



# Crook County Employee Handbook

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# Welcome to Crook County!

Hello and welcome! It is our pleasure to welcome you to Crook County where we serve our community and strive to provide a safe and vibrant community in which to live, work, thrive and play. We are thrilled that you have decided to join our team and be part of the experience!

This Employee Handbook was developed to provide general guidance and define who we are and how we work together. It is being provided as a guide to your day-to-day work. If you have questions or concerns, we encourage you to speak with your supervisor for clarification. Your direct supervisor will be the best resource for information concerning your position and department. Our Human Resources department is also available to assist you.

The County Court reserves the right to amend, modify, rescind, delete, supplement, or revise any policy included herein at any time with or without notice. However, the County will make reasonable efforts to provide employees with notice of any changes to this Policy Handbook. Occasionally, these policies may conflict with the provisions of a collective bargaining agreement. In case of any conflict between these policies and the provisions of a collective bargaining agreement, the provisions of the collective bargaining agreement will control. When collective bargaining agreements are silent on a particular issue, the policies of the Handbook will guide County action related to administration of policy.

Please familiarize yourself with the contents of this handbook and again, welcome, we hope your employment with us will be long and enjoyable.

# Foreword

This Handbook is intended to serve as a guideline only and is not an employment contract or a guarantee of continued employment or employment for any specific length of time. The County and you have an “at-will” work relationship. That means that either the County or you can end the employment relationship at any time, with or without notice, with or without reason. It is not possible to anticipate every workplace situation or to provide information for every possible question. Please feel free to consult with your supervisor or the Human Resources department if you have any questions or concerns about the policies included in this handbook or any issues that may not be addressed.

The County provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law.

The County is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon’s disability accommodation and anti-discrimination laws. We are committed to ensuring equal employment opportunities for qualified persons with disabilities. Auxiliary aids and services are available upon request to individuals with disabilities. ***All ADA accommodation requests should be directed to the Human Resources Department.***

Our full policy handbook can be found on the HR Information Sharepoint site at

<https://crookcounty.sharepoint.com/sites/HRResources>

# Crook County

## Mission, Vision and Values

### Mission

Crook County will inspire trust through excellence and quality of service by embracing creative and innovative methods, and by being friendly, responsive, and fiscally responsible to enhance the health, safety, and quality of life for its citizens.

### Vision

Provide a safe and vibrant community in which to live, work, thrive, and play.

Be part of the experience!

### Values

Excellence

Fiscal Responsibility

Trust

Creativity and Innovation

Empowerment of Staff

### Guiding Principles

- Providing responsive, friendly and honest customer service
- Exhibiting ethical behavior at all times
- Focusing on public safety and social services
- Creating accessibility, responsiveness, and respect
- Finding solutions without stagnation



# Strategic Plan

2023 – 2024

## Summary - OUR GOALS & OBJECTIVES

### Goal 1: Deliver the best level of service within available and allocated resources.

- Objective 1: Review and agree on defined level of service for each service provided by Crook County.
- Objective 2: Review and agree on standard operating procedures for each Department in Crook County.
- Objective 3: Ensure defined level of service can be provided before taking on new programs, or changed agenda for defined level of service.

### Goal 2: Add County Administrator position to Crook County organization.

- Objective 1: Define roles, responsibilities and authority for County Court and County Administrator position.
- Objective 2: Enter into a professional service agreement to perform and transition the role of the County Administrator into the Organization.
- Objective 3: Meet with all County Departments to explain the change and roles and responsibilities.

### Goal 3: Provide adequate staffing and implement employee retention and recruitment program within available resources.

- Objective 1: Keep compensation levels current with present inflation trends within available resources where possible.
- Objective 2: Improve recruitment and retention of employees.
  - Task 1. Review findings of exit interviews and determine areas of improvement to increase, if possible, retention of employees and provide stronger recruitment of new employees.
  - Task 2. Develop alternatives to implement recommendations of areas of improvement.



- Task 3: Include management training program in 2024 budget.
- Task 4: Ensure each department has identified training in budget requests.
- Task 5: Explore and implement, if possible, a program or execute hiring decisions based on defined staffing levels where possible.

#### Goal 4: Plan, Develop and implement an organization-wide facilities plan.

- Objective 1: Complete Justice Center.

Construction of the Justice Center began in fiscal year 2022 and is anticipated to be completed in fiscal year 2025. This project has been funded by the issue of a General Obligation Bond in 2022 as well as \$16 million in funding secured from the State of Oregon for this project.

- Task 1: Relocate District Attorney, Sheriff's Office, and Juvenile departments.
- Objective 2: Determine space needs and facility requirements

An assessment of the space needs of the county to determine how the new Justice Center, renovated courthouse, and current county buildings can be utilized in the most cost-efficient manner that still provides the space each department needs to function comfortably.

- Task 1: Complete space needs assessment for County Court, Administration, Finance, Assessor, Legal, Human Resources, Natural Resources, Health and Human Services, Facilities, Community Development, and Clerk.
- Task 2: Determine facilities needed for above departments.
- Objective 3: Create facilities plan.
- Objective 4: Implement facilities plan.
  - Task 1: Initiate design for Courthouse remodel and other facilities needed.
  - Task 2: Secure funding for Courthouse and other facilities.
  - Task 3: Initiate construction activities.
- Objective 5: Determine use for any surplus buildings.

#### Goal 5: Implement Information Technology Road Map

American Rescue Plan Act (ARPA) funds are being strategically invested to upgrade Information Technology hardware and software. A group was contracted in fiscal year 2023 to develop a technology road map. Along with replacing the enterprise resource planning (ERP) system and human resources information system (HRIS), the strategic plan also addresses network security and redundancy in fiscal years 2023 – 2025, along with the technology and security needs of the new Justice Center throughout the construction process and as the building becomes occupied and utilized.

- Objective 1: Adopt Information Technology Map.
- Objective 2: Recruit positions.
- Objective 3: Develop strategic plan for IT.

#### Goal 6: Plan, Develop and implement an organization-wide asset management program

- Objective 1: Incorporate software needed into Information Technology Road Map.
- Objective 2: Determine the scope of the program; vehicles, equipment, and buildings.
  - Task 1: Complete internal evaluation to determine the scope of the program.
- Objective 3: Incorporate findings of the evaluation into the County wide Strategic Plan.
- Objective 4: Implement the program.



## Goal 7: Plan, Develop and Implement an organization-wide communication plan and protocols

- Objective 1: Complete policy review and update.
- Objective 2: Complete Webpage review/update.
- Objective 3: Initiate incremental rollout of social media program.

## Goal 8: Develop and implement an organization-wide strategic financial plan

- Objective 1: Complete and or update all departmental Strategic Plans.
  - Task 1: Complete and or update financial plans for all strategic plans.
  - Task 2: Identify funding gaps in all areas and develop plans on how to address.
  - Task 3: Integrate department strategic plans into Crook County Strategic Plan
- Objective 2: Review and update strategic plans annually.

# Our Organization

The Oregon State Legislature established Crook County on October 24, 1882 with Prineville chosen as the County Seat. The county got its name from George Crook, a distinguished career United States Army officer who served in the American Civil War and various Indian Wars.

Crook County covers an area of 2,987 square miles in the geographic center of Oregon and comprises the federally defined Prineville Micropolitan Statistical area (which is included in the Bend-Redmond-Prineville Combined Statistical Area).

Although the County's population has grown significantly over the years, initial settlement in the region was slow because of access difficulties. The first group of non-natives to spend the winter in Central Oregon came from a supply train with cattle crossing Scott Trail in 1862. Once the Santiam Pass was developed in the 1860s, access improved and brought settlers to the region.

The primary industries since Crook County's earliest days include cattle ranching, farming, and logging. Timber mills which sprang up as early as the 1860s greatly contributed to the economic development and growth of the county. In the last decade solar development has resulted in the County generating the most solar power of all Oregon counties and more than \$7.0 billion in data center development.

# Policy Overview

## Equal Employment Opportunity (EEO)

Crook County is committed to complying with all EEO policies and provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law.

## Statement Regarding Pay Equity

The County supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees based on a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character.

## Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report concerns about the County's compliance with any law, regulation, or policy. The County will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules, or regulations by the County;
- Mismanagement, gross waste of funds, abuse of authority;
- A substantial and specific danger to public health and safety resulting from actions of the County; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the County will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

## Confidentiality

Employees must not access, use or disclose sensitive or confidential information or data except by County policies, practices, and procedures and as authorized by state or federal laws or regulations. Employees with access to confidential information, are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use, or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws and appropriate disciplinary action for violating this policy.

## Ethics

Crook County believes in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations that may compromise their reputation or integrity or cause their personal interests to conflict with the County's or its citizens' interests.

We at the County are public employees subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. 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 the County's or Oregon's ethical standards, please contact your direct supervisor or Human Resources. Employees who violate the Ethics Policy or who violate Oregon ethics laws may be subject to disciplinary action up to and including termination.

## Harassment

The County prohibits harassment and sexual assault in the workplace or outside the workplace that violates its employees, volunteers, and interns' right to work in a harassment-free workplace. Specifically, the County prohibits harassment or conduct related to an individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and are to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances and whether others participate in the behavior or do not appear to be offended.

## Non-Discrimination

The County is an equal employment opportunity employer with a strong commitment to equal opportunity as it applies to all aspects of the employment relationship. It is our commitment to administer policies and conduct employment matters for all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law.

The County's commitment to equal opportunity applies to all aspects of the employment relationship — including but not

limited to recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

**PERSONS WITH DISABILITIES**

The County is committed to complying fully with the Americans with Disabilities Act (ADA) as well as Oregon's disability accommodation

and anti-discrimination laws and ensuring equal employment opportunities for qualified persons with disabilities. Auxiliary aids and services are available upon request to individuals with disabilities.

***All ADA accommodation requests should be directed to the Human Resources Department.***

# Outside Activities

## Outside Employment

Generally, employees may obtain employment with an employer other than the County or engage in a private income-producing activity of their own so long as the outside employment:

- Does not engage in private business interests or other employment activities on the County's time or using the County's property;
- The performance of an act that may later be subject to control, inspection, review, or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for the performance of duties that the employee must perform for the County.

Employees are responsible for assuring that their outside employment does not conflict with these rules.

An employee is prohibited from, directly or indirectly, soliciting or accepting the promise of future employment based on the understanding that the employee's official action influences the offer.

## Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours.

# Complaint Procedures

The County strives to promote a positive, professional work environment free of physical or verbal harassment, “bullying,” or discriminatory conduct of any kind. Employees, volunteers, or interns who have experienced a sexual assault, any harassment, or discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring should bring the matter to the attention of an immediate supervisor, Human Resources, or any supervisor or member of management. An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted and that they want it to stop.

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the County’s need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the County will take prompt, appropriate corrective action.

Employees subjected to harassment, sexual assault, or discrimination are encouraged to use the County’s complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865 or in a court under any other available law, whether criminal or civil.

The County prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law.



# General Work Issues

## The Workweek

The workweek is a seven-day work period beginning Sunday at midnight through Saturday at 11:59 p.m. Typically, business hours are from Monday through Friday, 8:00 a.m. through 5:00 p.m.

## Attendance/Punctuality/Absences

Employees are expected to report to work as scheduled, on time, and prepared to start work. Employees are also expected to remain at work their entire work schedule, except for unpaid break periods or when required to leave on authorized County business and perform the work assigned to or requested.

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or will not show up for work on time must inform their supervisor/manager per the department policy.

## Personal Appearance

Employees must display professionalism in their dress and hygiene. Clothes must be neat, in good repair, and suitable for the employee's position. Clothes that detract from the County's business image are not allowed. Hairstyles, facial hair, jewelry, and fragrances are also a part of personal appearance. They must also be neat, suitable for businesses, and not offensive to the public or co-workers.

## Overtime

You may occasionally be required to work overtime. Eligibility and compensation for overtime is governed by the Federal Fair Labor Standards Act.

Employees must receive supervisor/manager approval before working overtime. When overtime is needed, an employee will receive advanced notice whenever possible. However, due to County needs or public demands, advance notice is not always possible.

Exempt employees do not receive overtime compensation.

# Performance Reviews

All County employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment.

The County aims to provide employees with their first formal performance evaluation within six months after hire or promotion. After the initial assessment, the County will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of areas needing improvement
- Setting performance goals for the employee for the following year.

# Meal Periods and Rest Breaks

Non-exempt employees must take a paid, uninterrupted 10-minute rest break for every four-hour segment or a significant portion thereof in the work period.

Non-exempt employees must take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken

together as one break. Meal periods and rest breaks may not be "skipped" in order to start work late or leave early.

# Smoke-Free Workplace

The County provides a tobacco-free environment for all employees and visitors. This includes the use of e-cigarettes and oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this policy. This policy applies to employees, volunteers, and visitors to County property, vehicles, or facilities/buildings.

County buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours.

If you wish to smoke tobacco, you must do so outside the County's facilities/buildings and outside visitor view. Smoking is prohibited near building entrances; Oregon law bans smoking within 10 feet of building entrances and other openings, including second-story windows. The County has established employee smoking areas that your supervisor/manager can show you.

# Introductory Period of Employment

All new employees, including current employees who are promoted or transferred within the County, are hired into an introductory training period that generally lasts no less than six months. This period allows you to demonstrate satisfactory performance for the position. Also, it provides an opportunity to determine if your knowledge, skills, and abilities and the requirements of the position match. It is also an opportunity for you to decide if the County meets your expectations of an employer.

# Pay and Benefits

## Electronic Check Deposit

Unless an employee requests otherwise, net pay will be directly deposited into the employee's bank account. Paychecks will be distributed to each department by distribution procedures.

## Benefits

Employees who meet the "benefit eligible" definition under the County policy and that of its insurance provider are entitled to the benefit options the County offers. The County offers group health, dental and vision insurance for all its regular, full-time employees unless otherwise established by law. Part-time employees are not eligible for health insurance coverage.

Health insurance will be available to eligible employees and their families on the first day of the month following hire. Further information on benefits offered by the County can be found on the county's website at <https://co.crook.or.us/hr/page/benefits>

## Merit Increases

If funds are budgeted, employees are eligible for merit pay increases upon completion of the employee's annual review, provided the employee's performance has met or exceeded performance standards.

## Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timecard for payroll purposes. Employees must record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than County business.

Salaried exempt employees may also be required to record their time on a timecard or timesheet. These employees will be instructed separately on this process.

## Payroll Policies

You will be paid bi-monthly. Bi-monthly is defined as the first day of the month to the fifteenth day of the month, to be paid on the last weekday of the month. And from the sixteenth day of the month until the last day of the month, to be paid on the 15<sup>th</sup> of the month.

## Pay Advances

The County does not provide advance salary payments or loans from salary to be earned.

## Retirement Plans

### **401K**

All full-time and part-time employees (working 128 hours per month) are covered by the County Retirement Plan (401K) and are eligible for enrollment on the first of the month after completing their six-month probationary period.

### **PERS (Public Employee's Retirement System) Benefits (Only applicable for the Sheriff's Office, Community Corrections, and Jail)**

The County participates in the Public Employees Retirement System (PERS); therefore, your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at [www.oregon.gov/PERS](http://www.oregon.gov/PERS). Please see the benefits coordinator for information about the County's contributions to employee PERS or OPSRP plans.

# Time Off and Leave

## Holidays and Floating Holidays

The County recognizes eleven holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive pay for each designated holiday in the proportion that their typically scheduled number of hours equals 40 hours per week. The holidays celebrated are:

- New Year’s Day
- Martin Luther King, Jr.’s Birthday
- President’s Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran’s Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

A holiday that falls on a weekend will be observed on the preceding Friday or the following Monday to coincide with local customs. Any hourly, non-exempt employee required to work on a holiday will receive double-time payment for the hours worked.

Employees working 128 hours or more monthly may select one additional day with pay (“floating holidays”) during the fiscal year. Floating holidays do not accrue; they are forfeited if they are not taken during the fiscal year.

## Bad Weather and Emergency Closure

If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, a member of the County Court (or their designee) will decide whether to and to what extent the County will close.

In the event of extremely bad weather, we recognize that each employee's ability to reach work safely may be different. If you cannot safely report to work in such circumstances, you should contact your supervisor/manager. If staff cannot reach the office and can serve the County from home, you should do so subject to approval by your manager or supervisor. Safety and a trustworthy approach are your guides.

## Family and Medical Leave

Crook County provides leave to employees so they can meet their family, health, and parental obligations while maintaining their job. These leaves are granted according to the federal Family Medical Leave Act (FMLA), the Oregon Family Leave Act (OFLA), Oregon Sick Leave and Paid Leave Oregon. In all cases, applicable Oregon and federal laws, rules, policies, and collective bargaining agreements govern the employee's and the County's rights and obligations, not this policy.

Employees seeking further information should contact Human Resources.

## Other Leave

Other types of leaves may be approved for a variety of reasons, such as bereavement leave,

jury or witness duty, military leave, religious observances/accommodation leave, crime victim leave or domestic violence leave. Please discuss your need for leave with your supervisor and reach out to Human Resources for specific policy information and guidance.

## Sick Leave

Regular full-time employees accrue sick leave at 8 hours for each full month of service up to a maximum of 1,080 hours. Regular part-time employees shall accrue sick leave at a rate of 1 hour of paid sick time for every 30 hours the employee works.

Sick leave may be used for the diagnosis, care, or treatment of a mental or physical illness, injury, or health condition or need for preventive medical care. This is available for the employee or their covered family member, or for any purpose allowed under the Oregon Family Leave Act, including bereavement leave.

Sick leave is meant to be used or carried over; unused sick leave will not be cashed out upon separation from employment.

## Vacation

The county's policy is to periodically provide each full-time employee with vacation time. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of their employment anniversary date. Vacation time will begin to accrue upon hire and may be used upon accrual (with supervisor approval).

Terminated employees will be paid for their accrued and unused vacation time at the time of separation if they have been employed with the County for more than six months.

# Use of County Property

All of the County's electronic equipment and services are provided and intended for County business purposes only and not for personal matters, communications, or entertainment. Access to the Internet, websites, and other electronic services paid for by the County will be used for County business only.

Employee communications, both business and personal, made using County electronic equipment and services are not private. All information and communications in any format, stored by any means on County's electronic equipment or services, are subject to inspection at any time without notice.

Employees may not install personal hardware or software on the County's computer systems or mobile devices without approval from Information Technology. All software installed on the County's computer systems must be licensed. Copying or transferring of County-owned software to a personal device/equipment may be done only for personal devices/equipment used for County business and with the written authorization of the County.

# Vehicle Use And Insurance

Employees using a private vehicle to conduct County's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized County business use should make any necessary arrangements with their insurance carriers.

The County may verify the validity of your driver's license and driving record at the time of hire and at any point during your employment.

While on 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.

Employees who receive a ticket or citation while driving a County-owned vehicle or while on County business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline up to and including termination.



# Safety, Health & Wellness

The County works to maintain a safe and efficient work environment. Employees are responsible for working in a safe manner and observing all safety rules and practices. Your supervisor will discuss safety regulations, emergency evacuation procedures and disaster plans specific to your department.

## Alcohol and Drugs

The County expects employees to report to work in a condition conducive to performing their duties safely, effectively, and efficiently.

### **Prohibited Conduct**

- Possession, transfer, use, or being under the influence of any alcohol while on County property, on County time, while driving County vehicles (or personal vehicles while on County business), or in other circumstances which adversely affect County operations or safety of County employees or others.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture, or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug, or other controlled substance while on County property, on County time while driving County vehicles (or personal vehicles while on County business), or in other circumstances which adversely affect County operations or safety of County employees.
- Bringing to County property or possessing items or objects on County property that contain any “controlled substance,” including, for example, “pot brownies,” “edibles,” and candy containing marijuana.

This prohibition does not apply to law enforcement employees who bring or possess such items concerning law-enforcement work. No employee, regardless of the position held, may knowingly serve items containing marijuana or any other “controlled substance” to co-workers, members of the public, or elected officials while on work time or on/in County property.

Employees must inform their supervisor/manager about using any prescription or over-the-counter drugs that could affect their ability to perform their position duties safely.

## Employee Assistance Program (EAP)

Total Care EAP provides this free, confidential service to all employees and dependents. The EAP can assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to three (3) personal counseling sessions per year. Sessions can be face-to-face, over the phone, or online for concerns such as marital conflict, conflict at work, depression, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Total Care EAP provides educational tools for eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting Human Resources, or you can contact Total Care EAP directly at 800.252.4555 or [www.theEAP.com](http://www.theEAP.com).

## Worker's Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care, compensation, and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

If you are injured on the job, Human Resources wants to know about it and expects to learn about it no later than 24 hours after your injury (report all work-related injuries to your supervisor/manager).

If your injury requires time off work, Human Resources will provide guidance during your

recovery and return to work. Light duty, modified responsibilities, and schedules are examples of cooperative approaches to help you return to work. Human Resources can provide employees with more information concerning compensable injuries, worker's compensation, leaves, and return to work guidance.

The County will account for other leave and disability laws that might apply to your situation, such as the Americans with Disabilities Act (ADA) and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and applicable Oregon laws covering disabilities in the workplace.

## Workplace Violence

The County recognizes the importance of a safe workplace for employees, 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 against another employee, volunteer, elected official, or public concerning that person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner by the County.

All employees must report any incidents that pose a real or potential risk of harm to employees or others associated with the County or that threaten the County's safety, security, or financial interests. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer, or elected official. Employees should make such reports directly to their supervisor/manager.

# Leaving the County

## COBRA

If you take unprotected leave or your employment with The County ends, you may continue your medical coverage under The Consolidated Omnibus Budget Reconciliation Act (COBRA). You will receive a letter that will outline your options for continued medical coverage.

## Retirement or Resignation from Employment

If you choose to resign or retire, it is anticipated that you will give the County as much notice as possible — preferably at least two weeks. When giving your two-week notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two weeks' notice of your intent to leave the County, you will not be eligible for re-employment at a later date.

Employees must return all County property, including phones, computers, identification cards, credit cards, keys, and manuals, to a supervisor/manager on or before their last day of work.

## Unemployment Insurance Benefits

If you become unemployed, you may be eligible for unemployment benefits. Your eligibility will depend on the reason for leaving your job. Contact the Unemployment Department for further information.