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Introduction

Welcome!
Welcome to employment with Baker County! We’re excited to have you a part of our team and we look forward to working with you.

A career in public service is an opportunity to serve fellow citizens in our county. Professions in county government help to support many aspects of life in Baker County including health care, law enforcement, child and family services and recreation to name a few.

Mission Statement
To provide the highest standard of leadership and county services, demonstrating fiscal responsibility and commitment to citizens and employees and a steadfast nature in setting and meeting goals.

Values
- Ethical Behavior: Serving with honesty and integrity while setting a high standard of conduct.
- Professionalism: Exemplifying excellence in our chosen vocations.
- Teamwork and Partnership: Cooperating and collaborating to achieve common goals.
- Abundance Mentality with Fiscal Responsibility: Being creative, innovative and resourceful; believing our mental attitude has an affect on abundance and supply. Fiscal responsibility requires us to be accountable for consequences of our budgetary choices while meeting our budgetary obligations.
- Empowerment: inspiring individual initiative

Vision
To be a dynamic government with unity of purpose, demonstrating wisdom, courage and strength.
History

The first mineable mineral was discovered October 23, 1861, by Henry Griffin. That material was a gold nugget and the place was later named "Griffin Gulch" in honor of the discoverer.

In the early spring of 1926 a young man named Lloyd Carter who was working on a highway crew from Haines, saw "smoke" rising from a nearby field. Investigating he found two ill-fated sanitoriums. On July 4, 1926, the geothermally heated pool officially became a popular recreation area, with camping facilities available for some time.

Baker County's first school was formed in 1865 and held in the kitchen of a local house.

In the early 1970's, the Crossroads Creative and Performing Arts Center was created when The American Association of University Woman outgrew the small art group's capacity because it became so successful.

One night in the year 1862, the miners on Rock Creek and vicinity were awakened by a terrible rumbling sound. Thinking it was an earthquake they returned to bed, but upon rising the next morning they discovered the peak of Hunt Mountain had slid into Rock Creek. This is known as the Rock Creek Slide. The massive scar is still visible today.

A major boost for Baker City's fortunes occurred on August 19, 1884, when the Oregon Railway and Navigation Company arrived in Baker City. The railroad joined the Union Pacific at Huntington, giving Baker City direct rail service to the East and West.

The cannon presently in the east lawn of the county courthouse courtyard was believed to be from the Imperial Japanese Army. After a Halloween prank in which the cannon was used to fire buckets of nails, chains and other assorted metal junk onto the roof of a nearby church, county authorities sealed the barrel and firing pin to prevent future use of the cannon.

The Powder Basin is comprised of more than 2 million acres, including almost all of Baker County and a small part of Union County.

Baker County retains memories of the Chinese who were active here in the gold mining days. The Chinese Association headquarters remained in Baker City until the early 1950's.

At the turn of the century, Baker City was known as the "Queen City of the Inland Empire", and boasted a population of approximately 6700, larger than Spokane or Boise City at the time. *Courtesy of The History of Baker County Published by Baker County Historical Society*

Baker County was established from part of Wasco County and named after Col. Edward D. Baker, a U.S. Senator from Oregon. He was killed at Balls Bluff. Auburn, which no longer exists, was the first county seat. Baker City, which was incorporated in 1874 became county seat in 1868. *Courtesy of the Oregon Blue Book*
About this Handbook

This Employee Handbook is a guide to our employment provisions and expectations. It outlines many of the programs and benefits that affect you as an employee of BAKER COUNTY. Nothing in this Handbook is meant to limit the discretion of BAKER COUNTY in managing and supervising employees and we reserve the sole discretion and right to amend, delete, or otherwise revise the Employee Handbook at any time with 15 days’ notice.

BAKER COUNTY may add to the policies in this handbook or revoke or modify them from time to time. BAKER COUNTY will try to keep the manual current, but there may be times when policy will change before this handbook can be revised. Significant changes to the handbook will be communicated to employees as soon as possible. Please be aware that any oral statements or representations cannot change or alter the provisions of the Employee Handbook. All previously issued handbooks as well as policies, memos, and verbal or written agreements that are in conflict with its provisions and any inconsistent policy or benefit statements will be superseded as of that date. While this Handbook is distributed to all employees of BAKER COUNTY, certain employment policies and practices may be different or will not apply to those working in exempt positions per the Fair Labor Standards Act (FLSA), positions covered by a collective bargaining agreement, part-time positions, on-call, or temporary positions. When there is a conflict between the Handbook, Collective Bargaining Agreement (CBA), or law; the CBA and law will prevail.

By its nature, this Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications or exceptions to the general policies and procedures of BAKER COUNTY. The information provided in this Handbook is based on the belief that common sense, good judgment, respect and consideration for the rights of others are paramount to our ability to serve the public and ourselves. We have tried to anticipate many of your questions, but in no way do we believe that this document will provide every answer. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor. For the purposes of this handbook, “supervisor” means either an elected official, department head or manager to whom you report.

BAKER COUNTY recognizes that employees differ in their skills, goals, perceptions, and values. Conditions and conflicts may arise because of that diversity; and those conditions and conflicts may not be sufficiently addressed within this Handbook. When that occurs, the BAKER COUNTY management team will endeavor to make decisions that are fair and equitable; while at all times ensuring that the best interests of BAKER COUNTY are served.

Neither this Handbook nor any other organization document, confers any contractual right, either express or implied, to remain in BAKER COUNTY’S employ. Neither does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may
be terminated by BAKER COUNTY, or you may resign with or without reason or notice at any time.

Some subjects described in this Handbook such as benefit plan information and accrued leave are covered in detail in your union labor agreement. You should refer to these documents for specific information, since this Handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies or coverage documents are controlling.

In addition to the policies outlined in this handbook, BAKER COUNTY has technological policies and procedures that are posted on the intranet at http://www.bakercounty.org/intranet/index.html. A copy of the technology policy for the Health Department is available at the Health Department. Copies can also be obtained from the Human Resources Representative. Review and acknowledgment of these policies is required.

You are encouraged to offer suggestions for improvement to this Handbook, procedures, employment practices or working conditions. Please read through this Handbook carefully. You may want to share it with your family members so that they will also understand your work environment. Should you have additional questions, or need further detail, please talk with your supervisor or Human Resource Representative who can advise you or refer you to the appropriate resource.

If you have any concerns regarding your employment with BAKER COUNTY, please discuss this with your supervisor. We want your experience with us to be challenging, rewarding, and enjoyable.

The policies, procedures and/or regulations listed in this handbook shall not preclude department heads or elected officials from establishing rules or regulations specific to their department, so long as they do not conflict with these policies or the collective bargaining agreements.

The collective bargaining agreements at Baker County include the Service Employees International Union (SEIU), which includes all employees except those covered under the Baker County Law Enforcement Association (BCLA) agreement, elected officials, confidential employees, supervisory employees, appointed County Board and Commission members, part-time employees working less than 20 hours/week and seasonal/temporary employees working less than 1040 hours/year. The BCLA agreement includes employees located in the Sheriff’s Department, Parole and Probation, Jail and Consolidated Dispatch. The BCLA agreement does not include elected officials, confidential employees, supervisory personnel, appointed County Board and Commission members, part-time employees who work less than 20 hours/week and seasonal/temporary employees who work 1040 hours or less a year based on original hire date.
Employment Relationship

As an employee of BAKER COUNTY, you are engaged in an “at will” employment relationship. This means that either you or BAKER COUNTY may terminate the employment relationship at any time with or without reason or notice. Our at-will provision extends to all employees unless otherwise exempted by a collective bargaining agreement. The Grievance / Problem Solving Procedure and Discipline guidelines are subordinate to the employment at-will policy.

No one other than the Board of Commissioners has the authority to enter into any employment agreement contrary to the provisions outlined in this Handbook and the Handbook cannot be altered except in writing and signed by the Board of Commissioners. BAKER COUNTY is also not bound by any oral promises concerning your length or conditions of employment.
Terms of Employment

It is the goal of BAKER COUNTY to fill employment vacancies with the most qualified applicants and/or who may be the best fit, whether recruiting internally or externally. Job applicants will be considered on an equal basis for all positions without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, union participation, association with members of a protected class, marital status, injured worker status, non-supervisory family relationships, or any other protected class or work relationship.

Our policy is to always try to select the most qualified person who is also the best fit for each available job based on abilities and performance; we recognize current employees’ experience and familiarity with BAKER COUNTY as an important qualification, and we encourage current employees to apply for openings in which they are interested. Usually, you must have completed your initial introductory period before transferring to a new position, and to be eligible for a transfer, you may not be under any disciplinary action. Refer to your collective bargaining agreement for any restrictions that may apply for transfers, promotions or advancements.

You may from time to time be temporarily transferred or assigned to perform work outside of your regular job classification, schedule, shift or department. Depending upon the circumstances, when transferred, you may be subject to a corresponding wage adjustment.

Hiring and Employment of Relatives- Relatives of current employees or individuals involved in a romantic relationship with a current employee are eligible for hire at BAKER COUNTY subject to the same selection process and job requirements and will be evaluated in the same manner as any other applicant. However, persons will not be hired, promoted, transferred or reinstated into positions in which one family member (as defined by Oregon law) or person involved in the romantic relationship, would fall under the direct line of supervision of the other family member. For the purpose of this section, the “family member” shall be defined as that listed under Oregon Law and may include but shall not be limited to the following: the employee’s spouse, children or stepchildren, parents, siblings, grandparents, parents-in-law or those having legal custody or under legal custody of the employee.

In the event that two (2) employees become immediate family members and a supervisory relationship exists, the employee and the County will jointly attempt to find an alternative work assignment for one of the two employees. If no alternative assignment is available within 90 days, it will be necessary for one of the two (2) employees to resign.
New Employees, Promotions and Transfers

New Employee Orientation

In order to help you fit into BAKER COUNTY’s operations, and to ensure new employees quickly have a productive and satisfying employment relationship, supervisors are responsible for ensuring that all new employees are scheduled for a general orientation organized by the Human Resources staff within the first two weeks of employment. Your supervisor may provide a detailed job-specific orientation.

Promotions and Transfer Training Period

BAKER COUNTY encourages upward mobility and will consider employees for promotions as opportunities develop, or vacancies occur. Your annual performance evaluation is an excellent time for you to discuss your career interests with your supervisor.

If you are promoted or transferred to a new position, you must also complete a reasonable period of training to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is unsatisfactory during this period, you may be returned to your original job; you may be assigned to another vacant position, or you may be terminated. If you are placed in a job other than your original job, the pay and benefits may also be adjusted. If you are transferred from a SEIU represented position to a non-represented position, all vacation and half of your sick leave (not to exceed a maximum amount of 240 hours) will be transferred to paid leave.

Employment Classifications

The status of each employee’s position is placed into distinct classifications for benefits and other employment conditions and to aid in a better understanding of employment relationships within BAKER COUNTY. All employees not covered by a union contract are considered to be an at-will employee.

The following status definitions apply:

1. **Benefits-eligible** - Qualified employees who are hired into regular full-time or regular part-time (as defined below) positions. Temporary, On-Call, and Regular Part-Time-No Benefit (NB) employees do not receive benefits or compensation other than wages.
2. **Regular Full-time** - An employee who is regularly scheduled to work 40 hours or more per week. Benefits-eligible.

3. **Regular Part-time** - An employee who is regularly scheduled to work at least 20, but less than 40, hours per week. Employees will receive a pro-rated benefits contribution based on hours worked.

4. **Regular Part-time NB** - An employee who is regularly scheduled to work less than 20 hours/week. No benefits.

5. **Interns** – Interns are not eligible for any benefits.

6. **Temporary** - An employee who is hired for a specified period of time. Generally, temporary employees will not work more than 599 hours during a calendar year. No benefits.

7. **On-Call/Casual** - An employee who does not have a set schedule and works only when called upon. Generally, On-Call/Casual employees will not work more than 599 hours during a calendar year. No benefits.

8. **Regularly Scheduled** - Calculated as the average number of hours per week, when averaging a calendar year.

9. **Non-represented:** Employees who are elected officials, confidential employees, supervisory personnel, part-time employees in job classifications who work less than 20 hours per week and seasonal, on-call, casual or temporary employees that work 1040 hours or less per year.

Positions are further classified according to federal and state wage and hour laws into the two additional categories of exempt and non-exempt as is defined in the paragraphs which follow. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor.

**Exempt** - An employee who is exempt from the overtime pay requirements under federal and state laws. Exempt employees generally include managers, supervisors, department heads and elected officials who are paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

**Non-exempt** - An employee whose job duties do not meet federal/state definitions for “Exempt” status.
Ethics

At BAKER COUNTY we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that might cause their personal interests to conflict with the interests of BAKER COUNTY or BAKER COUNTY staff, or situations that may compromise their reputation or integrity.

Employees who violate the Ethics Policy or who create an equally detrimental impact on the organization may be subject to disciplinary action up to and including discharge.

We at BAKER COUNTY are public employees, and as such, are also subject to the State of Oregon’s ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts or strict definitions of conflict of interest. If you are coming to BAKER COUNTY from work in the private sector, you may find that some activities that are common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website, http://www.oregon.gov/OGEC/.

If you have questions about whether an activity meets BAKER COUNTY’S or Oregon’s ethical standards, please talk with your supervisor.

Conflict of Interest
BAKER COUNTY employees shall avoid situations that create, potentially create, or give the appearance of creating a conflict with the mission or objectives of the County; or could cast doubt upon objectivity between personal interests and the interests of BAKER COUNTY.

Disclosure
BAKER COUNTY employees are required to report any potential conflict of interest to their supervisor or the Human Resources Director.

Acceptance of Gifts, Gratuities, Fees
Acceptance of certain types or forms of gifts is viewed as a conflict of interest.

Gifts, gratuities, loans, fees, or any other items of significant value, may not be solicited by BAKER COUNTY personnel, or accepted either directly or indirectly

Significant value is any gift with a market value of $50. Gifts are not to exceed $50 per calendar year from any one source.

Confidentiality
Employees working at BAKER COUNTY have access to highly confidential, legally protected, and proprietary information. Confidential information includes all information acquired by an employee during the course of employment and not generally available to the public, including legally protected information. The citizens of Baker County and our fellow employees entrust us with confidential information. The unauthorized disclosure of such information would have an adverse impact on the integrity of BAKER COUNTY.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of BAKER COUNTY) may be removed from our premises without permission from your supervisor. Additionally, the contents of records or information otherwise obtained in regard to BAKER COUNTY business may not be disclosed to anyone, except where required for a business purpose. Since many times it is difficult to distinguish between common and confidential information, the best rule to follow is not to discuss business information with persons outside of BAKER COUNTY unless employees have received prior approval from their supervisor.

All information acquired by an employee during the course of employment is to be used solely for the benefit of BAKER COUNTY and, through BAKER COUNTY, for the benefit of the public. The use of such information for personal advantage or disclosure to others is strictly prohibited. Likewise, any materials developed by our employees in the performance of their jobs, is the property of BAKER COUNTY. Employees may not take this material with them when they leave our employment, remove it from our offices for non-work related reasons, or copy or distribute it to persons or companies, other than as required in the course of business, without written approval from your supervisor. Unauthorized disclosure of such information could result in disciplinary action up to and including discharge.

**Misrepresentation**

As a BAKER COUNTY employee, you should consider how you represent us in your business transactions and interactions. You should be careful not to misrepresent our policies, practices, procedures, or fees, or misrepresent your status and authority to enter into agreements. You may not use BAKER COUNTY’S name, logo likeness, facilities, assets or other resources, or the authority of your position with BAKER COUNTY for personal gain or private interests unless authorization is obtained from your supervisor.

**Outside Employment**

Outside employment that creates a conflict of interest is prohibited. Employees are prohibited from receiving any income or material gain from individuals or organizations outside BAKER COUNTY for materials produced or rendered while performing their jobs for BAKER COUNTY.

Employees may hold outside employment if the additional work does not interfere with, or adversely affect their performance at BAKER COUNTY; does not create a conflict of interest;
does not use BAKER COUNTY time/equipment/property/premises; does not discredit the prestige or influence of one’s position; does not involve actions that may be subject to review or control by BAKER COUNTY; and does not otherwise detract from, or discredit, BAKER COUNTY.

An employee proposing to accept outside employment must notify his/her supervisor. If the supervisor believes that the proposed outside employment may represent a conflict with the employee’s BAKER COUNTY duties, the supervisor must provide the employee with written notice to that effect. Such notice may set forth the reasons the supervisor believes the proposed activity to be in conflict with the employee’s duties.

Off Duty Conduct

As a general rule, BAKER COUNTY regards the off-duty activities of employees to be their own personal matter. However, there are certain types of off-duty activities that are of concern because of the potential negative impact on BAKER COUNTY’S reputation within the communities we serve. For that reason, employees who either engage in, or are associated with, criminal acts, or other conduct, the nature of which would tend to adversely affect BAKER COUNTY or their own ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including discharge.

For purposes of this section, off-duty activities also includes participation in online activities, including, but not limited to, forms of online publishing and discussion such as blogs, wikis, file-sharing, user-generated video and audio, virtual worlds, and social networks.

Criminal Acts

Employees are required to report if they are arrested for or convicted of any misdemeanor or felony, including a DUI. Upon arrest or conviction, the employee must report the matter to their supervisor, within two (2) business days and must submit documentation concerning the conviction.

Arrest for or Conviction of a crime is not an automatic bar to continued employment. BAKER COUNTY will review the underlying facts of the matter; any action taken will be on a case-by-case basis, taking into account the totality of the circumstances. At BAKER COUNTY, actions may range from no action, to disciplinary action including discharge.

Failing to report an arrest or conviction may constitute grounds for discharge. Furthermore, misrepresentation of the circumstances of the events can serve as grounds for discharge.

Employees who are unavailable to report for work due to incarceration may be subject to disciplinary action, including discharge.
Prohibited Political Activity

Oregon law (ORS 260.432(2)) provides that “No public employee may solicit money, influence, or otherwise promote or oppose any political committee, or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours. However, this section does not restrict the right of a public employee to express personal political views.”

It is therefore the policy of BAKER COUNTY that employees may engage in political activity except to the extent prohibited by state law when on the job during working hours.

Records Retention

Please refer to BAKER COUNTY’S records retention schedule; please ask your supervisor for your department’s schedule.

Shred Policy

Employees are encouraged to shred all confidential paper documents no longer needed for business use upon approval by their supervisor.
Non-Discrimination and Retaliation

All employees of BAKER COUNTY have the responsibility to follow and carry out the policies outlined in this section. Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. Employees are expected to bring any questions, issues or complaints to the attention of their supervisor. If you believe you have been discriminated against or harassed, or if you witness or suspect any violation of our policies, you are required to report the matter immediately to any member of management or the Human Resources Representative. If the complaint is in regard to an alleged violation of these policies by management, the complaint may be directed to the Baker County Board of Commissioners. BAKER COUNTY will not retaliate against you for filing a complaint or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

BAKER COUNTY will conduct a prompt and impartial investigation of the reported conduct.

1. Where investigations confirm the allegations, appropriate corrective action will be.

2. The affected employee will be informed of the results of the investigation.

3. Employees are required to cooperate with an investigation.

4. Information provided by individual employees during the course of an investigation will be kept confidential to the extent possible under the law and made available only on a need to know basis.

1. Equal Employment Opportunities

BAKER COUNTY is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.

2. Americans with Disabilities Act

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendments Act (ADAAA) are comprehensive federal civil rights laws that specifically
protections individuals with an ADA covered physical and mental disability. Individuals still need to be “qualified” for the job, and not pose a “direct threat.”

Individuals may be protected under the ADA/ADAAA if any of the following conditions exist:

- They currently have a physical or mental impairment that substantially limits a major life activity.
- They have a record of such an impairment, physical or mental, that substantially limits a major life activity; or;
- They are perceived to have such impairment.

Episodic or in remission conditions may meet the definition of a disability if it would substantially limit a major life activity when active.

Temporary, non-chronic impairments of short duration, with little or no residual effects usually are not considered disabilities under ADA/ADAAA. Examples of, but not limited to, impairments that typically would not meet the ADA/ADAAA definition of a disability: common cold, seasonal or common influenza, joint sprain, minor and non-chronic gastrointestinal disorders or broken bones that are expected to heal completely.

The use of ordinary eyeglasses or contact lenses that are intended to fully correct visual acuity or eliminate refractive error, typically are not considered disabilities under ADA/ADAAA.

Pregnancy is not considered an impairment under the ADA/ADAAA.

Individuals who currently engage in illegal use of drugs are excluded from ADA protection.

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

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

Reasonable accommodation may be available to employees and applicants, as long as the accommodation doesn't cause undue hardship for BAKER COUNTY. Individuals protected by the ADA/ADAAA should discuss their need for possible accommodation with their supervisor or Human Resources representative.
3. **Harassment**

   a) **HARASSMENT** - BAKER COUNTY prohibits harassment based on age, disability, race, color, national origin, religion, sex, sexual orientation, veterans status, military status, retaliation for opposing unlawful employment practices, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class, regardless of whether that harassment is targeted specifically at the employee.

   Behavior such as telling ethnic jokes, making religious slurs, using offensive "slang" or other derogatory terms denoting a person's speech, accent or disability, are examples of prohibited conduct and will not be tolerated at BAKER COUNTY.

   b) **SEXUAL HARASSMENT** - Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal communication or physical conduct of a sexual nature where:

   1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment;
   
   2. Submission or rejection of such conduct by an individual influences any employment-related decisions affecting the individual; or
   
   3. The conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

   The conduct prohibited may be verbal, visual or physical in nature. It may be directed by a supervisor to a subordinate, supervisor-to-supervisor or co-worker-to-co-worker. It includes unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits (e.g. pay, promotions, time off) in response to the sexual conduct. More subtle forms of prohibited behavior, such as offensive posters, cartoons, caricatures, comments and jokes, language or innuendoes, hugging, or kissing may also constitute sexual harassment when they create or contribute to a hostile or offensive work environment.

4. **Genetic Information Non-discrimination Act (GINA)**

   BAKER COUNTY does not discriminate against applicants or employees based upon either the employee's or the employee's family genetic information; nor does BAKER COUNTY use genetic information in employment decisions.
Once a condition manifests itself, the GINA no longer applies. More detailed information about GINA is available on the EEOC poster placed on the employee bulletin board.

Genetic information and Wellness Programs: Employees may be asked to sign voluntary waivers, in which, the employee acknowledges that his/her genetic information will only be provided to licensed health care professionals or board-certified counselors involved in the wellness program. There is no penalty for non-participation.

5. Employment Eligibility Verification

In conformity with the Immigration Reform and Control Act of 1986 (IRCA), we hire only those who are eligible to work in the United States. Verification documentation is required of all new hires, and employees are expected to inform BAKER COUNTY immediately if their eligibility changes.

After an individual is employed by BAKER COUNTY (as allowed by law) BAKER COUNTY may choose to use the federal E-Verify program to validate social security numbers, or BAKER COUNTY may use other methods for verifying social security numbers.

Expired documents are not valid documents for I-9 purposes.

6. Veterans' Preference in Hiring

Qualifying Veterans
BAKER COUNTY provides qualifying veterans and disabled veterans preference in employment in accordance with ORS 408.225-408.238. For the preference to be applied, veterans must have received an honorable discharge from military service, successfully complete the initial application screening, and meet the minimum qualifications of the applied for position. To qualify for disabled veteran preference, applicants must submit proof of veteran status and proof of their veterans' disability rating from the Department of Veterans' Affairs. Applicants must submit proof of veteran status (DD214/DD215) at the time the application is submitted.

7. Whistleblower

It is the responsibility of all BAKER COUNTY employees to report violations or suspected violations of applicable laws, rules, and regulations. Employees should share their concerns, suggestions, or complaints with someone who can properly address them. Typically, concerns should be shared with a supervisor, department head, or the Human Resources Director.
Acting in Good Faith
Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

No Retaliation
Discrimination or retaliation against employees who report in good faith alleged violations of applicable laws, rules, or regulations shall not be tolerated. Any employee who believes that he or she has been subjected to discrimination or retaliation for whistleblowing, or that a violation of this policy has occurred, should immediately contact the Human Resources Office. The Human Resources Director or designee shall conduct an investigation regarding the complaint maintaining anonymity and confidentiality to the greatest extent possible. Appropriate corrective action will be taken if warranted by the investigation.

8. Meeting Participation

From time to time BAKER COUNTY will require employees to attend work related meetings either on or off premises. These meetings will be used to disseminate information, train, or instruct personnel on work related matters. Per ORS 659.785, employees cannot be required to attend employer-sponsored meetings or communications with the employer or the agent, representative, or designee of the employer if the primary purpose of the meeting or communication is to communicate the opinion of the employer about religious or political matters (political party affiliation, campaigns for measures or candidates). An employee may not be disciplined, discharged, or otherwise penalized for refusing to attend or participate in such meetings.

9. Religious Accommodation

BAKER COUNTY respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the County’s business.

An employee whose religious beliefs or practices conflict with his/her job, work schedule, with BAKER COUNTY’S policy or practice on dress and appearance, or with other aspects of employment and who seeks a religious accommodation must submit a request for the accommodation to his/her immediate supervisor. The request should be in writing and include the type of religious conflict that exists and the employee’s suggested accommodation.
The supervisor and employee will meet to discuss the request and the decision on an accommodation. If the employee accepts the proposed religious accommodation, the immediate supervisor will implement the decision. If the employee rejects the proposed accommodation, he/she may appeal to the Baker County Board of Commissioners.

With management approval, an employee may use vacation or other available leave for religious activities; if accrued leave is not available the employee may request to take unpaid leave.

10. Crime Victims

BAKER COUNTY does not discriminate against employees who are victims of domestic violence, sexual assault, criminal harassment or stalking.

No person may discharge, threaten to discharge, demote, suspend or in any manner discriminate or retaliate against an employee with regard to promotion, compensation, or other terms, conditions or privileges of employment because the employee is a victim of domestic violence, sexual assault, stalking, or criminal harassment or because the employee requests leave or reasonable safety accommodation under the provisions of this rule.

Retaliation

If you believe you have been discriminated against or harassed, or if you witness or suspect any violation of our policies, you are required to report the matter immediately to any member of management or a Human Resources Representative. If the complaint is in regard to an alleged violation of these policies by management or the Human Resources Representative, the complaint may be directed to the Chair of the Baker County Board of Commissioners. BAKER COUNTY will not retaliate against you for filing a complaint or cooperating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers.

BAKER COUNTY will not tolerate unlawful retaliation against employees for engaging in protected activity. Federal Laws such as Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and The American with Disabilities Act, all prohibit an employer from retaliating against an employee engaged in a protected activity. Adverse actions include termination, refusal to hire, denial of promotion, threats, unjustified negative evaluations and/or references, and reassignment leading to less desirable work conditions.

A protected activity is defined as: opposing an unlawful practice prohibited by employment discrimination laws, or participating in any way in an investigation, proceeding, or hearing of an Equal Employment Opportunity charge.
Retaliation by a supervisor and/or a coworker is strictly prohibited. Any employee may file a complaint with their supervisor, the Human Resources Representative or the Chair of the Baker County Board of Commissioners if he/she feels that they have experienced retaliation in any form.
Work-Place Privacy and Confidentiality

BAKER COUNTY recognizes our employees' right to privacy. In achieving this goal, BAKER COUNTY adopts these basic principles:

1. The collection of employee information typically is limited to information BAKER COUNTY needs for business and legal purposes.
2. Personal information and information in confidential records ordinarily will not be disclosed, except as permitted or required by law, or as authorized by the employee.
3. Verifications of employment dates, job title, and wages may be provided without written approval.
4. Internal access to employee records will be limited to those employees having an authorized need-to-know.
5. You are permitted to review your personnel file, except for background screening information, and you may correct inaccurate factual information or submit written comments in disagreement with any material contained in your personnel records.
6. All employees have a responsibility not to accidentally disclose information about employees through overheard conversations, mislaid documentation, and faxes, e-mails and hard copies of correspondence sent to a wrong destination. Unauthorized communication of confidential information is regarded as a serious matter.
7. BAKER COUNTY’S IT Department maintains reasonable safeguards to ensure the security, confidentiality, and integrity of personal identifying information stored in BAKER COUNTY systems.
8. Records pertaining to I-9 verification, medical records, and victims of domestic violence are considered confidential and shall be maintained by the Human Resource Manager in confidential files separate from the personnel file.
9. All employees are required to follow these principles, as well as any other BAKER COUNTY policy or practice related to confidential information.

Entity
Oregon law provides that “every person has a right to inspect any public record of a public body in this state.” “Public body” includes cities and counties and other public entities, such as BAKER COUNTY. Although there are some exceptions (such as personnel files), most records in a public body are available to the public for inspections. It is the intent of BAKER COUNTY to be responsive to requests for public records. Employees are to check with their supervisor on all requests for public information.

Background Screening
BAKER COUNTY stores background screening information in access-protected files. This file is not considered part of your personnel file, so it is not available to employees for review.

Medical Records
BAKER COUNTY stores employee medical records in access-protected folders, separate from master personnel files.

**Personnel Records**

BAKER COUNTY maintains personnel files for each employee. Access to these files is on a need-to-know basis and is restricted to authorized persons only.

Authorized persons typically, are any individuals in a direct line of supervision over the employee, as well as select administrative staff authorized by the Board of Commissioners. The employee may also give written permission for an otherwise unauthorized individual to view his/her file.

Information in the personnel files may be treated as exempt from public disclosure as provided in ORS Chapter 192. Information which cannot be treated as confidential under the law includes: name, job title, salary, and dates of employment with BAKER COUNTY. Other information in the files may be subject to public disclosure by order of a court or tribunal of competent jurisdiction.

**Change in Personal Data**

Since personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify the HR Representative to assure that the proper updates/paperwork are completed as quickly as possible:

- Name
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only)
- Address
- Telephone number
- Dependents
- Person to be notified in case of emergency
- Other information having a bearing on your employment
- Tax withholding

Employees are responsible for any financial implications if you do not notify County of changes.

**Social Security Numbers**

Social security numbers may not be printed on materials that will be mailed, unless an employee has requested the mailing and all but the last four digits have been removed. This does not apply to records required by state or federal law (examples: W2s, 1099s, etc.).
Also, social security numbers may not be printed on a card used to access products or services, nor will BAKER COUNTY publicly post or display employees’ Social Security numbers, such as on a website.

If computer files containing this personal information have been subject to a breach, then BAKER COUNTY will notify you as soon as we are reasonably able to do so.

Communications

Conversations: Please be careful when discussing confidential information about employees in public areas, where it might be overheard; or when talking on the telephone.

Written information: Please use care not to leave written information about employees where unauthorized persons can view it. This includes leaving confidential documents sitting in printer trays or placing such documents in open recycling bins. Please send internal “mail” in sealed envelopes, marked “confidential.”
Workplace Rules and Expectations

BAKER COUNTY believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that everyone can act in accordance with our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive, but serve as guidelines to demonstrate work behaviors considered important to BAKER COUNTY.

1. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you. If you are unable to be at work on time, you are expected to contact your supervisor prior to the start of your work shift. If that individual cannot be reached, you are expected to contact an alternate supervisory representative.

2. You are expected to regard your workplace with respect and attention. BAKER COUNTY records, equipment, and property are to be treated carefully and appropriately. BAKER COUNTY equipment is not to be utilized for personal use unless authorized by your supervisor. Anything created with the use of such equipment without authorization is the sole property of BAKER COUNTY. You are responsible for those items in your care and custody and will be held accountable for their maintenance, appropriate use, and/or accuracy.

3. You are expected to process your work with accuracy and within a timely manner.

4. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by BAKER COUNTY or outside regulatory bodies.

5. You are expected to conduct yourself in a professional and respectful manner, exhibiting a high regard for members of the public, vendors, business associates, and co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol or drug consumption when representing BAKER COUNTY in a business or social capacity.

6. You are expected to maintain the confidentiality of BAKER COUNTY information. (i.e., personnel information, etc.).

7. Your personal appearance at work should be neat and consistent with professional atmosphere, keeping in mind the impression made on members of the public, visitors, and other employees, and the need to promote BAKER COUNTY and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what appearance at work is appropriate.
8. Any other action an employee takes that is not in the best interest of the organization.

This information regarding unacceptable practice/behavior may help in providing guidance for employee actions. You are urged to use reasonable judgment at all times and to seek advice from your supervisor in any doubtful or unclear situation. By everyone doing their best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. As a matter of policy, BAKER COUNTY seeks to resolve conduct and performance problems in the most informal and positive manner possible. However, when someone does not conduct her/himself within the intent of the work rules, action may be taken to correct the situation promptly and completely. Violations of workplace rules may result in corrective action, up to and including immediate discharge.

We encourage all employees to become familiar with the non-discrimination policy and complaint procedures beginning on page 16.

**Inclement Weather/Emergency Closing**

Except for regularly scheduled holidays, BAKER COUNTY will be open for business on Mondays through Fridays during normal business hours. BAKER COUNTY recognizes that there may be circumstances beyond its control, such as inclement weather, national crisis, or other emergencies, that may make one or more of our office locations inaccessible. On such occasions, one or more BAKER COUNTY locations may be closed for all or part of a regularly scheduled workday. In such an event, the Baker County Board of Commissioners (or their designee) will make a decision and will endeavor to notify all supervisors for the purpose of contacting employees; you may also contact your supervisor.

In the event of extreme inclement weather conditions, it is recognized that each staff member's ability to safely reach the office may be different. Staff who cannot report to work in such circumstances should contact their supervisor.
Communications and Software Systems

BAKER COUNTY systems, equipment, hardware, software and other information (hereinafter referred to as “systems”) in any form are considered an asset of BAKER COUNTY and thus must be properly used and adequately protected. This includes the transmission of information over computer communication networks. For information on limitations and expectations of use, please refer to the Baker County Computer Policy that is available online at http://www.bakercounty.org/intranet/index.html. Employees of the Baker County Health Department can request to view their computer policy from their supervisor. Copies may also be obtained from the Human Resources Representative. An acknowledgement form that indicates you have read and understand this policy must be signed and will be kept in your personnel file.

Communication Courtesies

You are reminded to be courteous to other users of the system and always conduct yourself in a professional manner. Some examples of inappropriate systems use includes, but is not limited to: installing non-business software; sending chain letters or other material that can be construed as spam; playing games; displaying sites with inappropriate sounds or visuals; transmitting obscene, harassing, offensive or unprofessional messages; accessing any site that is sexually or racially offensive or discriminatory; and displaying, downloading, or distributing sexually explicit material.

Only authorized employees may communicate on the Internet on behalf of BAKER COUNTY. Employees may not express opinions or personal views that could be misconstrued as being those of BAKER COUNTY.

Telephone Usage (Landline)

BAKER COUNTY recognizes that employees must occasionally make and/or receive personal telephone calls. Such calls must be held to a minimum and should impact your work as little as possible. Unauthorized use of the telephone, including charging long distance calls to BAKER COUNTY, is prohibited.

Telephone Usage (Cellular)

BAKER COUNTY will provide reimbursement each month to authorized employees who regularly make BAKER COUNTY business calls while away from the office. Signed authorization from the supervisor and/or Chairman of the Baker County Board of Commissioners must be submitted to Administrative Services.

Employees receiving a cellular telephone allowance must use the allowance to obtain a reliable cell phone and reliable cell phone service. The allowance and any reimbursement will be
considered part of the employee’s official compensation and will be reported as taxable income. The cell phones, because they are the property of the employee, may be used for both personal and BAKER COUNTY business. Cell phone expenses over and above the amount of the allowance will not be covered by BAKER COUNTY and will be considered the employee’s responsibility. Some exceptions may be made and must be approved by the Chairman of the Baker County Board of Commissioners. BAKER COUNTY may annually determine the amount of the cellular telephone allowance.

Employees should not store confidential or work-related information on personal cell phones unless authorized by a supervisor and protected by a password. Any work-related information stored on a personal phone is considered public information.

Employees provided with a BAKER COUNTY-owned cellular telephone, must restrict the use of the telephone to BAKER COUNTY business. These phones remain BAKER COUNTY property and will be on the service plan approved by the County.

Employees issued BAKER COUNTY cell phones shall have no expectation of privacy while using County-issued devices. BAKER COUNTY may audit and monitor phone calls, messages, internet, and other usage.

Cell Phone Safety
BAKER COUNTY prohibits the use of cell phones, including text messaging, during the following work-related activities:

- While operating a moving vehicle unless a hands free device is used;
- While operating or being in close proximity of heavy, dangerous, moving machinery; or
- Where use of a cell phone may place employees at risk of injury.

Reporting Lost or Stolen Cell Phones
If a personal or County-owned cell phone stores email addresses, phone numbers or other work or private information about other employees, customers, or clients, or sensitive or confidential workplace information and is lost or stolen, report the loss to a supervisor immediately.

Voice Mail System

The voice mail system is the property of BAKER COUNTY and has been provided for use in conducting BAKER COUNTY’S business. All communications and information transmitted by, received from, or stored in this system are BAKER COUNTY’S records and the property of BAKER COUNTY. This voice mail system is to be used for BAKER COUNTY business only, and use of the system for personal purposes is discouraged. You have no personal privacy rights pertaining to any information stored in, created, received, or sent over, the voice mail system. BAKER COUNTY, in its discretion as owner of the voice mail system, reserves and may exercise
the right at any time to monitor, access, retrieve, and delete any message stored in, created, received or sent over the system for any reason, and without the permission of any employee. You are not authorized to retrieve or listen to any voice mail messages that are not sent to your personal attention. Any exception to this policy must receive prior approval from your supervisor.

Archiving Electronic Communications

Employees must follow federal and state law with regards to archiving electronic communications. Generally, you should follow the same archiving timeframes for electronic records, as you would for paper records.

Typical public records examples:

- Policies and directives
- Correspondence or memoranda related to official business
- Work schedules and assignments
- Agendas and minutes of meetings
- Drafts of documents that are circulated for comment or approval
- Any document that initiates, authorizes, or completes a business transaction
- Final reports or recommendations

Typical non-public records examples:

- Personal messages or announcements
- Copies of extracts of documents distributed for convenience or reference
- Announcements of social events
- Messages received via listserv
- Spam

Please contact your supervisor for your department’s Records Retention Schedule for BAKER COUNTY-specific information.

Social Networking and Blogging

BAKER COUNTY takes no position on any employee’s decision to start or maintain a social media blog or participate in other social networking activities. However, it is the right and duty of BAKER COUNTY to protect itself from unauthorized disclosure of information. The County’s social networking policy covers County-authorized social networking and personal social networking and applies to all employees (see Authorized Social Networking and Personal Blogging/Social Networking below).

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with BAKER COUNTY.
Unless specifically instructed, employees are not authorized and therefore restricted from speaking on behalf of BAKER COUNTY. Employees are expected to protect the privacy of other employees and citizens and are prohibited from disclosing personal employee and nonemployee information and any information to which employees have access through work. This policy does not prohibit employees from exercising their rights under applicable employment relations laws.

**Authorized Social Networking**
Authorized social networking is social networking or blogging on behalf of BAKER COUNTY which has been authorized by the County. Authorized social networking and blogging is used to convey information about BAKER COUNTY services, promote and raise awareness of County activities and events, and issue or respond to breaking news or negative publicity.

The goal of authorized social networking and blogging is to become a part of the community conversation and promote web-based sharing of ideas and exchange of information. When social networking, blogging or using other forms of web-based forums, BAKER COUNTY must ensure that use of these communications maintains our integrity and reputation while minimizing actual or potential legal risks, whether used inside or outside the workplace.

Authorization must be obtained from the Supervisor or the Chairman of the Baker County Board of Commissioners.

**Personal Blogs/Social Networking**
BAKER COUNTY respects the right of employees to write blogs and use social networking sites, the County does not want to discourage employees from self-publishing and self-expression, and does not discriminate against employees who use these media for personal interests and affiliations or other lawful purposes.

If you choose to identify yourself as a BAKER COUNTY employee, please understand that some readers may view you as a spokesperson for the County due to your content including text and images. Because of this possibility, we ask that you state that your views expressed in your blog or social networking area are your own and not those of BAKER COUNTY, nor of any person or organization affiliated or doing business with the County. In order to avoid misrepresentations, employees are prohibited from portraying themselves in BAKER COUNTY uniforms or any official County capacity on non-work authorized networking mediums.

**Employer Monitoring**
Employees are cautioned that they should have no expectation of privacy while using the internet at work, subject to lawful access to public postings. Postings can be reviewed by anyone, including BAKER COUNTY. The County reserves the right to monitor comments or discussions about BAKER COUNTY, its employees, and citizens.
Employees are cautioned that they should have no expectation of privacy while using BAKER COUNTY equipment or facilities for any purpose, including authorized blogging.

IT Information Security Policy

In addition to the requirements below, this policy may also apply to electronic information that is required to be compliant with the federal Health Information Portability and Accountability Act (HIPAA) and has been secured according to HIPAA guidelines.

Purpose
Technology resources are critical assets of BAKER COUNTY. These policies have been designed to help ensure the confidentiality, integrity, and availability of BAKER COUNTY’S technology resources, protected health information, and in particular, information and the systems used to store, process and access the information.

Scope and Applicability
These policies apply to anyone with access to BAKER COUNTY’S systems, protected health information or technology resources, including, but not limited to, all employees, contractors, consultants, customers, vendors, business associates, and temporary staff. It is the responsibility of each individual to comply with policies and protect property and proprietary or confidential information.

Policy

General Information Security Policy
BAKER COUNTY information must be protected in a manner commensurate with its sensitivity, value, and criticality. Security measures must be employed regardless of the media on which information is stored (paper, overhead transparency, electronic, etc.), the systems that process it (microcomputers, mainframes, networks, voicemail systems, etc.), or the methods by which it is moved (electronic mail, face-to-face conversation, etc.). Such protection includes restricting access to information based on a “need-to-know” basis.

Responsibilities
Individuals accessing BAKER COUNTY’S technology resources must comply with information security policies, standards, guidelines, and procedures.

Access Control Mechanisms and Individual Accountability
Individuals at all levels are responsible for the secure operation of their activities. All system users must take reasonable actions to guarantee this security, maintained mainly through access control mechanisms (user IDs and
passwords). Individually assigned user IDs and passwords must not be shared. Automated sign-on scripts should not be used.

Requests for access to technology resources require documented management (or designee) approval as well as any other required approval and user agreements (depending upon the information classification and owner/approver’s requirements).

Documents and/or data created by a user should not be stored on the local drive of the computer they are using, but on the appropriate network drive to allow for greater security and regular backup. Information stored on a computer’s local drive is not backed up. If you are unsure what constitutes the “local drive,” please contact the IT Supervisor.

If you will be away from your computer for an extended period of time (meetings, lunch, etc.) you are required to log off or otherwise secure your computer.

Virus Prevention
Anti-virus software with up-to-date virus definitions must be actively in use on all workstations connected to BAKER COUNTY’S technology resources. Software, utilities and files from outside sources, including the Internet, must be scanned using virus detection software prior to use or installation on BAKER COUNTY’S technology resources if not certified virus-free by the vendor.

Communications and the Internet
Firewalls (hardware/software security interfaces between the internal network and the outside Internet) and other methods may be used to control, filter and monitor Internet access. Subscriptions to services designed to block access to inappropriate web sites also may be used. Internet use will be actively monitored and reports may be provided to management.

Remote and External Access Controls
Any and all remote or external access to BAKER COUNTY’S technology resources will be provided through a centrally administered remote access control system, or other approved secure connection. Connection via the Internet for purposes of electronic commerce requires special attention to security and privacy issues in order to protect our business and that of our members. Installations of such remote access systems or other external connections require the approval of the Information Technology Department.

Remote computers connected to BAKER COUNTY’S technology resources must be actively protected by anti-virus software with up-to-date virus definitions.
Policy Exceptions

Exceptions or waivers to these policies require the approval of the supervisor, Baker County Technology Director, Chairman of the Baker County Board of Commissioners or their designee. Appropriate documentation providing business justification for non-compliance is required, as well as full documentation of the business and technical reasons for granting the waiver. Your supervisor will notify the IT Department of all approved exceptions.

Contact Information

Questions about this policy or related information security concerns should be directed to the IT Department.
Performance Management and Appraisal

To ensure a meaningful performance evaluation system upon which BAKER COUNTY can monitor the effectiveness of our organization and its operations, employees typically receive annual performance evaluations.

The objectives of our annual performance management and formal appraisal process are:

▪ To ensure that each person in our organization knows how he/she is performing against established performance standards;
▪ To determine how well BAKER COUNTY supervisors are performing in assisting employees with work performance and objectives;
▪ To ensure communication and two-way feedback;
▪ To provide a consistent, objective, and fair method for making compensation decisions;
▪ To Identify areas where an employee may need more training;
▪ To provide a tool for career planning; and,
▪ To provide a record of employee performance and contributions.

Supervisors are accountable for providing employee development actions designed to improve and enhance employee performance, such as:

▪ Reasonable employee training, including computer software proficiencies;
▪ Assigning, directing, controlling and reviewing employee work;
▪ Assisting employees in correcting deficiencies; and,
▪ Objectively evaluating employee performance during the evaluation period.

The performance appraisal program is intended to be participatory, involving your input as much as that of your supervisor, thereby helping you to contribute to the growth and improvement of BAKER COUNTY. You are encouraged to:

▪ Inquire about your performance from time to time;
▪ Accept additional responsibilities and show initiative;
▪ Review opportunities for advancement within the organization;
▪ Ask for assistance in developing a goal-oriented path for advancement; and,
▪ Learn about training available to assist you in improving your skills.

Performance evaluations serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, and retention. Written reports identify specific performance levels, acknowledge the merit of above standard performance, and prescribe the means and methods for correcting performance deficiencies to the required level of performance.
Corrective Action

BAKER COUNTY has high performance expectations because we strongly believe that everyone benefits when we all work together and conduct ourselves in a manner that mutually reflects the best interests of co-workers and our organization. It is the philosophy of BAKER COUNTY to take corrective action measures when needed for the purpose of correcting performance deficiencies or to deal with violations of policies and work rules.

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

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

Corrective action may be taken at the discretion of management and may include, but is not limited to, the following examples:

- Verbal counseling with you, which will be confirmed in writing for your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is as a disciplinary action. This may be unpaid time away from the job or a reduction in salary for a specified period of time that equates to a certain level of suspension. If you are suspended, it will be documented in your personnel file.
- Discharge.

The corrective action process will not always commence with a verbal counseling or include a sequence of steps. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or subsequent offense. At the discretion of the Board of County Commissioners and the supervisor, the following actions by an employee may be grounds for immediate dismissal:

a. Drinking of alcoholic beverages while on duty or while in County equipment.
b. Malicious destruction of County property
c. Theft of County property
d. Intentional falsification of application for employment and/or County records (including job duty records).

The above are only examples of possible corrective action(s) that may or may not occur.
Pay Administration

Salary Step Increases

BAKER COUNTY provides a five (5) step wage range for each position. All new hires typically start at Step 1 and may be eligible to receive a step increase on the anniversary of their hire date under supervisor discretion. It is at the discretion of the supervisor/department head/elected official to award a step increase to temporary, seasonal or other non-benefited persons.

Paydays
You will be paid bi-monthly. The pay periods will be the 1st through the 15th and the 16th through the end of the month.

Paydays are generally the 10th and 25th of each month. If the pay date falls on a weekend, you will be paid the last working day prior to pay day.

Payroll Deductions

Certain mandatory and elective deductions are made from employee pay, and are noted on the paycheck stub. Only those deductions mandated by law or those you have authorized in writing are made, provided such deductions are not otherwise prohibited by state regulations. Please contact the Baker County Human Resources Representative if you wish to make any changes to your elective deductions.

Salary Advances

As a matter of policy, BAKER COUNTY does not provide advance payments of salary unless a qualifying emergency exists. Approval of an advance must be authorized by the Board of Commissioners or their designee.

Delivery of Paychecks

Each payday, your paycheck/direct deposit stub will be available to be picked up in Administrative Services by a designated representative of your department. Please contact your Human Resources Representative if you wish to set up direct deposit.

Method of Payment
A statement of earnings and deductions showing gross earnings, deductions and the net salary amount will accompany each paycheck or notice of direct deposit and shall be delivered to the supervisor for review.

**Employee Withholding Allowance Certificates Form W-4**

You are required under Federal law to furnish BAKER COUNTY with a valid Employee Withholding Exemption Certificate (W-4) at the time of hire. You may request additional withholding for your state and/or federal taxes. If you fail to provide a W-4, BAKER COUNTY is required by law to withhold at the S-o rate, until you provide us with a W-4.

**Timekeeping for Non-exempt Employees**

Non-exempt employee pay is calculated from reported hours as approved by your Supervisor. The time record is formal documentation of the exact time worked. It should be completed daily and approved at the end of each pay period by your supervisor.

Your Supervisor, or his designee, will review and approve time records each pay period. If an error is to be corrected or time clarified, the employee should notify his/her supervisor during the review process. Your electronic or written signature on the time record each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your time record.

**Time Records (Leave Requests) for Exempt Employees**

Employees classified as a Department Head will submit a time record to the Chairman of the Baker County Board of Commissioners at the end of each pay period. Managers will submit their time record to the Department Head for approval. The Chairman of the Baker County Board of Commissioners should be notified of any leave requests consisting of a week or more.

**Final Paycheck**

While we request that you give us at least 10 working days advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days or on our next regularly scheduled payday, whichever occurs first. If you are discharged, your final paycheck will be paid no later than the end of the next business day. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits (excluding PERS) that are due and payable at separation. Checks can be picked up in Administrative Services or mailed to the current home address if requested in writing by the terminating employee. Direct deposit is not available for final paychecks.
Exempt employees who terminate employment prior to the last day in the pay period in which they terminate, will be paid at an hourly rate of pay for all hours worked. Exempt employees, who normally are scheduled to work less than 40 hours per week, will be paid their normal prorated holiday hours for any holidays that fall during the final month of employment with BAKER COUNTY.
**Hours of Work and Work Schedules**

**BAKER COUNTY Office Hours**

BAKER COUNTY has established regular working hours to promote a productive work environment that will best serve our members. The general office hours at BAKER COUNTY are 8 AM to 5 PM, Monday through Friday.

The normal workday is 8 hours. The normal work week is 40 hours. If you are a non-exempt employee, you should not begin work before your normal starting time nor continue working beyond the normal quitting time without advance approval from your supervisor.

The supervisor schedules specific work hours for individual employees. Typically, employees will work from 8:00 AM to 5:00 PM with one hour for lunch. Changes to work schedules may be made on an individual basis (work hours/work days) based on business necessity, at the discretion of the supervisor with approval from the BAKER COUNTY BOARD OF COMMISSIONERS. BAKER COUNTY will attempt to notify you of any changes in workdays or work week schedules one week in advance of the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

Hours worked for BAKER COUNTY are compensable and include all of the time that an employee is required to be on duty. Travel time and training or meeting time are considered hours worked under specific conditions outlined under wage and hour laws, or by BAKER COUNTY policy. Please consult with your supervisor regarding these conditions. These provisions do not apply to exempt positions.

**Meal and Rest Periods**

Meal and rest periods will be provided for you according to Federal and State law. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor is obtained prior to the scheduled meal break. If you are a non-exempt employee and you are required to work during your meal period, you will be paid for your meal time.

**Overtime**

You may be required to work overtime. **Prior approval must be obtained from your supervisor before working overtime hours.** Supervisors are to ensure that no unauthorized overtime hours are worked. BAKER COUNTY complies with the provisions for overtime for our non-exempt employees, as outlined in the Fair Labor Standards Act and State wage and hour laws and through the employee collective bargaining agreements. Supervisors and employees will make every effort to keep the hours worked, to the regular 40 hour work week. This may be accomplished by flexing the hours worked during the week (Sunday through Saturday), with the supervisor's approval. This may enable the employee to maintain his/her regular
hours in the week and reduce the accumulation of overtime. If scheduling adjustments cannot be made during the week, comp time may be granted (refer to Compensatory Time below).

**Compensatory (comp) Time**, in lieu of paid overtime, will be computed at 1.5 times the overtime hours, with prior agreement (refer to Overtime above). You are encouraged to work with your supervisor to schedule and use comp time within 60 days of when it is accrued. When an employee is separated from employment with BAKER COUNTY, any remaining comp time is payable to the employee.

**Social and Recreational Activities**

Participation in all off-duty social or recreational activities such as picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not have any effect on employee wages, hours, working conditions or employment opportunities.
Telecommuting

BAKER COUNTY may consider telecommuting where there are opportunities for improved employee performance, reduced commuting miles, and/or the potential for BAKER COUNTY savings. Telecommuting is defined as work and transportation alternatives that substitute home-to-work commuting with the option of working at home.

This policy typically applies to BAKER COUNTY employees who are regular full-time employees.

Telecommuting does not include temporary work at home due to special conditions such as providing dependent care, recovering from an illness, or caring for an ill family member. Such situations may be arranged between the employee and his/her supervisor, at the supervisor’s discretion.

Participation in BAKER COUNTY’S telecommuting program is at BAKER COUNTY’S option. An employee may not demand the “right” to telecommute. The supervisor or Board of County Commissioners may terminate telecommuting at any time with reasonable advance notice.

To ensure an effective, productive, telecommuting program, BAKER COUNTY, the employee and his/her exclusive bargaining representative will enter into a specific Telecommuting Agreement.
Employee-Incurred Expenses and Reimbursement

BAKER COUNTY will pay all actual and reasonable business-related expenses you incur in the performance of your job responsibilities. All such expenses incurred must be pre-approved by your supervisor before reimbursement will be made.

Expense reports must be supported by evidence of proof of purchase, e.g., detailed receipts, and are to be submitted within thirty days of the expense being incurred or the employee risks forfeiting their payment or reimbursement. Meal receipts must denote for whom the meal was purchased and the purpose of the meeting.

Driving While On Business

BAKER COUNTY employees are encouraged to use County-owned vehicles, however use of their own private vehicle is permitted. All employees who operate a vehicle while on duty must possess a valid driver's license. Employees who use their own vehicles for authorized business use should make any necessary arrangements with their insurance carriers.

BAKER COUNTY may verify the validity of your driver's license and/or your driving record. Once you are employed with BAKER COUNTY, we may receive automated reports from the Department of Motor Vehicles (DMV). The reports notify BAKER COUNTY when there are transactions on your driving record.

While on BAKER COUNTY business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their supervisor of any subsequent restrictions, limitations, or other change in their driving status as soon as possible.

Mileage Reimbursement

Employees will be reimbursed for authorized use of their personal vehicles at a rate established by BAKER COUNTY. Other related expenditures (e.g., parking) are also reimbursed upon submission of receipts on an expense report. A lesser mileage rate will be applied when an employee chooses to operate their own private vehicle rather than a County-owned vehicle when a County-owned vehicle is available. For information on mileage and per diem rates, please contact Administrative Services.
Any traffic citations, including parking tickets, are the responsibility of the employee and will not be reimbursed by BAKER COUNTY.

Educational Workshop Travel & Meal Reimbursement Policy

BAKER COUNTY governance policies encourage employees to avail themselves of training and educational opportunities in support of their functions on behalf of BAKER COUNTY. The following guidelines apply with respect to registration, travel, accommodation, meal and other approved expenses in connection with seminars, workshops, or other educational events attended by the employee at the request of BAKER COUNTY, approved by BAKER COUNTY, or that are authorized by your supervisor as mandatory training programs. Please refer to Administrative Services for current reimbursement rates.

Registration/Accommodation

- Designated BAKER COUNTY staff will, if requested, make the necessary registration and room arrangements, and complete/submit class registration/fee requests.

- BAKER COUNTY will pay employee registration fees and charges for accommodation at the single room rate. If a spouse/significant other accompanies an employee, BAKER COUNTY will not be responsible for their additional registration and accommodation costs.

Travel

- If requested, designated BAKER COUNTY staff will make arrangements for travel to authorized workshops and seminars. If travel plans include a spouse/significant other, or involve an additional excursion in conjunction with attendance at an authorized workshop or seminar, the individual employee may find it more cost-effective and efficient to make their own bookings.

- Out of state travel must be approved by the Chairman of the Baker County Board of Commissioners prior to traveling.

- BAKER COUNTY will pay for the cost of travel by employees to approved training and educational workshops and seminars, using mileage rates approved by BAKER COUNTY for auto travel and actual coach class airfare for airline travel. Spouses/significant others may accompany employees to these events but BAKER COUNTY will not be responsible for any of their associated travel or accommodation costs.

Meals
o BAKER COUNTY will pay employees a stipend for costs associated with meals and incidental expenses associated with attendance at events/activities as a BAKER COUNTY representative. Stipend rates are subject to change.

o If meals are included as part of the conference, workshop, or seminar program attended, BAKER COUNTY will pay the charged rate for those meals. If meals are provided as part of the program and are being paid for by BAKER COUNTY, employees who elect to eat elsewhere will not be *reimbursed for the cost of that meal. Meals will be reimbursed at a rate designated by BAKER COUNTY. Employees will be responsible for costs that exceed the amount that BAKER COUNTY is willing to pay.

o BAKER COUNTY will not pay for meals of spouses/significant others.

o BAKER COUNTY will not pay for the consumption of alcoholic beverages. BAKER COUNTY will pay for reasonable* costs associated with meals in the course of BAKER COUNTY business under the following circumstances

  ▪ The meal is associated with travel requiring an overnight stay.

  ▪ The meal is consumed with one or more BAKER COUNTY member officials, member representatives, or individuals in a business relationship with BAKER COUNTY.

  ▪ The meal is part of an occasional departmental event approved in advance by the appropriate supervisor. Baker County will not pay for expenses associated with retirement parties.

*If you are uncertain as to whether a planned expense is reasonable; whether a meal is covered and/or will be reimbursed; whether an employee guest’s meal is “associated” and reimbursable; you are expected to broach this uncertainty with the event coordinator or Administrative Services Director at the time such uncertainty arises.

Attendance

o If BAKER COUNTY is paying registration, travel, meals, and accommodation costs for attendance at the workshop, seminar, conference etc., employees are expected to attend scheduled work sessions and related activities and take advantage of the opportunity to learn in both formal and informal settings.

o Employees are encouraged to report back on their learning experience for the benefit and development of other staff.
Employee Benefits

BAKER COUNTY provides cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various forms on your behalf, the total cost to provide the benefit program described in this Handbook and other documents is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions and procedures that govern BAKER COUNTY’S benefit programs apply to all benefits-eligible employees, whether status is exempt or non-exempt, unless otherwise provided in a particular benefit plan.

Some benefits begin on the first of the month after 30 days of employment. Some benefits may accrue during your introductory period, but eligibility to use the benefit will not occur in most cases until you obtain regular status, or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Generally, employees who work less than 20 hours/week are not eligible for any benefits or compensation beyond wages. The exception to the “No Benefits” policy is Bereavement Leave. Bereavement Leave may be granted to non benefits-eligible employees upon approval by their supervisor.

Benefit Plan Documents

You will be provided with Summary Plan Descriptions (SPDs) for BAKER COUNTY benefit programs (available at BAKER COUNTY members only portal). The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. All of these official documents are readily available from the BAKER COUNTY Human Resource Representative for your review. We ask that you refer any questions about this information to this person.
Health/Dental/Vision Insurance Benefit

BAKER COUNTY currently offers health insurance coverage for all benefits-eligible employees and their dependents who are eligible to participate in the plan. You will be provided with information about the plan during orientation. Health benefits begin the first of the month following 90 days of employment. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the BAKER COUNTY Human Resource Representative.

Eligibility

The health insurance plan provides benefits-eligible employees (working 20 hours/week or more in regular positions) and their eligible dependents with medical, dental, and vision care insurance benefits. Eligibility begins the first of the month following 90 days of employment. Employees working in benefits-eligible positions are provided with a health insurance plan for themselves, their eligible dependents, and their same sex domestic partners (note that the domestic partner of an insured employee is eligible for coverage if the domestic partnership meets all of the coverage criteria). The children of covered domestic partners are eligible under the same terms and conditions as children of enrolled employees. Questions regarding the criteria for determining eligibility for domestic partners, the employee’s premium payment portion, and other questions relating to this benefit, can be addressed by contacting the Human Resources Representative. Baker County does not provide coverage to employees with a domestic partner of the opposite sex.

Employees may waive health coverage with BAKER COUNTY, provided that at least 75% of BAKER COUNTY benefits-eligible employees are covered. Employees may choose to opt out for cash. If an employee chooses to opt out for cash they must provide proof of other group coverage. Employees who choose to opt out may only opt out of medical coverage (including any riders), they cannot opt out of dental (minimum enrollment of employee only coverage is required). Changes to this rule may occur at any time at the discretion of the insurance carrier or third party administrator.

BAKER COUNTY employees are encouraged to participate in wellness programs/resources offered via a healthy benefits program, the medical insurance carrier programs, etc.

Contact your Human Resources Representative for specific information regarding the current health insurance plan.

Premium Contribution
Employees contribute to the cost of their coverage based on their regular work schedule and the coverage level they select. BAKER COUNTY may provide a portion of the premium costs. Part-time benefits eligible employees will pay a pro-rated premium amount.

Pre-Tax Account

BAKER COUNTY provides a pre-tax option available to qualified benefits-eligible employees for dependent care expenses, medical and dental services, and employee insurance premiums. Because your taxable income is reduced by using this option, you pay fewer taxes. More information is available by contacting the Human Resources Representative.
Other Benefits

Workers’ Compensation

Employees will be insured under the provisions of the Workers’ Compensation Program for “accepted” injuries and illnesses received while performing work for BAKER COUNTY. BAKER COUNTY uses an external claims adjuster to process BAKER COUNTY employee claims, and to determine the compensability of a claim.

Accident and Injury Reporting

All job-related injuries or illnesses must be reported to your supervisor within 24 hours, regardless of severity using the 801 form. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may affect or delay the payment of any benefits to you and could subject BAKER COUNTY to fines and penalties. Employees must inform their supervisor if they are seeking medical treatment. All forms must be returned to Administrative Services.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work (if available), to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job related injuries consists of a team effort by supervisors, injured employees and their treating physicians, BAKER COUNTY management, and our workers’ compensation claims staff.

Through this team effort, we hope to help our employees recover and return to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, BAKER COUNTY will attempt to provide you with such a job (if available) for a reasonable period of time (usually 6 months or less) until you can resume your regular duties (except where provided as an accommodation for a disability). All modified work is temporary and may be offered at a different location and/or shift. If, due to a work related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation. While you are on modified or transitional work, you are still subject to all the usual rules and procedures.
Please refer to the ADA policy if an injury or illness requires accommodation to perform essential job functions.

Benefits Continuation (COBRA)

If otherwise qualified, the federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health insurance coverage under their employer’s health plan. Eligibility is initiated when a “qualifying event” would normally result in the loss of eligibility (e.g., work separation, death of an employee, a reduction in an employee’s hours, leave of absence, an employee’s divorce or legal separation, or a dependent child who no longer meets eligibility requirements).

Under COBRA, the employee or beneficiary pays the full cost of coverage at the group rates, plus a 2% administrative fee. Employees will receive a written notice describing rights and obligations granted under COBRA when the employee becomes eligible for coverage under BAKER COUNTY’S insurance plan.

Long-Term Disability

BAKER COUNTY provides a long-term disability (LTD) benefit plan to non-represented and those employees covered by the BCLEA collective bargaining agreement to help employees working in benefits-eligible positions (refer to Employee Classifications) cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure continuing income for employees who are disabled and unable to work, but it is not intended to fully replace your wages. LTD coverage begins on the first of the month following 1 year of employment and is subject to all the terms and conditions of the agreement between BAKER COUNTY and the insurance carrier. LTD benefits are offset by amounts received under Social Security, PERS, other retirement income, or workers’ compensation for the same time period.

Life Insurance

BAKER COUNTY provides a basic life insurance plan up to a maximum benefit amount of $20,000 for employees working in benefits-eligible positions; it is subject to all the terms and conditions of the agreement between the employer and the insurance carrier (refer to Employee Classifications). Please contact your Human Resources Representative if you have any questions about the taxable portion of your life insurance. Employees are eligible for coverage the first of the month following 90 days of employment. You will be asked to designate your beneficiaries at the time of enrollment.

Also, additional voluntary and/or dependent life insurance may also be purchased and will be deducted from the employee’s monthly salary. Voluntary coverages may be subject to medical underwriting by the life insurance company.
Accidental Death and Dismemberment (AD&D) Insurance

BAKER COUNTY provides AD&D insurance coverage in the same dollar amount as your BAKER COUNTY-paid life insurance coverage, for employees working in benefits-eligible positions, who suffer accidental death or dismemberment. You are eligible for coverage the first of the month following 90 days of employment.

Long Term Care

Voluntary long term care insurance may be purchased for employees and eligible family members; the premium for each type of coverage will be deducted from your monthly salary. After your first opportunity for enrollment, coverage will be subject to medical underwriting by the long term care insurance company. All coverage for eligible family members is subject to medical underwriting.

Unemployment Insurance

BAKER COUNTY provides unemployment compensation through the State of Oregon Unemployment Insurance Fund as provided for under state law.

Employee Assistance Program (EAP)

This free, confidential service is provided to all employees covered by our medical insurance benefits, and their covered dependents who may be experiencing life problems. Information regarding this service can by obtained by contacting the BAKER COUNTY Human Resources Representative.
PERS (Public Employees’ Retirement System) Benefit

PERS Membership

As participants in the PERS system, your designation as a Tier I, Tier II, or OPSRP member will depend on your prior PERS service and PERS rules.

You become a PERS member after working six full calendar months for a PERS-covered employer in a qualifying position requiring at least 600 hours per calendar year period. That six month “waiting period” cannot be interrupted by more than 30 consecutive working days. Your effective date of membership is the first day of the month after you have met this requirement.

BAKER COUNTY makes two contributions to PERS on your behalf. The first contribution is an amount based on the actuarial requirements for funding BAKER COUNTY employee pensions. It is a percentage of payroll set by PERS. The amount may be different for each designation (Tier I, Tier II, OPSRP), and changes from year to year.

BAKER COUNTY also pays on your behalf the employee contribution to the PERS system, which is set by statute at 6% of your pay. The employee contribution is deposited by PERS into the Individual Account Program (IAP). After you become a member of PERS, you will receive information about how to review your IAP account. PERS also will send you annually a statement of your balance(s).

When you become a PERS member, you should fill out a Designation of Beneficiary form to name someone to receive your benefits should you die before refunding or retiring. The “Standard Designation” on the Designation of Beneficiary form directs your death benefits to your surviving next of kin. If you select the standard designation, you automatically provide for changes which occur in your family situation such as marriage, birth, divorce, or death.

For more information on PERS membership, contact their Customer Service line: 1-888-320-7377 or 503-598-7377, Monday – Friday between the hours of 8:30 a.m. and 5:00 p.m.

Deferred Compensation

To supplement your PERS retirement, benefit eligible employees may elect to participate in a Deferred Compensation program. This allows you to set aside part of your salary and defer the taxes on it until you retire. You are eligible to participate, beginning with your first paycheck.
**Paid Leave Benefit**

All non-represented benefits-eligible employees are eligible for paid leave based on the schedule below. Employees covered by a union contract should refer to their respective collective bargaining agreements. Benefits-eligible employees who regularly work less than 40 hours receive pro-rated benefit accruals. All accruals begin the first full month that the employee worked. For example, if Johnny began working January 6th, he wouldn’t begin accruing paid leave until February 1st. Any time earned will be reflected on your pay stub on the 10th of the month after the paid leave was earned.

Paid leave time is intended to provide time away from work for rest and recreation. Time is not to be banked and then never used; therefore, the vacation accrual cannot exceed a maximum of 500 hours. Paid leave benefits will stop accruing once the maximum has been reached. When this total is reduced below the maximum allowable, the benefit will begin accruing again. No paid leave is accrued while the employee is on a leave of absence without pay.

You will earn paid leave benefits according to the following schedule:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Full-Time Accrual Per Month</th>
<th>Full-Time Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 years</td>
<td>12 hours</td>
<td>18 days</td>
</tr>
<tr>
<td>5-10 years</td>
<td>14 hours</td>
<td>21 days</td>
</tr>
<tr>
<td>10-20</td>
<td>16 hours</td>
<td>24 days</td>
</tr>
<tr>
<td>20 years +</td>
<td>18 hours</td>
<td>27 days</td>
</tr>
</tbody>
</table>

Upon separation of employment, employees who have completed the introductory period will be paid for unused paid leave time that has been earned through the last day of work with a cap of 500 hours. Partial accrual up to half of the month’s accrual will be factored in. For example, Johnny, a benefits-eligible employee is retiring December 17th after 10 years of service. Johnny will accrue 8 hours of paid leave for the month of December.

Paid leave is paid at the employee’s base pay rate at the time paid leave is taken. In the event that available paid leave is not used by the end of the calendar year, unused time will carry over to the next calendar year. Paid leave balances are accumulated and deducted based upon the time period used to calculate your paycheck. Changes to your balances are not reflected until the forms have been processed through payroll, which includes any needed adjustments.
Any employee wishing to use paid leave time should request the hours as early as possible so that arrangements for coverage can be made. We encourage all employees to be aware of the critical times for their departments during the year and to avoid taking any routine or expected time off during these periods. Requests for paid leave time are to be approved through your supervisor. Paid leave used as vacation time will usually not be granted for periods longer than two (2) weeks. Additional time will need to be approved in advance by your supervisor. Every attempt will be made to grant each request; however, no guarantees can be offered. Paid leave will not be accrued while on a leave of absence without pay.

**Paid Leave Transfers**
Please refer to Promotions and Transfer Training Period on page 10 for information on paid leave transfers for employees who move from a represented position to a non-represented position.

**Paid Leave Sell Back**
Non-represented employees may sell back up to 40 hours of accrued paid leave in conjunction with a scheduled vacation of one week or more. This cash out opportunity may only be exercised once each fiscal year. Employees who are covered by a union collective bargaining agreement should refer to their respective agreements.

**Using Paid Leave for illness or injury**
Employees may use their accrued paid leave for personal illness or injury or to allow you to care for an ill or injured member of your immediate family; or for your medical appointments. Certain restrictions may apply for employees within the introductory period.

Although BAKER COUNTY realizes that an employee with temporary illnesses such as influenza, colds and other viruses often need to continue with normal life activities, including working, your supervisor may require you to go home from work if you appear to be too ill to be at work or if you are unable to perform normal job duties and meet regular performance standards. If in the judgment of the supervisor, your continued presence poses no risk to the health of you, other employees, or customers, you may be allowed to work. However, if this is not the case, and your supervisor requires you to go home, you are expected to do so.

If you have been ill or injured, have missed time from work, and have a release from your doctor to return to temporarily modified work, please contact BAKER COUNTY before returning to work. BAKER COUNTY will determine whether you may return to work in a temporarily modified job.

Please refer to the ADA policy if an injury or illness requires accommodation to perform essential job functions.

Employees are encouraged to schedule medical appointments outside of work hours.
You are expected to notify your supervisor of absence due to illness or injury at the beginning of each workday during your absence. Exceptions to this include a serious accidental injury, hospitalization, or when it is known in advance that you will be absent for an extended period of time.

A Medical Release Statement and Fitness for Duty Examination may be requested for review before you return to work in certain situations.

Please refer to the FMLA/OFLA section of this handbook, for paid leave use when on FMLA/OFLA leave.

**Paid leave pay at termination**
Any unused paid leave at the time of termination will be paid out at the rate of pay established at time of termination. Payout shall not exceed the maximum accrual amount of 500 hours.
Paid Leave Donation and Use

The purpose of donated vacation leave is to assist any eligible employees with additional leave through the donations of eligible co-workers. All full-time or part-time regular employees are eligible to request or donate paid leave time in cases deemed as “hardship” by BAKER COUNTY. All donations will be kept confidential and donors will remain anonymous.

Typically, BAKER COUNTY does not solicit donated leave for time loss related to pandemic illnesses, such as the H1N1 flu virus.

In order to qualify for a leave donation, an employee must meet the eligibility requirements of the Family Medical Leave Act and/or the Oregon Family Leave Act.

Donated hours must not be processed in an amount greater than that which is approximately necessary to cover the employee’s next occurring pay period.

If otherwise qualifying, donated leave may be used to provide paid Family & Medical Leave that would otherwise be unpaid, but may not extend the length of Family & Medical Leave entitlement.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

The Requesting Employee (Recipient) Must:

- Provide documentation for a non-work related seriously disabling illness or injury, as certified by a physician.
- Have exhausted all vacation, sick, and compensatory accrued leave and not be on, or eligible for, disability leave or pay.
- Have successfully completed the introductory period unless authorized by the Chairman of the Baker County Board of Commissioners.

The Donating Employee:

- Must complete and submit a designated form indicating the desire to donate to the BAKER COUNTY PAYROLL DEPARTMENT with approval from your supervisor and the Chairman of the Baker County Board of Commissioners.
May donate up to a maximum of 40 hours of paid leave time per calendar year, but must retain a minimum of 40 hours in their leave bank unless otherwise authorized by the Chairman of the Baker County Board of Commissioners.

Any decision by the Chairman of the Baker County Board of Commissioners regarding Paid Leave Donation will be binding. Donated time is calculated based on the recipient’s hourly wage.
**Paid Holiday Benefit**

BAKER COUNTY will grant paid holiday time off to all benefits-eligible employees. If a holiday falls on a Saturday, it will be observed the Friday prior; if falling on a Sunday, it will be observed the Monday following. At the discretion of the Chairman of the Baker County Board of Commissioners, early time-off may be given to employees working the day prior to a company holiday. Unless otherwise stipulated, spontaneous leave such as this will not benefit the leave banks of employees already using paid leave when such time-off is awarded. Holidays are calculated as 8 hours.

BAKER COUNTY currently provides 10 paid holidays.

**Defined Holidays for BAKER COUNTY (Offices Closed)**

1. New Year’s Day (January 1)
2. Martin Luther King Jr. Day (3rd Monday in January)
3. Presidents’ Day (3rd Monday in February)
4. Memorial Day (last Monday in May)
5. Independence Day (July 4)
6. Labor Day (first Monday in September)
7. Veterans’ Day (November 11)
8. Thanksgiving (fourth Thursday in November)
9. Day after Thanksgiving
10. Christmas Day (December 25)
Other Leaves of Absence

BAKER COUNTY recognizes that our employees may encounter many situations that require a temporary but extended absence from work. We offer several different types of leaves of absence for that purpose.

The type of leave may determine which employees are eligible and what procedure is to be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits and reinstatement rights also vary according to the type of leave you are requesting. Each of these leaves is discussed below.

Leave Without Pay

Leave without pay may be approved based on workload and business necessity, for limited duration, by your supervisor. Examples might include unpaid religious holidays or an extended medical leave. Maximum duration allowable would not exceed one year. All requests will be considered on a case-by-case basis. Instances of leave without pay may affect an employee’s annual performance appraisal date. BAKER COUNTY has the right to make such a change, and may do so at the discretion of the supervisor.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. For purposes of bereavement leave, “immediate family member” is typically defined as spouse, domestic partner, child, parent, spouse’s or domestic partner’s child, parent, sister, brother, grandchild or grandparent. Up to three (3) days of paid leave may be used by benefits-eligible and certain other employees if they have successfully completed their initial introductory period. Employees may, with supervisory approval, use any available paid leave for additional time off as necessary, or for attendance at funerals of individuals who do not meet the criteria of “immediate family member.”

Military Leave

Military leave is granted to all employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Generally, advanced notice is required before taking military service or training leave.
Jury or Witness Duty

If you are notified or subpoenaed to serve as a witness or juror, you may obtain a leave of absence.

- **Length of Leave** - Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

- **Request Procedure** - You must notify your supervisor as soon as you receive the notice or as soon as is practicable in order for arrangements to be made to cover your position. If requested, you are expected to provide us with a copy of the subpoena or notice.

- **Pay while on Leave** - You will be granted a leave of absence with pay for time served as a witness or juror. All civic pay received shall be returned to the County.

- **Status of Benefits** - Benefits are not affected by jury or witness duty leaves.

- **Reinstatement** - You will be reinstated to the same position you held at the time your leave commenced, subject to BAKER COUNTY’S general reinstatement policy. When not in court, you are expected to report to work during regular work hours. If requested, you must supply proof of your court appearance or jury service.

Crime Victims Leave

BAKER COUNTY provides leave to employees who are victims of domestic violence, sexual assault, stalking, or criminal harassment, or the parents or guardians of a minor child or dependent who is a victim, so they can meet the health and safety needs of themselves or their minor child or dependent while maintaining their employment status. Employees involved in domestic or non-work related situations that may pose a risk to the workplace are encouraged to inform their supervisor or Human Resources Manager as soon as practicable. BAKER COUNTY employees are entitled to take a reasonable amount of paid or unpaid leave to address domestic violence, sexual assault, stalking, or criminal harassment in accordance with the provisions of ORS 659A.272.

Employees who work an average of 20 hours or more per week for at least 180 days immediately before taking leave, and are victims of domestic violence, sexual assault, harassment or stalking, or are parents of victims (minor children), may be eligible for this leave.

BAKER COUNTY may grant an eligible employee a reasonable leave of absence if the employee or the employee’s minor child or dependent needs time off to deal with issues of domestic violence, sexual assault, or stalking. An “authorized purpose” includes seeking legal or law enforcement assistance or remedies; seeking medical treatment for or recovering from
injuries; obtaining counseling or services from a victim services provider; or relocating or taking steps to secure a safe home for the employee or minor child.

Employees shall charge leave for absences under this policy to accrued leave balances in accordance with applicable BAKER COUNTY rules and collective bargaining agreements. When applicable, such leave shall also be designated as FMLA and/or OFLA.

Requests for Reasonable Safety Accommodation

BAKER COUNTY offers reasonable safety accommodation to employees who are victims of domestic violence, sexual assault, stalking, or criminal harassment. When an employee requests a reasonable safety accommodation, the County will engage in discussions with the employee about the nature and scope of a reasonable safety accommodation that will best address the particular safety concern affecting the individual employee.

Requests for leave and reasonable safety accommodation may only be limited or denied when the employee's leave would create an undue hardship on BAKER COUNTY operations.

An employee who wishes to take leave under this policy must provide certification as provided in ORS 659A.280(4) that the employee or dependent child is a victim of domestic violence, sexual assault, stalking, or criminal harassment.

Where feasible, the employee will provide reasonable advanced notice of the intent to take leave.

Examples of reasonable accommodation may include, but are not limited to: transfer, reassignment, modified schedule, unpaid leave from employment, changed work telephone number, changed work station, installed lock, implemented safety procedure, or any other adjustment to a job structure, workplace facility or work requirement in response to actual or threatened domestic violence, sexual assault, stalking, or criminal harassment.

Records and Confidentiality

In accordance with ORS 659A.280(5), all records and information kept by the BAKER COUNTY regarding an employee's request for, or use of, leave and/or a reasonable safety accommodation under this rule will be kept confidential and may not be released without the express written permission of the individual, unless otherwise required by law or required for litigation. Documents provided to the County regarding the leave will be maintained in a confidential, locked file separate from employee personnel files.
Family and Medical Leave: Federal (FMLA) / Oregon (OFLA)

The FMLA/OFLA policy allows a leave of absence for an employee, and/or his/her family members (refer to FMLA and OFLA definitions below) with a “serious health condition.” Leave may also be granted for pregnancy disability, the birth or adoption of a child, the placement of a foster child, the care of a sick child with/without a “serious health condition,” and in some circumstances, leave may be available for military families.

FMLA Family Member Definition
Under FMLA, family member includes the employee’s spouse, parent, son or daughter. “Spouse” means a husband or wife under state marriage laws where the employee resides. A “parent” is the biological or legal parent or one who is “in loco parentis” (in the place of a parent). FMLA defines “son or daughter” as a biological, adopted or foster child, a legal ward, or a child of a person standing in loco parentis.

OFLA Family Member Definition
OFLA, like FMLA, covers parents, spouses and children. OFLA also includes parents-in-law, same-sex domestic partners, the parent or child of a same-sex domestic partner, grandparents, and grandchildren.

Expression of Breast Milk
Female employees breastfeeding a child 18 months or younger are allowed a 30 minute unpaid break during each 4-hour work period or major part of a 4-hour work period for expression of breast milk; the break should be taken by the employee approximately in the middle of the work period.

If an employee takes the 30 minute break by adding time to a paid rest period, the break will be paid, the remaining portion will not. With prior approval from her supervisor, an employee may choose to work before or after her normal shift to make up the amount of time used during the unpaid portion of the rest period. If the employee does not make up the unpaid time, the employee will not receive compensation for the breast milk expression time. Employees cannot be required to make up the unpaid time.

Military Family Leave

Federal Military Family Leave

Qualifying Exigency Leave for Families of National Guard and Reserves:

The National Defense Authorization Act for 2008 (NDAA) amends FMLA to allow military family members (spouse, son, daughter, or parent) of people who are on, or about to go on active duty, leave entitlement to manage their affairs (“qualifying exigency”).
For purposes of qualifying exigency leave, family members of covered military members called to active duty may take leave for one or more of the following qualifying exigencies: (1) to address any issues which arise from the military member learning of a call or order to duty seven or less calendar days prior to deployment; (2) to attend military events or sponsored family support programs; (3) to arrange for alternative childcare or school attendance, attend childcare or school meetings, or provide childcare on an urgent immediate need basis when necessitated by the call to duty; (4) to make or update financial and legal arrangements to address the military member’s absence, or to serve as the military member’s Representative in obtaining, arranging or appealing military service benefits; (5) to attend counseling (not provided by a health care provider) for oneself, the military member, or child of the military member; (6) to spend time (up to 5 days of leave for each instance) with a military member on temporary rest and recuperation leave; (7) to attend post-deployment activities, and (8) any other events which employer and employee agree arise out of the military member’s call to duty, qualify as an exigency, and agree as to the timing and duration of leave.

Military Caregiver Leave: The NDAA FMLA amendments also allow up to 26 weeks of unpaid FMLA caregiver leave for a servicemember who incurs a serious illness or injury in the course of active duty. This leave is called “Servicemember Family Leave” (SMFL). A caregiver may be the spouse, son, daughter, parent or next of kin (defined as nearest blood relative). For this leave only, a “serious injury or illness” is defined as any injury or illness incurred in the line of duty that “may render the servicemember medically unfit to perform the duties of the member’s office, grade, rank, or rating.” This means that the SMFL serious health condition may not meet the definition of other FMLA serious health condition.

Oregon Military Family Leave (OMFLA)

Employees who work an average of 20 hours per week, regardless of how long the employee has worked for BAKER COUNTY, may be eligible for this leave. The OMFLA provides spouses or domestic partners of armed service members with 14 days of unpaid leave each time an employee’s spouse is deployed for military service. In order to take this leave, the employee must give notice to the employer within five days of receiving official notice of the spouse’s deployment. The 14 days count against the employee’s 12-week OFLA allotment for the year; this means the days are included in, not in addition to, the 12 weeks of family leave available under Oregon’s Family Leave Act (OFLA). Benefits and Compensation may be continued during OMFLA leave. Upon completion of OMFLA, an employee is eligible to be restored to employment in the position held at the beginning of the leave. No retaliation or discrimination may occur because an employee has requested OMFLA leave.

Workers’ Compensation

Workers’ Comp and OFLA: OFLA automatically begins if an employee, who is on workers compensation time loss, refuses an offer of light-duty employment.
Designation of Leave

Usually, leave under the federal Family and Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA), run concurrently. There are some situations where this may not be the case. The FMLA/OFLA leave year for purposes of calculating leave, is a rolling (forward) twelve-month year. If you or your family member’s circumstances qualify for FMLA/OFLA protection, hours missed cannot be cause for discipline or retaliation.

Military family members using leave for any “qualifying exigency,” do not receive an additional 12-weeks leave. The leave is subject to the same 12-week limitation as most other FMLA/OFLA situations.

If an employee does not request FMLA/OFLA, BAKER COUNTY will designate the leave as FMLA/OFLA after three (3) consecutive work days missed, due to a qualifying condition. Please remember the Sick Leave policy for absences of more than five days: “If you miss more than five (5) consecutive days work, you may be required to provide a release from your doctor before returning to work.”

The time off may be taken in full, intermittent, or reduced time increments, to the extent allowed by law. Full, intermittent, or reduced time will be determined after BAKER COUNTY reviews your physician’s recommendation and the applicability of FMLA/OFLA laws. Due to the complexity of the laws, please contact the Human Resources Representative for information specific to your situation.

Length of Leave

BAKER COUNTY uses a “rolling” 12 month period, measured forward from the date an employee uses leave.

Typically, an eligible employee is entitled to as much as 12 weeks of FMLA/OFLA leave in any one-year period. However, there are some circumstances that may entitle an employee to additional leave; for more information, please contact the Human Resources Representative.

Request Procedure

In situations where the need for medical leave is foreseeable, you are expected to give 30 days written notice. You must also complete and deliver the Notice for Family Medical Leave form and the Health Care Provider Certification as soon as possible, but no later than 15 days from the requested leave date. If you are unable to bring this information to the Human Resources Representative, the Representative may complete and submit the necessary paperwork on your behalf, with your permission.
If you are taking family and medical leave to care for a family member with a serious health condition or adoption or placement of a foster child, proof of the relationship may be required.

After three sick child days in one leave year, BAKER COUNTY may require a doctor’s note for further absences that year. Three sick child days is “per family,” meaning it is not three sick child days per child.

**Pay While on Leave**

You will be required to use any accrued vacation, sick leave, comp time, or other paid leave available to you during your family medical leave. You must use any available vacation/paid leave first, then comp time. When all accrued leaves are exhausted, the balance of the eligible leave time will be unpaid, except as required by law.

When OFLA leave is also covered by FMLA and the employee takes intermittent leave in blocks of less than one day, BAKER COUNTY may reduce the employee's salary for the part-day absence, as the law allows.

Full or partial absences for exempt employees may be deducted accordingly from available leave balances. Once all accrued leave is exhausted, **full day absences may be deducted** from salary, as the law allows. Paid and unpaid leave combined usually will not exceed 12 weeks.

**Status of Benefits**

BAKER COUNTY will continue to pay our share of your medical benefits during family medical leave under FMLA.

The employee will be required to pay the full premium for **unpaid** OFLA leave that is not concurrent with FMLA.

You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of four work weeks in duration. Premium payments must be received by the due date or coverage will be discontinued. Please contact the Human Resources Representative for more information on premium payment due dates.

Paid leave may not continue to accrue during periods of **unpaid** FMLA/OFLA leave.

**Reinstatement**

At the end of FMLA/OFLA leave, you are entitled to return to your former job, reinstated with all rights and benefits, pay and other terms and conditions of employment. If your job position has been eliminated, you are entitled to return to an equivalent position with all rights and benefits, pay and other terms and conditions of employment. You may be required to present
a certificate from the health care provider in order to return to work. BAKER COUNTY may require you to participate in a fitness-for-duty exam (at no out of pocket cost to you) if it is related and consistent with business necessity. Working a reduced number of hours may be permitted, if approved by BAKER COUNTY, and only if such leave is determined to be medically necessary and supported by medical documentation.

Typically, employees experiencing non-work related injuries or illnesses that are short-term in duration (6 months or less), are not allowed to return to work until released by a doctor.

**If you wish to file a FMLA complaint, please contact the BAKER COUNTY Human Resources Representative.**
Employee Health and Safety

BAKER COUNTY is committed to providing our employees with a safe and healthy work environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety. Safety is everybody’s responsibility!

BAKER COUNTY, through its Safety Committee, develops and implements safety rules and regulations contained in the Safety Manual. The manual usually resides on the intranet www.bakercounty.org/intranet/index.html and is accessible to all BAKER COUNTY employees. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. BAKER COUNTY will educate employees as to hazards of the workplace and train employees as to such hazards and the proper and safe method to perform job tasks.

You are expected to give your full-time skill and attention to the performance of your job responsibilities utilizing the highest standard of care and good judgment. You are also expected to follow all safety rules and regulations at all times including the use of protective clothing and equipment, attendance at all training sessions related to your job, and follow the directions of warning signs or signals and/or directions of supervisory personnel.

Safety rules and regulations may be issued or modified from time to time; notice of these changes typically are communicated via company email.

Drug-free Workplace

BAKER COUNTY is committed to maintaining a drug-free workplace in the interests of good business practices that provide a productive, safe, and healthy working environment for all employees and the public we serve.

Any unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs or other controlled substances on BAKER COUNTY time, premises, or while operating a vehicle on the job is strictly prohibited. In addition, any unauthorized possession or use of alcoholic beverages on the job is prohibited. Such use could result in disciplinary action up to and including immediate termination of employment.

Employees undergoing prescribed medical treatment with a prescription drug or over-the-counter medication that will impair behavior or work performance, should report such fact to his/her supervisor. For purposes of this drug policy, being under the influence of medical marijuana is not allowed. The employee is not required to inform the supervisor what medication(s) he/she is taking. BAKER COUNTY has the right to reassign duties or to place an
employee on temporary leave of absence if the employee is unable to properly and safely perform his or her duties. In the event an employee needs to take a prescription drug or over-the-counter medication while at work, he or she should keep the medication in its original container so that it can be properly identified.

BAKER COUNTY may use drug or alcohol testing as part of its investigation of an altercation, accident, (or near-miss incident), employee’s irrational/inappropriate behavior, or on-the-job driving under the influence (DUI) as provided by law. Pre-employment drug testing may be conducted on positions that are typically deemed safety sensitive. Any employee who is found to be in violation of the drug-free workplace policy, who refuses to submit to testing, or who refuses to cooperate, or who attempts to subvert the testing process will be subject to disciplinary action up to and including termination.

In the event an employee encounters work or personal problems related to his/her use of alcoholic beverages, drugs, or other controlled substances, he/she is encouraged to seek appropriate medical care or counseling. The Human Resources Representative has information on substance abuse treatment programs. Information or referral will be provided on a confidential basis to our Employee Assistance Program (EAP) if requested by the employee, or as directed by a supervisor. BAKER COUNTY has group insurance benefits that may provide coverage for certain medical services related to drug or alcohol dependency treatment.

Smoking in the Workplace

BAKER COUNTY complies with all laws prohibiting smoking in public buildings.

Workplace Violence

BAKER COUNTY recognizes the importance of a safe workplace for employees, members, customers, vendors, contractors, and the general public. A work environment that is safe and comfortable enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person’s life, health, well-being, family, or property will be dealt with in a zero tolerance manner by BAKER COUNTY.

Should, situations occur which present a risk of harm to employees and others, all employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with BAKER COUNTY or which threaten the safety, security or financial interests of our organization. Employees should make such reports directly to their supervisor, Chairman of the Baker County Board of Commissioners or Human Resources Representative.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. The supervisor, Chairman or Human
Resources Representative or his designee will notify the reporting employee of any action it takes in response to the report.

BAKER COUNTY may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. An employee investigation may include investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems and computer systems.

**Employee Right to Know/Written Hazard Communication Program**

BAKER COUNTY provides a Hazard Communication Program so that all employees will be aware of chemical hazards in the workplace. By becoming knowledgeable about this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor, or the Human Resources Representative.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

**Container Labeling**

BAKER COUNTY’S Loss Control or Safety Committee Representative will verify that all containers received for use will:

- Clearly label its contents.
- Note the appropriate hazard warning.
- List the manufacturer's name and address.

**Material Safety Data Sheets (MSDS)**

In the break room, you will find either the paper documents or electronic access information to obtain a MSDS. If you are unable to locate a MSDS, please contact the Human Resources Representative. If there are new chemicals in use for which you are unable to obtain a Material Safety Data Sheet, you should immediately contact the Human Resources Representative before using the chemical or the machine containing it.
Separation from Employment

Separation from employment with BAKER COUNTY occurs when an employee voluntarily resigns, retires, is laid off, or is discharged.

Resignation

While an employee may resign at any time, a one-week notice (employees with less than one year) / two-week notice (employees with over one year of service) is customary. The resignation should be written and should indicate the anticipated last day of work as well as reasons for the resignation; the employee may only withdraw a resignation at the discretion of BAKER COUNTY.

Employees who miss three or more consecutive work days without contacting BAKER COUNTY, are typically considered to have voluntary terminated their employment.

Discharge

Except as provided by the County’s collective bargaining agreements, all employees are hired at BAKER COUNTY for an indefinite period of time and may be discharged at any time, with or without reason or notice.

Before reaching a final decision to discharge an employee, BAKER COUNTY typically follows “due process,” which means the affected employee will be told in writing why termination is being considered, and the employee will be offered an opportunity to respond to the written notice.

Exit Interview

An exit interview may be scheduled with the Baker County Board of Commissioners or their designee, when an employee leaves BAKER COUNTY. This gives the departing employee an opportunity to offer constructive feedback, positive comments, or address any unresolved issues prior to leaving. This also allows BAKER COUNTY to solicit the employee’s candid opinions, as well as suggestions, for improvement at BAKER COUNTY. We encourage departing employees to participate in an exit interview when they separate from employment, and we value all opinions and suggestions received throughout this process.

Prior to the last day of employment, the exiting employee will be provided with information to help ease the transition, such as, benefit continuation rights and responsibilities, and final paycheck information.

Return of Organization Property
The employee must return all BAKER COUNTY property in possession by the last day of employment. BAKER COUNTY property includes credit cards, keys, ID cards, cellular phones, pagers, tools, software, computer disks, this Handbook, and any other items belonging to BAKER COUNTY.
Concluding Thoughts

We look forward to your participation on our team. The success of our organization depends on the cooperation and contribution of each one of us. We want to continue to provide a workplace that is professional, healthy and conducive to a positive work environment. Please join the BAKER COUNTY Team in continuing this positive tradition.
Acknowledgement of Receipt of the Employee Handbook

Each employee is expected to acknowledge the receipt of this handbook by signing an Acknowledgement of Receipt in the following form:

1. I have received a copy of the BAKER COUNTY employee handbook; or I have viewed the Employee Handbook that is located on the Baker County intranet site located at http://www.bakercounty.org/intranet/index.html.

2. I understand that I am responsible for becoming and remaining familiar with the policies, procedures, requirements, and other information contained in both the handbook and on the company intranet.

3. The policies, procedures, requirements, and other information contained in the handbook may be modified or deleted, and others may be added, at any time.

4. I understand that I will receive notice of any significant change(s) in the employee handbook.

5. This handbook supersedes all prior statements of BAKER COUNTY which conflict or may conflict with it. I understand that any conflicting prior statement is superseded.

6. This handbook is not a contract. Neither the handbook’s statements of BAKER COUNTY policies, procedures, requirements, and other information, nor any representations made by any management representative at the time of hire or at any time during employment, are to be interpreted as a contract between BAKER COUNTY and any employees, unless expressly so stated in writing signed by the Chairman of the Baker County Board of Commissioners.

______________________________  ___________________________
Employee Signature                Date

______________________________  ___________________________
Employee Name (Please Print)       Date