, for which the employee is qualified. If no work is available according to the Steps listed above, the employment relationship will end. Failure to return from leave of absence, or failure to make contact with your Supervisor on the scheduled date of return, will be considered a voluntary resignation of employment.

**FEDERAL FAMILY & MEDICAL LEAVE ACT (FMLA) and THE OREGON FAMILY LEAVE ACT (OFLA)**

We recognize that certain family and medical situations may require you to take time away from work. It is our policy to comply with the applicable state and federal laws dealing with family, medical, bereavement leave, parental or pregnancy leave. Generally, benefits under the FMLA and OFLA apply to regular status Klamath County employees who have worked at least 180 consecutive days (for OFLA) and 2080 hours in a 12 month period (for FMLA). Eligible employees are normally able to take up to twelve weeks of unpaid leave in a twelve month period for the following reasons:

- The birth or care of a child of the employee;
- Placement of a child into the employee's family by adoption or foster care;
- In order to care for the employee's spouse, child or parent who has a documented serious health condition; and
- Due to a serious health condition which prevents the employee from performing his/her job duties.

The Oregon leave laws may also allow you to take leave for the care of a parent-in-law or same-sex domestic partner with a serious health condition or for the care of a child's minor illness. In the case of *leave for a serious health condition*, the leave may be taken intermittently or the work schedule may be reduced only if such leave is documented as medically necessary. If intermittent leave or a reduced work schedule is required, Klamath County may, with the employee's consent, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave. Two weeks of bereavement leave may be granted to a qualifying employee; however, this must occur within 60 days of receiving notification of a family member's death.

If both spouses are employed by Klamath County, combined leave totals may not exceed twelve weeks. For purposes of this benefit, Klamath County uses a rolling 12 month calendar to compute eligibility. During a FMLA/OFLA absence, the County will continue to pay its portion of your insurance premiums (if applicable) and you must continue to pay your premium, if any. Failure of the employee to pay a premium may result in the loss of coverage. If you do not return to work after the expiration of a leave, you will normally be required to repay the County for your share of the payment of health insurance premiums during your leave period. During most leaves, you do not continue to earn benefits such as vacation, sick time, etc. Employees are required to exhaust all accrued sick and vacation benefits during a FMLA/OFLA leave prior to beginning an unpaid leave. In most cases, if you return to work from a FMLA/OFLA leave within the 12 week period you are entitled to return to your same position, or an equivalent position, without loss of benefits or reduction in pay.

If you have exhausted all of your FMLA leave, you can request a Personal Leave of Absence in accordance with Policy No. 314. If granted, at that time you will be required to reimburse the County for payment of the full health insurance premium (the employee and employer contribution amounts). Failure to pay the full health insurance premium may result in loss of coverage. If you do not return to work after the expiration of the leave, you will be required to reimburse the County for payment of your share of the health insurance premiums during the FMLA leave.

**CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

COBRA may allow you to continue select insurance coverage based on the following events:

- 18 months in the event of termination, retirement or reduction in hours
- 36 months in the event of the employee's death, divorce, legal separation or spouse's entitlement to Medicare
- For children in the event that coverage ends because they no longer qualify as a legal dependent.

Please direct your specific questions regarding COBRA to the Human Resources Department, we'd be happy to help explain your options and the cost of eligible programs.

**OTHER EMPLOYER-PAID BENEFITS**

Klamath County pays the majority of the cost for workers' compensation coverage for all employees and volunteers. In addition, the County provides unemployment insurance system benefits through the State of Oregon on behalf of every employee. Finally, we pay the employer's contribution to your Social Security account (FICA) each month. It is important to not overlook these important benefits paid by Klamath County on your behalf.

# 4 ABOUT OUR CONDUCT EXPECTATIONS

*Code of Conduct, Standards of Conduct, Conflict of Interest, Harassment-Free Workplace, Political Activities, Solicitation and Distribution, Alcohol and Drug-Free Workplace, Grooming Standards and Personal Appearance, Use of Tobacco Products, Telephone Use, Personal Mail, Animal Policy, Media Releases and Statements, Discipline, HIPAA*

## **CODE OF CONDUCT**

The Code of Conduct applies to all Klamath County employees and elected officials. A complete copy of the Klamath County Code of Conduct is provided to and reviewed with every employee upon hire. We will provide a work environment that supports honesty, integrity, respect and trust in the treatment of every employee. Harassment or discrimination of any kind is unacceptable in the workplace and will not be tolerated.

We are also committed to providing a safe, healthy, drug-free work environment. Klamath County employees have an obligation to comply with health, safety and environmental regulations. You should report any accident or injury sustained on the job immediately, and feel free to discuss any environmental or safety concerns with a staff member of the Human Resources department.

## **Ethical Conduct and Compliance**

In the performance of our duties, County employees are expected to conduct business in compliance with the highest levels of citizenship, consistent with our fiduciary obligations to the public.

## **Business and Financial Information**

### Accuracy, Retention and Disposal of Documents and Records

You are responsible for the integrity and accuracy of any documents or records that are created on behalf of Klamath County. Falsifying or altering documents or records is absolutely prohibited. You are also expected to become familiar with and comply with County policies and statutes that address the retention and disposal of documents and records.

### Financial Reporting and Records

In order to provide accurate, reliable financial records, all financial transactions shall be recorded promptly and according to generally accepted accounting principles and Klamath County policies and procedures. We have implemented internal controls to provide reasonable assurance that management has authorized a transaction and that it has been recorded properly.

## **Workplace Conduct**

### Treatment of Others

Klamath County prohibits all forms of discrimination, including harassment of any kind. Employees of Klamath County shall be treated with dignity and respect, regardless of their age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, or any other basis proscribed by law. You are expected to treat all County employees and the general public with respect. Klamath County promotes a culture that allows employees to work without fear of retaliation.

### Conflict of Interest

A conflict of interest occurs when personal interests could interfere with your ability to make a fair, objective decision on behalf of Klamath County. You should avoid relationships and activities that create, or even appear to create, a conflict of interest. If you are unsure whether a conflict of interest exists, you should talk with the person to whom you report or the Human Resources Director. Klamath County employees may not take bribes from or give kickbacks to contractors, subcontractors, consultants, vendors, suppliers or competitors. Klamath County employees are expected to report any offers of bribes or kickbacks to the Human Resources Director.

### Personal Use of Klamath County Resources

You must not remove property from any department owned or managed by Klamath County without proper authorization. If removed, property must be returned to the facility as soon as it is no longer needed for authorized purposes.

## Reporting Obligation and Resources

### Personal Obligation to Report

You are responsible to report activity that appears to violate applicable laws, rules, or regulations of this Code of Conduct. If you report a concern but believe that it has not been resolved, contact the Human Resources department.

### Resources for Guidance

We encourage you to discuss concerns with your department head. If you are uncomfortable doing so, you can discuss the situation with the Human Resources department. We cannot guarantee to keep your identity confidential if you report a concern or possible misconduct, but we will maintain confidentiality within the limits of the law and our ability to investigate the issues you have brought to our attention. Klamath County absolutely prohibits, and will not tolerate, retaliatory discipline against a worker who reports a concern. Claims of retaliation will be investigated, and appropriate action will be taken.

### STANDARDS OF CONDUCT

The following represents only a partial list of unacceptable behaviors and conduct which may lead to corrective disciplinary action, up to and including discharge. This list is not intended to be a comprehensive and Klamath County retains the right, at its discretion, to address concerns outside this list and may in its sole discretion bypass use of the progressive disciplinary guidelines when appropriate.

- Falsifying a job application, timesheet, or other County document or record.
- Unauthorized possession of property; gambling, carrying firearms or explosives, or violating criminal laws on County premises.
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger an employee or our operations.
- Engaging in acts of dishonesty, fraud, theft or sabotage.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
- Unauthorized use of County material, equipment or property.
- Damaging or destroying County property through careless or willful acts.
- Performance which, in the County's opinion, does not meet the requirements of the position.
- Engaging in practices which the County determines to be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the County, its employees or customers.
- Negligence in observing, or refusal to observe, fire prevention or safety rules.
- Discourteous treatment of the public or other employees.
- Conducting personal business during working hours.
- Inexcusable neglect of duty.
- Arriving for work or being under the influence of alcohol or illegal substances while on duty.
- The sale of drugs or illegal substances while on duty.
- Conviction of a felony or conviction of a misdemeanor which is of such a nature as to adversely affect the employee's ability to perform the duties and responsibilities of his/her position. (Note: A plea of guilty, or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.)
- Failure to possess, obtain or renew any license or required certification required for job performance.
- Irregular attendance or excessive absenteeism / tardiness.
- Smoking in unauthorized areas.
- Job Abandonment or an unauthorized absence from the work site or job post.
- Failure to cooperate fully during an investigation.
- Retaliation against individuals or employees who bring forth a complaint.
- Other circumstance for which the County feels corrective action is warranted or appropriate.

### CONFLICT OF INTEREST

All employees are expected to focus their efforts on the interests of Klamath County whenever at work. We recognize your right to engage in activities outside of work which are private and unrelated to our business. However, to prevent any actual or perceived conflict of interest, we have an expectation of full disclosure. As such, you have an obligation not to engage in any outside professional work without full disclosure to, and approval from, your Department Head. In addition, you may not engage in a work-related activity which may in some way be hostile, damaging, or adverse to your duties, job responsibilities, or position with Klamath County. Finally, we limit workplace solicitations and require the full disclosure of gifts as outlined in the Oregon Revised Statutes (ORS). Any questions regarding a possible conflict of interest should be discussed with your immediate Supervisor or Human Resources. Failure to disclose information related to any of the above points may lead to corrective action, up to and including termination of employment.

**☑ HARASSMENT-FREE WORKPLACE**

Klamath County is committed to fair and impartial treatment of employees, job applicants, customers, vendors, contractors and agents. As such, we endeavor to maintain a discrimination and harassment-free work environment where people treat one another with respect. This means that Klamath County prohibits any form of discrimination or harassment based on race, color, religion, sex, age, handicap, national origin, marital status, genetic information or other status protected by law. You are responsible for respecting the rights of your co-workers and the public. An employee engaging in any of the acts or behavior defined above will be subject to corrective action, up to and including termination of employment. If you feel you have been discriminated against or harassed, you are urged to report the situation to your Department Head or to the Director of Human Resources immediately or at a minimum within three (3) calendar days.

Harassment is defined as any unwelcome verbal, physical or visual conduct based on race, color, religion, sex, age, handicap, national origin, marital status, or other status protected by law or policy, when that conduct is made explicitly or implicitly a term or condition of employment or is used as a basis for employment decisions, or has the purpose or effect of unreasonably interfering with performance or creating an intimidating, offensive or hostile work environment. Verbal, physical or visual conduct of a racial, ethnic, genetic information or other type which, in the employee's opinion, impairs his or her ability to perform the job also may constitute harassment. Examples of discrimination and harassment may include, but are not limited to:

- Physical conduct including unwelcome touching, standing too close, staring, or obscene, threatening or offensive gestures.
- Oral or written conduct including references to body parts, derogatory or demeaning comments, jokes or nicknames, personal question about an individual's sexual or religious activity, sexual innuendo, graphic or offensive remarks about race, gender, religion, age, ethnicity, marital status, unwelcome pressure for dates, or sexually suggestive sounds or motions.
- Visual or symbolic conduct including the display of pictures of nude, partially clothed or offensively dressed people, the display of offensive, threatening or demeaning drawings, cartoons or other graphics, offensive T-shirts, coffee mugs or other articles, or the use of County property or facilities to display, promote or degrade religious symbols, viewpoints, or beliefs.
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct is made explicitly or implicitly a term or condition of employment, or is used as a basis for employment decisions, or has the purpose or effect of unreasonably interfering with work performance or creating an otherwise offensive working environment.

Reports of harassment or discrimination will be investigated promptly and in a complete and impartial manner. Complaints will be kept confidential to the extent possible. Action taken by the County will reflect the severity of the problem, the offending employee's overall work record and full consideration of the circumstances surrounding the situation. When deemed appropriate, disciplinary action for employees who engage in unlawful discrimination or harassment may include: verbal or written warning, reassignment, suspension, demotion, termination of employment or other remedy determined by the County to be appropriate.

**☑ POLITICAL ACTIVITIES**

Klamath County employees are prohibited by law from soliciting money, influence, services or contributions in any form, or otherwise aiding or promoting any political committee during working hours. In addition, you may not work to promote the nomination or election of any person to public office, or the passage or defeat of ballot measures, while on the job. The use of an official position to unlawfully influence, interfere with, or affect the results of an election is also prohibited. As such, no employee or group of employees, representing themselves as Klamath County employees, should endorse or oppose a political advertisement, broadcast, statement or campaign literature except as allowed by state law.

Nothing in this section prohibits you from personally supporting or opposing any candidate for public office during off-duty hours. However, you are prohibited from campaigning for election to an elected public office during working hours. The display of partisan materials, political buttons, stickers, banners, and the like is not permitted on County property or vehicles. Employees are also prohibited from using County equipment, resources and materials to aid in such election.

**☑ SOLICITATION AND DISTRIBUTION**

We strive to establish a work environment that is productive and without unnecessary interruptions in the work day. Therefore, solicitation is normally prohibited during work time. The distribution of literature and the circulating petitions in work areas, at any time, is strictly prohibited. Finally, trespassing, solicitation or distribution for purposes other than official County business, is prohibited. "Work time" includes all time on the premises other than before and after work, at meal periods and break times. "Work areas" are all areas on the premises other than employee break rooms.

**☑ ALCOHOL AND DRUG-FREE WORKPLACE**

Klamath County has an obligation to its employees, and those who come into contact with the County, to ensure safe working conditions. To meet that obligation and to further our commitment to promote high standards of employee performance, productivity, health, safety and reliability, Klamath County has established this zero tolerance alcohol and drug policy.

Klamath County requires its employees to report for work in a condition that will permit the employee to perform his/her duties safely and efficiently. Klamath County recognizes that an employee's involvement with alcohol and drugs can have an impact on the work environment. Therefore, the following information clearly outlines the County's positions regarding the use or possession of alcohol or drugs on the job.

*County employees shall not:*

- Report for work with the presence of a controlled substance, intoxicant, or other illegal drug in their system (this would exclude medications prescribed by competent, licensed authority).
- Engage in the use of alcohol or illegal drugs on County premises or on County time, including breaks and lunch.
- Possess, distribute, sell, manufacture, transfer, or receive any controlled substance (drugs), or any other substances which impairs job performance or poses a hazard to the safety and welfare of the employee or other employees, on County premises or on County time.
- Violation of these rules is strictly prohibited and may result in immediate termination.

You should report the use of medically authorized drugs which may impair job performance to your Supervisor. It is your responsibility to determine through your physician whether the prescribed drug would impair job performance. It should be noted that attention should also be paid to over-the-counter drugs. The County may require a physician's written excuse from you claiming the need for time off due to medical reasons or due to the use of a prescription or over-the-counter drug which may impair performance or safety. Abuse of prescription or over-the-counter drugs is a violation of our drug-free workplace policy. Employees who violate the above policies shall be subject to disciplinary action, up to and including termination.

Drug and Alcohol Testing: Klamath County has established the following procedure for the testing of drug and alcohol use among its employees. Klamath County has the right to require urine, breathalyzer and/or blood samples in any of the following situations.

- Failure to provide samples for such testing may be considered insubordination and grounds for immediate termination or can be considered a "voluntary termination."
- If the employee will be involved in activities such as carrying firearms, driving County vehicles, or performing in a job requiring a Commercial Driver's License (CDL) or other situations where the use of drugs might endanger the public, they may be subject to unannounced drug and/or alcohol testing.
- Employees involved in any vehicle or workplace accident shall be subject to drug and/or alcohol testing.
- When there is reasonable suspicion to believe that the employee is under the influence of a controlled substance, intoxicant, or illegal drug. This is normally assessed through observable changes in employee performance, appearance, behavior, speech, etc., which provide suspicion.

Screening for the presence of drugs is grounds for requiring a fitness for duty evaluation involving urine, breathalyzer, and/or blood sample testing. Such bases for suspicion can include, but are not limited to:

- Irregular Attendance, absenteeism or excessive tardiness.
- Declining or Inconsistent performance.
- Suspect behavior (stumbling, slurred or incoherent speech, confusion, emotional outbursts, inability to perform job tasks, the unsafe handling of equipment or tools, or the actual observance of behavior such as the use of drugs or alcohol).

When there is reasonable suspicion to believe the employee is under the influence of a controlled substance, intoxicant or illegal drug, the employee will not be permitted to return to work until fitness for duty is established. This time will be treated as a suspension with pay, pending the outcome of the testing. If the test is positive, the employee will normally be referred to the EAP in lieu of termination on the first occasion. In such situations, the following procedure will apply:

- All positive tests will be subjected to a secondary confirmatory test (on the same sample) using a gas chromatography/mass spectrometry test or a superior or equally reliable test if same becomes reasonably available.
- If the secondary test confirms the initial positive test result, the employee will be immediately suspended for violation of County policy. The employee may have the opportunity then to either sign a Performance Contract and seek treatment, or sever their employment relationship with Klamath County.
- The employee that chooses rehabilitation will be expected to meet with an accredited professional to assess the nature and severity of their problem, and to establish a treatment program. Failure to complete the program or to cooperate with the drug/alcohol counselor is considered a breach of the Performance Contract and will result in immediate termination.

*Appeal Procedures:* The employee has the option, at his/her own expense, to have a licensed testing facility test the same sample submitted to the original testing facility. Accepted chain of custody procedures must be followed and the testing facility must meet all standards set by the Federal Health Agencies for laboratory performance using certified Medical Technologists and Technicians. An employee may request the independent test by notifying the Director of Human Resources in writing within two calendar days after the day the employee is informed of the test results. The test result will be kept confidential and will be available only to a designated employer representative. If the appealed test results prove to be drug and alcohol-free, Klamath County will pay for the testing.

*Searches:* Klamath County reserves the right to inspect and/or search all County property for intoxicating liquor, controlled or illegal substances, or any other substances which may impair job performance. Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject the employee to disciplinary action, up to and including immediate suspension or termination. When controlled substances are located on County property, local law enforcement officials will be contacted.

*Confidentiality:* The results and records of alcohol and drug testing are to be considered confidential. Likewise, a manager must not discuss the suspected reason for a referral with anyone other than a Department Head or Human Resource representative involved in the case. Records shall not become part of an employee's personnel file.

*Other Important Conditions:*

- Any employee tampering with or altering a drug or alcohol screening test may be subject to immediate termination.
- All employees are expected to cooperate fully in any investigations resulting from this policy.
- The County reserves the right to determine whether suspicion exists and the level of discipline to be applied.

*Conviction Under Criminal Drug Statute:* Employees must notify their immediate Supervisor within five days of any conviction for violating a criminal drug statute. Klamath County recognizes that situations may arise which are not specifically covered by this policy and these guidelines. (For example: situations involving employees who have been arrested or convicted for off-the-job illegal drug use or activity). These will be dealt with on a case-by-case basis, taking into account such things as the nature of the situation or problem, the employee's overall employment record and job assignment, the potential impact on production, safety and customer relations.

**☑ GROOMING STANDARDS AND PERSONAL APPEARANCE**

Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean. Work clothing should be appropriate to your position, as determined by your Supervisor or Department Head. Employees are expected to conduct themselves in a manner which is appropriate for public service and present a professional, well-grooming appearance at all times. The following guidelines may help to clarify our expectations in this area:

- Hair should be clean, combed and well maintained in a business-like style.
- Male employees should be clean shaven or have neat, well-trimmed beards, mustaches, sideburns or goatees.
- Employees are expected to dress in a business-like manner. Depending on your position, this may require men to wear a suit, sports coat or jacket, slacks and tie; and women to wear suits, pant suits, skirts or dress slacks and blouses, dresses or other appropriate attire. Hemlines should be of an appropriate length for a professional business environment.
- Most offices have adopted Friday as a casual day; however, you should wear your normal business attire if you will be representing the County outside the office on that day. Employees may dress in casual clothing, including jeans, although dress standards still require a neat, clean appearance.
- Unless indicated otherwise, under no circumstances may employees wear shorts, t-shirts, tank-tops, halter or bare-midriff tops, sweatshirts, sweatpants, clothing with offensive wording, torn clothing, clothing with holes in it, leotards, unitards or other revealing, tight-fitting clothing or oversized clothing. All clothing must be clean, neat, and fit properly. Safe, neat, and clean shoes should be worn at all times.

**☑ USE OF TOBACCO PRODUCTS IN THE WORKPLACE**

The County respects the individual preferences of smoking and non-smoking employees. When these preferences come in conflict, the County anticipates that the majority of instances will be resolved through a spirit of courtesy and cooperation. Your Department Head and the Director of Human Resources may be helpful in reaching an accommodation. The resolution, however, is not intended to establish “extra” break periods or other benefits which would allow a smoker to smoke.

For reasons of safety, public relations or other concerns, smoking is prohibited in all spaces owned or occupied by County departments, including vehicles. Visitors to any County department are expected to observe smoking and non-smoking area designations.

**☑ TELEPHONE USE**

Efficient telephone service is vital to County business. You should consider the following guidelines for telephone use:

- Answer all calls promptly and courteously.
- Hold personal calls, both incoming and outgoing, to essential personal business and keep them as brief as possible. Any necessary personal non-emergency phone calls should be conducted during break time whenever possible. Friends and relatives should be discouraged from calling during work hours unless there is an emergency.
- All personal toll and long distance calls must be charged to the employee; under no circumstances shall an employee charge a personal long distance call to the County.
- During work time, employees should limit the use of their personal cell phones. Employees should set personal cell phones on the silent ring mode during work hours to avoid disturbing those working around them.
- It is illegal in Oregon for drivers to operate a vehicle while using a handheld cellular telephone. Employees needing to use a cellular telephone must use the hands free feature while operating a vehicle on county business and/or during county time.

**☑ PERSONAL MAIL**

We ask that you do not have any personal mail delivered to you at work. The County's mail system and facilities are for business-related mail only.

**☑ ANIMAL POLICY**

Klamath County has an obligation to its employees and the public to ensure a safe and healthy working environment. We need to eliminate all chances of any liability to employees or the public when we have animals in the work place. To be respectful to all employees and members of the public, animals will not be permitted in the work place.

**☑ MEDIA RELEASES AND STATEMENTS**

Only Department Heads or their designee have the authority to make news releases or statements to the media concerning department matters. Questions concerning other departments shall be directed to the appropriate Department Head or the Board of County Commissioners. No statements shall be made to the media regarding personnel matters, under any circumstances, without prior consultation with the Board of County Commissioners, County Counsel, and Director of Human Resources.

**☑ DISCIPLINE**

The County seeks to establish and maintain standards of employee conduct and Supervisory practices which will, in the interest of the County and its employees, support and promote effective business operations. Such Supervisory practices include administering corrective action when employee conduct or performance problems arise. Discipline may be corrective, progressive, and shall be applied in a lawful, fair and consistent manner. Discipline is corrective when Supervisors work with employees to identify a problem, correct it and restore the employee to a productive employment status. In this situation, however, the employee plays the key role in making the correction. Progressive discipline guidelines normally begin with oral or written warnings and may be later followed by suspension from work, reassignment or demotion, or termination. The County is not required to go through any specific number (or order) of steps. More serious offenses may warrant a suspension, reassignment, demotion or termination at the first occurrence as determined in the County's sole discretion.

Reasons for discipline include, but are not limited to the following:

- Insubordination, inefficiency, incompetence or performance of less than the required duties.
- The use of intoxicants or non-prescribed drugs on the job, or reporting for work under the influence of intoxicants or non-prescribed drugs.
- Habitual or excessive absence or tardiness, or abuse of sick leave privileges.
- Absence from duty without authorization or failure to notify a Supervisor when unable to come to work or report on time.
- Conviction of a felony or misdemeanor when the conviction would impair the employee's effectiveness.
- Violation of safety rule, policies, or procedures.
- Offensive conduct toward the public or fellow employees or conduct unbecoming a Klamath County employee.
- Violation of any County rule, policy or procedure.
- Misuse of County property.
- Dishonesty or theft.
- Fraud in securing employment with Klamath County.

**☑ CONFIDENTIAL NATURE OF WORK**

Depending on your position, you may have access to information about the County, our employees, residents, clients, or vendors that is considered confidential. Our expectation related to confidential information is clear: any disclosure of private or confidential information is prohibited and could result in disciplinary action, up to and including termination. Please be cautious about your conduct in this area.

**☑ HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**

Under HIPAA and applicable Oregon law, the County is a covered entity. While the County provides oversight and direction to all its Departments and contracts, the covered components provide a wide range of services to diverse populations requiring individually crafted policies and procedures. Therefore, the County's broad HIPAA Policies shall be as tailored to fit specific Department needs. Departments may also craft procedures as necessary to ensure program staff understanding and compliance. Violation of this policy could result in disciplinary action, up to and including termination.

*If you have additional questions about this complex policy, speak with your Supervisor or contact Human Resources.*

# 5 ABOUT OUR COMMUNICATIONS

*Bulletin Boards & Posting Information, Electronic and Voice Mail, Computer Systems, Internet Access & Use, Employee Suggestions, Employee Involvement, Problem Solving Procedure*

## BULLETIN BOARDS & POSTING INFORMATION

Important job-related information may be displayed on department bulletin boards. The postings will normally include the following information:

- Legally required posters and notices
- Important Employment or Policy Information
- Safety Rules and Information
- Memos or Announcements
- Job Opportunity Postings
- Employee Benefits Information

Please be sure that you check the bulletin board(s) in your department for important information on an on-going basis. Before posting anything, please check first with your Department Head about whether it is appropriate for the workplace.

## ELECTRONIC MAIL (E-MAIL) & VOICE MAIL

In today's workplace, important communications and information can be sent between employees through the use of electronic mail and voice mail. We expect the use of this technology to be effective and consistent with the business-related use for which they are intended. Please note that voice mail and electronic mail transmissions are not private. E-Mail is a public record and may be subject to inspection by the public and review by management. Remember, what you write in an e-mail message or speak via voice mail can potentially constitute harassment, defamation, slander or libel. The County's Harassment policies fully apply to e-mail and voicemail. As such, you should be careful *what* you communicate and *how* it is stated. A complete copy of the Computer Systems, Passwords, E-mail, Internet, and Electronic Communication Devices – Acceptable Use policy is provided to and reviewed with every employee upon hire. *If you have additional questions about this complex policy, speak with your Supervisor or contact Human Resources.*

## COMPUTER SYSTEMS, INTERNET ACCESS & USE

Access and use of the internet should be for business-related use only while conducting County business and while at work. Each County department may establish written internal policies regarding the extent of and limitations to personal use of the County's computer system by department employees. Departmental policies must be approved by the IT Director to verify that no cost will be incurred and that system reliability and security will not be compromised. In addition to compliance with this County Policy, employees shall be duly notified of and shall comply with their Department's rules and regulations on computer use and use of other electronic technology or devices.

If your department policies allow personal, non-work related use of the County's computer system or other electronic technology devices may be allowable within reasonable limits as long as it is not excessive and does not interfere or conflict with County Policy or with the completion of assignments, duties or working hours and it does not incur any cost to the County. Klamath County reserves the exclusive right to determine whether any use is inappropriate, excessive, and/or violates policy. Please realize that you are a representative of Klamath County and you should make appropriate decisions when accessing information. You should also realize that you may be held responsible for the following system-related problems:

- Irresponsible use of system resources
- Any activity that is contrary to state and federal law
- Misuse of copyright issues
- Downloading files which may put your system or the County's information systems at risk
- Inappropriate language that could bring discredit upon you or Klamath County

Employees accessing inappropriate sites are subject to discipline, up to and including termination. *If you have additional questions about this complex policy, speak with your Supervisor or contact Human Resources.*

**EMPLOYEE SUGGESTIONS**

Klamath County wants to encourage your suggestion of methods to improve the quality or efficiency of County services. Our employees often have the best ideas! You may submit your suggestion to your Supervisor or directly to the Board of County Commissioners in writing. Suggestions should be detailed so that they can be properly evaluated. Please remember that this is not a forum for employment or performance-related issues.

**EMPLOYEE INVOLVEMENT**

There are many ways you can get involved at Klamath County. The Human Resources Department has a number of standing committees which provide employee input to the County's leadership on an on-going basis. The committees include: the Employee/Retiree Pension Committee, the Employee Benefits Committee, and the Employee Safety Committee.

**PROBLEM SOLVING PROCEDURE**

In every workplace issues come up for discussion or review. It is Klamath County's policy to provide non-union employees who do not otherwise have a grievance procedure with an orderly method of submitting (and when possible, resolving) concerns. This process is designed to insure that the County's policies and procedures are administered in a fair and uniform manner, and that our legal obligations are being met. **It does not override an employees 'at will' status and is subservient to it.** The goal of the process is to secure a solution at the level closest to the employee whenever possible.

The following problem solving procedure should be used by you to address issues or concerns:

*Step One:* You should present the issue to your Supervisor in written form. This should be done within five business days of the event prompting your concern. You should be prepared to provide a statement of the issue, the relevant facts, the rule or policy which you believe applies, and the remedy sought. Your Supervisor then has three days to provide you with a written response.

*Step Two:* If the issue remains unresolved or if you are dissatisfied with your Supervisor's response, you may choose to forward the issue to your Department Head within three days of the receipt of your Supervisor's response. The Department Head or designee should meet with you and your Supervisor within three days of the receipt of the grievance at Step Two. Your Department Head will then provide his/her written response within three days of the meeting. *(Note: if your Supervisor is also your Department Head, you may move the concern directly to Step Three.)*

*Step Three:* If the issue remains unresolved or if you are dissatisfied with your Department Head's response, you may choose to forward the issue to the Director of Human Resources within three days of receiving your Department Head's response. The Director of Human Resources will then respond in writing to you within three working days.

*Step Four:* If the issue remains unresolved or if you are dissatisfied with the Director of Human Resources' response, you may choose to forward the issue to the Board of County Commissioners within three days of receiving the Director of Human Resources' response. This should be arranged through the Human Resources Department. The Board's decision will be considered final and binding.

We understand that occasionally your concern may involve your Supervisor. Therefore, you should feel free discussing concerns related to your Supervisor with the next higher level of management within your department to avoid an awkward situation. You should also feel free to discuss concerns related to sexual harassment or discrimination with the Director of Human Resources as the first step. Employees who have complaints of alleged harassment or discrimination should follow the procedures in the County's non-harassment policy.

# 6 ABOUT YOUR SAFETY & SECURITY

*Safety Expectations, Accident and Injury Reporting, Light or Modified Duty Job Assignments, Violence-Free Workplace, Drug & Alcohol-Free Workplace, Identification Cards, Assigned Employee Parking*

Our safety philosophy is based on the belief that accidents do not *just happen...there is almost always a cause.*

## SAFETY EXPECTATIONS

We believe that safe working conditions for all employees can be attained through the use of safety equipment, proper instruction, frequent review of safe work practices and adequate supervision. Our program, "Serious About Safety" includes safety orientation for newly hired employees and continual safety training on an on-going basis. In addition, Klamath County has established an *Employee Safety Committee* to guide the efforts of our safety program. The Employee Safety Committee includes a representative from each department. The general purpose of the Committee is to:

- Review employee safety concerns and look for improvement opportunities.
- Perform regular safety inspections of Klamath County's facilities.
- Make safety recommendations to employees and Supervisors.
- Conduct on-going training and safety education program.
- Maintain an open line of communication on safety topics.

The responsibility for safety within Klamath County rests with every employee. Our expectations of you are that you:

- Participate in the safety program by monitoring conditions for improvement.
- Attend required safety training programs and meetings.
- Demonstrate continually safe work practices.
- Report unsafe work conditions to a Supervisor or safety representative.

## ACCIDENT & INJURY REPORTING

All job-related accidents, injuries or illnesses must be reported immediately to your Supervisor or Department Head. You should also help us prevent accidents by reporting unsafe conditions or circumstances in your work area. A report can be made by completing a Record of Hazard Observed form. Failure to follow safe work practices or demonstrate a commitment to safety may result in corrective or disciplinary action. We take safety seriously and hope you'll do the same.

## LIGHT OR MODIFIED DUTY JOB ASSIGNMENT

You are important to Klamath County! Should you be injured while working and have to miss work as a result of an accepted workers' compensation claim, expect to return to work as soon as it is safe and appropriate to do so. This is possible under our light duty job program which extends County-wide. Even if not in your same position or department, we can always find a modified duty assignment.

## EXPECTATION FOR A VIOLENCE-FREE WORKPLACE

We strive to maintain a safe and professional workplace. In support of this, the following actions are considered to be serious violations of our standards of conduct and may be grounds for disciplinary action:

- Any type of threatening comment or suggested act of violence
- Any abusive or threatening language directed at a co-worker, client or vendor
- Carrying firearms or other dangerous weapons on the premises without the advance approval of your Department Head

Please note that any threat of violence, even a supposed joke, will be taken seriously. Simply stated, there is no room for this in our workplace and every situation will be dealt with in a serious manner.

**DRUG & ALCOHOL-FREE WORKPLACE**

Klamath County has established a zero tolerance alcohol and drug policy. This is to ensure safe working conditions for employees as well as the public our employees come in contact with. Please be sure to review the section on our expectation of a drug & alcohol-free workplace in *Section 4* of this Handbook.

**IDENTIFICATION CARDS**

All Klamath County employees shall be issued a photo identification badge. This badge is to be normally worn in a visible location during normal business hours. The intent of such identification is to clearly indicate those individuals who are authorized to be in the work areas of Klamath County's facilities. Identification cards shall be issued by the Human Resources Department.

**ASSIGNED EMPLOYEE PARKING**

At most work locations you will be provided with an assigned parking space. Please use only your assigned parking place. Klamath County is not responsible for the loss or damage to your personal vehicle (or other personal property) and does remove vehicles which are not parked in their assigned or authorized locations. Should this occur, you are personally responsible for any associated costs.

# 7 ABOUT OUR TRAVEL & TRAINING GUIDELINES

*Work-Related Travel, Use of County Vehicles, Use of Personally Owned Vehicles*

## WORK-RELATED TRAVEL & TRAINING

All travel and requires prior approval of your Department Head or Liaison Commissioner. Approval must also be obtained on all mileage reimbursement or expense forms. Work-related transportation should be the most economical method. Trips shall be scheduled to avoid unnecessary expense or mileage and, when possible, scheduled in advance to take advantage of discounts. Whenever possible, County vehicles should be used in place of personal vehicles to assist in cost control of travel expenses.

To receive a travel advance, the employee must complete a travel reimbursement form with reasonably estimated allowable expenditures and attach a memorandum that explains how the delay in waiting to be reimbursed places and undue hardship on the employee. If a travel advance is granted, employees will generally be eligible to receive up to seventy five percent (75%) of the estimated reimbursement. Requests must be submitted for processing on the proper form at least ten (10) days prior to travel. Department heads shall be responsible for approving the travel advance, the timely submission of requests to Finance for processing, and for the timely distribution of advances to the employee performing the travel. No travel advance will be made for less than \$125.00.

All travel advances must be settled within ten (10) working days after returning from a trip. The employee is to complete a travel claim form, showing the amount previously advanced. If the claim is greater than the advance, the additional amount due to the employee will be processed on the next payroll cycle after submission of the form. If the advance is larger than the actual claim, the employee will be required to immediately remit the balance due to the County. Employees who have not settled outstanding advances will be notified that the advance amount will be deducted from their next paycheck.

A receipt is generally required for all travel expenses and is necessary for lodging costs. Meals are not reimbursed beyond the per diem rate unless the meal is a banquet or special circumstances. A written explanation should be provided to your Department Head if an exception is requested. As a guideline, the cost of lodging is reimbursed based on the U.S. General Services Guidelines at [www.gsa.gov](http://www.gsa.gov), unless otherwise approved by your department head and the Board of County Commissioners. The "government rate" should always be requested when making a reservation and the lowest rates must be utilized at all times.

In the event that you choose to be accompanied by your spouse or family member, the lodging invoice must bear a notation, signed by an authorized representative of the hotel/motel, as to the single room rate, including appropriate adjustment on any tax. You are responsible for the difference between the single and double room rate. Actual fares paid for air, bus and train transportation will be reimbursed with appropriate receipts. Only coach or similar fare will be allowed. First-class is not allowed. Amounts paid for expenses such as taxis, car rental (with prior approval), parking, business telephone calls, fees, etc. are reimbursable. Receipts should be obtained whenever possible. Incidental expenses without receipts will be allowed up to a maximum of \$2.00 per day. One personal long distance phone call up to 3 minutes in length is permitted each day.

Personal vehicles may be used for business travel with the advance approval from your Department Head, subject to the following guidelines:

- Employees operating their personal vehicle while on County business must have full liability insurance, including personal injury and property damage, in at least the minimum limits required under State law.
- Drivers must possess a valid, current driver's license.
- Klamath County reserves the right to require proof of insurance and driver's license and does not provide any coverage for any loss or damage to a personal vehicle.
- Mileage reimbursement is paid for business-related travel from the employee's normal work location to their destination and back.

- Authorized use of personal vehicles will be reimbursed in accordance with County policy and changes from time to time based on the statutory rate allowed by the Internal Revenue Service (IRS).
- Requests for a special travel-related check carries a \$20.00 fee for most departments. This fee is charged by Finance to defray the associated costs of preparing the check outside of the normal cycle.

For travel of less than 24 hours where no overnight stay is required and with department head approval, reimbursement will be granted at the employee's discretion and counted as wages for meals in which the employee is in a travel status in accordance with the guidelines set forth in Addendum 810-A. Receipts generally will be required; meals will not be reimbursed beyond the per diem rate and not paid in advance of travel. Exceptions to these guidelines include meals that are considered a qualifying business meal (business is conducted during the meal), are associated with a trade or professional association meetings, or are infrequent. Anyone who receives a reimbursement or the meal is paid for by the County in some other fashion, under this category more than five times in a calendar quarter is required to submit a travel reimbursement form listing such meals on the last work day of the quarter. This reimbursement is not included as wages for the purpose of calculating retirement benefits; however, it shall be taxed and included as wages, in Box 1 of the employee's W-2 form.

The above is merely a summary of the travel and training policy. It is highly recommended that you review the policy in its entirety.

#### **USE OF COUNTY VEHICLES**

All persons operating a County vehicle or personal vehicle while on County business must possess a valid, current driver's license. Employees who operate a vehicle while on County business must notify their Supervisor immediately if their license becomes suspended. Only current Klamath County employees are permitted to operate a County-owned vehicle as authorized by his/her Department Head. Persons who are not employed by Klamath County may not ride in a County vehicle unless it is specifically for the benefit of the County or as approved by the Department Head. All vehicles shall be operated only for the purpose of conducting official business, except in the event of an emergency.

Employees operating a vehicle in the course and scope of employment should do so in a safe and competent manner and in strict compliance with all traffic laws and regulations. The driver and all passengers must wear seatbelts at all times and smoking is prohibited in County vehicles. If the need arises for an employee to use a cellular telephone they are required to use the hands free feature, while operating a vehicle on county business and/or during county time. If you are involved in an accident or receives a traffic citation while operating a County vehicle or operating a personal vehicle while on County business you must notify your Supervisor.

No person may operate a vehicle while on County business if that person has consumed alcohol or other intoxicants within 4 hours of the time of operation or if his/her blood alcohol level is determined to be .04% or greater. An employee operating a personal vehicle on County business is required to use his/her own insurance to cover accidents, vandalism and theft. Any violation of this policy or any misrepresentations by an employee may result in disciplinary action, up to and including termination of employment with Klamath County.

#### **USE OF PERSONALLY OWNED VEHICLES**

Klamath County may ask employees or volunteers to use personally owned vehicles on behalf of the County. This may include such things as transporting clients, picking up goods and supplies, or whatever else may be necessary to perform our jobs and public services. Individuals who may drive their vehicles on behalf of the County and the following terms and conditions regarding that use are outlined below:

- The owner of the vehicle's insurance is primary in the event of an accident.
- The owner of the vehicle will be responsible for keeping the vehicle in safe working order.
- The owner of the vehicle is responsible for **all** damage to the vehicle.
- The owner of the vehicle shall maintain liability insurance in the amount equal to or exceeding the state minimum requirements.
- The owner of the vehicle is responsible for injury to passengers and others as a result of any accident.
- The individual will indemnify and hold the County harmless from all liabilities and damage resulting from their actions.

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT RECEIPT

Please sign this acknowledgement and return it to the Human Resources Department.

I acknowledge that I have received a copy of the Klamath County Employee Handbook dated September 1, 2011 with amendments through January 1, 2016. I understand that Klamath County is an "at will" employer and as such employment with the County is not for a fixed term or definite period of time. In addition, I understand that this Employee Handbook states the policies and practices of Klamath County in effect on the date of publication and distribution. I acknowledge that I am not entitled to any benefit or policy or procedure which may have existed in a prior version of the County's Employee Handbook. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or binding contact with Klamath County for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or deleted at any time.

Printed Name \_\_\_\_\_ Department \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_