

## MEMO

Thank you for reviewing this Sample Employee Handbook. The Sample Handbook is intended for you to use as a guide to create your own Employee Handbook that meets the needs of your organization. Reviewing the sample is **only the first step**. Additional work is required to make it applicable to your organization.

Organizations are sometimes reluctant to create and utilize an Employee Handbook, believing they are shielded from liability by operating without one. In practice, however, an employee is more likely to take legal action if they perceive the employer's policies are non-standard, ill-defined, or uncommunicated. An Employee Handbook is the single most important resource to guide employees in how you expect them to behave on the job, and the rules and procedures that will apply to them during their employment with your organization.

If your organization's employment and human resource policies are scattered throughout a series of memos, e-mails, and other documents, it is time to create an Employee Handbook. If you already have a Handbook, it may be time to compile a new or updated version. In either case, this Sample Employee Handbook will help you create a comprehensive Employee Handbook that includes sufficient disclaimers and sample language to allow you to institute your policies as stated. Changes in laws and new practices have emerged, and it is important to be sure these are incorporated into your new or existing Handbook.

Following are some guidelines for utilizing the Sample Employee Handbook to create an Employee Handbook for your own organization:

- Wording in ***bold italics*** and preceded by the word "**NOTE:**" is instruction or information for the individual authoring the Handbook and should be deleted prior to publishing.
- Language in highlighted brackets and bold indicates the need for a decision. The language itself may be optional, or you may need to make a choice from two or more suggestions. For example: As a new employee, your first [ **30, 60, 90** ] days of employment are considered an introductory period.
- The Sample Employee Handbook reflects a philosophy of promoting positive and open employee communications. In several places, you will note wording that states or suggests certain information will be shared with or communicated to employees. If this differs from your organization's philosophy or from its reasonable practice, modify or delete the language.
- Some regulations apply only to employers with a certain number of employees or in certain states. We have indicated these places using italicized "**NOTE:**" so that you can include or delete as noted. In some of these cases we have provided alternatives for you to choose from.

We recommend that you avoid including details about day-to-day life at your organization in your Employee Handbook. The Handbook is not an operation manual with written procedures for every aspect of your operation. It may, however, be helpful to discuss the consequences of breaking workplace rules. If you do so, be prepared to apply those consequences consistently for all employees and be sure to indicate that the rules are not all-inclusive.

Remember the most effective Employee Handbooks reflect their organizations' values and cultures. **Make your Handbook your own and be sure that every employee receives a copy.**

While we have attempted to create a comprehensive sample and guideline. This Sample Employee Handbook represents our best, most current 2025-2026 HR information and/or advice, but it should not be construed or seen as legal advice, nor can we assume any responsibility for its appropriateness after the date of purchase. We strongly suggest legal review of your Employee Handbook before its implementation and distribution.

Once you have completed the customization, we strongly encourage you to seek review prior to publishing the handbook for employee consumption.  
Please let us know how we can help.



# Employee Handbook

This Resource Guide was created in the USA.

We encourage your organization to photocopy portions of this material to support learning and growth within your organization. If you are in human resources or acting as a trainer/facilitator in your organization and you feel certain pages would be relevant feel free to photocopy and distribute page(s). If an organization has retained you specifically to provide training for them, then you may not photocopy these pages without express written permission of HR Answers, Inc. Our policies are fair and supportive, but we request that you ask first. If you are making money from our work, we will ask you to make a reasonable contribution.

We wish to express confidence that the information contained in this resource guide is accurate and up-to-date. However, this should not be considered a substitute for experienced employment counsel.

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## Sample Employee Handbook

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# **INTRODUCTION**

# **WELCOME TO BOARDMAN PARK & RECREATION DISTRICT**

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We're happy to welcome you to Boardman Park & Recreation District – we're glad you've joined us! We take pride in selecting people such as you to join our organization, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that you can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve this is to help you understand our organization and your role in it. This Handbook has been prepared as a guide to give you a better understanding of the organization's policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

Our organization values two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you make during your employment with us. We sincerely hope you will like it here.

---

**George Shimer, Chief Executive Officer**

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**Teiko Villegas, Recreation Center Manager**

## OUR HISTORY

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Boardman Park & Recreation District (BPRD) was formed in the mid-1960s as an Oregon Special District to provide parks, recreation, and community facilities for the residents of Boardman and surrounding areas. The district is governed by a five-member Board of Directors, elected by voters within the district to four-year terms, with elections held in odd-numbered years.

The district is funded by a permanent tax rate of \$0.2989 per \$1,000 of assessed property value and is authorized to levy taxes for the operation and maintenance of district facilities. The district encompasses all of the City of Boardman and certain surrounding areas, serving approximately 1,200 registered voters.

Following the relocation of the town of Boardman due to flooding caused by the construction of the John Day Dam, the U.S. Army Corps of Engineers retained ownership of flood-prone lands along the Columbia River. The Corps constructed a campground, marina, boat harbor, day-use areas, and restrooms for public use. BPRD leases and operates approximately 143 acres of this property, which has become the district's flagship facility. Over the years, the Boardman Marina Park and Campground has earned a strong reputation as one of the premier camping destinations along the Columbia River, welcoming returning visitors year after year.

For decades, the Boardman community expressed a strong desire for expanded recreation amenities, including a public swimming pool. While early plans were developed, funding was not secured until 2013, when the district conducted a comprehensive feasibility study and held multiple public meetings to gather community input. Based on that feedback, plans for a recreation center were developed, and in November 2014, voters unanimously approved a \$12.39 million general obligation bond to construct the facility. Bond funds were designated solely for construction, with repayment spread over a 26-year period.

With land generously provided by the Port of Morrow, construction moved forward, supported by extensive volunteer efforts from the Board of Directors and community members. The Boardman Pool & Recreation Center opened to the public on July 1, 2017, with a community celebration. The 43,000-square-foot facility significantly expanded recreation opportunities in the region and includes aquatic amenities, fitness and weight rooms, a double basketball gymnasium, fitness classes, and additional recreational programming.

Today, BPRD continues to operate with a dedicated core staff, supported by seasonal employees during peak summer months to manage park maintenance, campground operations, and youth recreation programs. The district remains committed to providing safe, accessible, and high-quality recreational opportunities while fostering community involvement and stewardship. As community needs evolve, BPRD continues to expand programs and services to enhance quality of life for residents and visitors alike.

## **ABOUT THIS HANDBOOK**

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This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all our employees. It is intended to be a positive document that begins to establish the relationship between us.

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

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

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

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

This handbook is not intended to undermine or remove your rights as outlined by the National Labor Relations Board (NLRB). We fully acknowledge and respect your rights to engage in protected concerted activities, which include the right to discuss wages, working conditions, and other terms of employment with your fellow employees, as well as the right to form, join, or assist labor organizations. If you have any concerns or questions regarding your rights or any content in this handbook, please seek clarification from your HR representative or legal counsel.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read the Handbook carefully and share it with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

# **EMPLOYMENT POLICIES**

# EMPLOYMENT RELATIONSHIP

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## **At-Will Employment**

You and Boardman Park & Recreation District are engaged in an “at-will” employment relationship. Therefore, employment at Boardman Park & Recreation District is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the CEO. It cannot be altered, except when in writing and signed by the CEO and you. Boardman Park & Recreation District will not make and will not be bound by any oral promises concerning the length or terms of your employment.

## **Equal Employment Opportunity**

Boardman Park & Recreation District is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, protective hairstyle, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, total compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to Management’s attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to the Human Resources Manager. We also encourage you to document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by Management or co-workers.

***NOTE: Organizations with 50 or more employees and serve as a contractor or subcontract for federal government valued at \$50,000 or more OR with 50 or more***

***employees and serve as a depository for government funds, in any amount, are required to have an Affirmative Action Plan should include the following paragraph:***

Boardman Park & Recreation District has adopted an affirmative action plan that addresses efforts to seek out, hire, develop, and promote qualified members of protected groups, defined as racial minorities, women, the physically or mentally disabled, disabled or other protected veterans, and those 40 years of age and older. This Affirmative Action Plan is on file in the [ **Designated Department or place** ].

# AMERICANS WITH DISABILITIES ACT

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

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

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

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

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

Reasonable accommodation is available to employees and applicants, if the requested accommodation does not cause undue hardship for the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the human Resource Manager.

## ***Pregnancy Accommodation Policy***

Boardman Park & Recreation District will make reasonable accommodations for employees that are experiencing known limitations related to pregnancy, childbirth, or a related medical condition, to the extent the accommodation can be made without imposing an undue hardship on the organization. Boardman Park & Recreation District seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy related conditions as well. Accommodations may include:

- Acquisition or modification of equipment or devices.
- More frequent or longer break periods or periodic rest.
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Boardman Park & Recreation District will not take adverse action against an employee for inquiring about, requesting, or using a reasonable accommodation.

# HARASSMENT

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Boardman Park & Recreation District will not tolerate conduct by any employee, elected official, board or commission member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with an employee's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, protective hairstyle, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct. Harassing individuals by making derogatory comments regarding protected status or characteristics is prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is sexual harassment:

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

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

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

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

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of Boardman Park & Recreation District you have the responsibility to immediately report any actions or words, which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation from anyone.

### ***Reporting Incidents of Harassment***

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to Human Resource Manager or, your manager, or any other management representative with whom you feel comfortable speaking. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific period can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation. We will also check in with you quarterly following receipt of the information to ensure the matter has been resolved and continues to meet the organization's standards.

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

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

### ***External Complaint Procedure***

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

- Oregon Bureau of Labor and Industries at the following web address:  
<https://www.oregon.gov/boli/civil-rights/pages/default.aspx>
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

***Employment Agreements***

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

## WORKPLACE PROFESSIONALISM

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Harassment due to a person's protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on the job to foster satisfactory working relationships.

Boardman Park & Recreation District defines unprofessionalism as repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Boardman Park and Recreation District will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

- Making derogatory comments about your co-workers or the organization on social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks that are not central to the job.
- Taking credit for another person's ideas

Any Boardman Park & Recreation District employee who has experienced unprofessionalism should immediately report the behavior according to the reporting process outlined in our anti-harassment. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

## DISPUTE RESOLUTION

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We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be managed without prejudice or retaliation.

### ***Reporting Issues Other than Harassment/Discrimination***

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your manager will follow up with your concern.

We realize there may be valid reasons to forgo this initial step; in those circumstances *i.e.*, a concern involves an immediate manager/supervisor, you may go directly to the next level of management or to the Human Resources Manager for assistance.

## EMPLOYMENT

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It is our goal to fill employment vacancies with qualified applicants, whether recruiting internally, externally, or utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law, including Veterans' Preference.

Our goal will always be to select the most qualified person for each available job.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale.

You may, from time to time, be temporarily transferred or assigned to perform work outside of your regular job duties, schedule, or location. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

## RECRUITMENT (NEW INFORMATION)

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For each vacant position to be filled, the organization will review the duties and responsibilities, and the FLSA designation, prior to posting notice inviting applications.

### *Job Postings*

Job postings will contain the job title, the salary range offered, the general duties and responsibilities, summary of benefits offered, qualifications required, veterans' preference statements, and how to apply.

### *Veterans Preference*

Oregon law requires all public employers provide employment and promotion preference to veterans, including national guard members [Effective January 1, 2026], and disabled veterans who qualify for civil service positions. [Reference: ORS 408.225–408.237 and related administrative rules]

- Eligibility - Preference is afforded only to veterans and disabled veterans who:
  - Successfully complete the initial screening, application examination, or civil service test.
  - Meet all minimum qualifications and any special qualifications for the position.
  - Provide required documentation to confirm eligibility:

- Veterans (non-disabled): +5 percentage points
  - Applicants must provide:
    - Copy of Form DD-214 or 215 (Certificate of Release or Discharge from Active Duty)
    - Must show honorable discharge or general discharge under honorable conditions.
- Disabled veterans: +10 percentage points
  - Applicants must provide:
    - A copy of Form DD-214 or 215, and
    - Official documentation from the U.S. Department of Veterans Affairs (VA), or military branch, certifying service-connected disability.
    - Examples: A VA disability rating letter or summary of benefits.
- Eligible veterans and disabled veterans receive additional preference points as follows:
  - **Scored Examinations:** Add the applicable points to the total applicant score, regardless of how the score is composed.
  - **Unscored Evaluations** (e.g., ranking, or qualitative review): Use a structured method to give special consideration. For example, elevate qualified veterans by one level and disabled veterans by two levels in the ranking.
  - **Interviews:** If an interview is part of the hiring process, the agency must interview every veteran or disabled veteran who:
    - Meets minimum and special qualifications, **and**
    - Demonstrates transferable skills relevant to the position

When final scores are equal or the ranking places veteran and non-veteran candidates at the same level after applying preference, the veteran (or disabled veteran, if applicable) will be selected.

Documentation is required throughout the recruitment process to ensure compliance. Hiring managers must document all evaluation steps, including how veterans' preference was applied and, if applicable, reasons for not advancing or hiring a veteran

Upon a written request by a veteran not appointed to the position, human resource manager will provide a written explanation. The decision may not be based solely on veteran status; it must relate to qualifications

If the applicant feels this policy has been violated, they may contact the human resource manager or may file a verified written complaint with the Oregon Bureau of Labor and Industries (BOLI).

### *Application Process*

An individual will follow the job posting instructions and submit application materials within the designated time-period. We have the right to exclude or disqualify applicants for failing to follow job posting instructions and timelines.

Application materials may include [select appropriate materials used by your organization application, resume, and/or cover letter, veterans' preference supporting documents, responses to essay questions or work examples]. Any materials containing the applicant age, date of birth, when the applicant attended school or graduated, all dates must be redacted prior to submittal. If

dates are not rejected from the submitted materials this will be done by [Designated Position] prior to being reviewed for qualification or shared with decision makers. Confirmation of dates, as needed, may be requested following a conditional job offer. Employers shall not require an applicant to provide a valid driver license unless the ability to legally drive is an essential function of the job or is related to a legitimate business purpose. **[Effective September 26, 2025]**

### ***Internal Job Posting***

We may post internally to internal applicants as promotional opportunity for 5 working days. Everyone's application materials will be assessed for minimum qualifications; veterans' preference, as applicable; and possessing the experience and ability to perform the job. The most qualified candidate will be selected.

### ***External Job Posting***

We may post a job vacancy externally, at the same time as an internal posting, or at the conclusion of an internal posting and will require the same application materials for consistency in process.

### ***Interviews or Screening Process***

All questions, practical exercises or interviews will be performed in a fair, equal opportunity manner to all job applicants' race, color, religion, sex, national origin, age, disability, or genetic information. Discrimination in hiring is prohibited.

### ***Reference Checks***

We may require verification of statements contained in an application or statements made in an interview and secure further information concerning the applicant's qualifications and suitability prior to making an offer of employment. This information is gained from previous employers or personal references provided. Applicant consent will be gained at time of interview.

### ***Conditional Job Offer***

We will provide a conditional job offer letter to the successful candidate outlining additional conditions to be satisfied before a final job offer is extended.

- Information requiring confirmation related to age may be confirmed with the applicant only after the conditional job offer is extended. If we are unable to verify the additional information, the conditional job offer may be rescinded.
- Background checks, drug screening, and other requirements may not be conducted prior to the interview and will proceed after the conditional job offer is extended, if all conditions are not satisfied, the job offer may be rescinded.
- For candidates who meet all verifications and conditions, employers may extend a final job offer letter.

### ***Final Job Offer***

The final job offer letter affirms the satisfactory completion of all conditions and official job offer is extended. The job offer letter contains the following information:

- Title of position

- Start date
- Location of report on first day
- Work hours
- Employment relationship – “at will”
- Introductory period
- Pay and pay periods
- Performance review dates
- Benefits

### ***New Employee Orientation***

New employees are expected to participate in orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

### ***Introductory Period***

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

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made and shared with you in writing. If you have successfully completed the introductory period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment. If your skills border on satisfactory, but fall a little short, the introductory period may be extended if there is reason to believe that your skills will improve within 30 days. This period may be extended only by approval of our department manager. The request for an extension will not be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

### ***Promotions and Transfer Training Period***

If you are promoted or transferred to a new position, you must also complete an introductory period of **30** days 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 not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

### ***Re-employment***

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance

with the organization will be evaluated if the reference check phase is reached. We are not obligated to hire former employees. If an employee returns within 180 calendar days their previous unused Sick Leave balance will be restored in full.

### ***Credit for Prior Seniority***

Employees who are rehired by Boardman Park & Recreation District will receive credit for prior work as follows:

- Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one year after the separation date.
- Employees who voluntarily resign from their employment with Boardman Park & Recreation will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within six months after the date of the resignation. However, a new anniversary date will be established based on the date of rehire.
- All other rehires shall be considered new employees, except where the Employee Retirement Income Security Act may rule otherwise for pension purposes.

Rehires shall be considered new employees, except where federal or state law requires otherwise (e.g., the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement).

### ***Employment Classifications***

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered introductory, full-time, or part-time, temporary, or on-call as described below:

**Introductory\*:** Newly hired or promoted employees within the introductory period. New hires normally earn, but cannot use, benefits.

***NOTE: Evaluate employees for mandatory benefit eligibility. For example, if the probationary period exceeds 90 days, the employee will be eligible to use Oregon Sick Time on the 91st day, or Washington Sick Leave on the 90<sup>th</sup> day.***

**Regular Full-time:** An employee who is regularly scheduled to work 40 hours or more per week and has successfully completed the introductory period.

**Regular Part-time:** An employee who is regularly scheduled to work less than 35 hours per week and has successfully completed the introductory period.

**Temporary\*:** An employee who is hired for a specified period, usually no more than six (6) months. This classification is typically not eligible for benefits, except for those mandated by law.

On-Call\*: An employee who does not have a set schedule and works only when called upon.

Employees are further classified according to federal and state wages and hourly laws as exempt or non-exempt, as defined below. 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/manager.

Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job calls for the payment of minimum wage and overtime as specified under state or federal regulations.

# EMPLOYMENT RECORD KEEPING

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## ***Access to Personnel Files***

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

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

## ***Change in Personal Data***

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

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

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

# **EMPLOYMENT RELATIONS AND CONDUCT**

# ETHICS

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We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the states Ethics laws found in ORS 244.

## ***Public Officials***

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an “agent.” An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization, you became a Public Official.

## ***Gifts***

During the calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value more than \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value of more than \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value more than \$50.

## ***Use of Official Position or Office***

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official’s holding of the official position or office.

Except:

- Any part of an official compensation package is determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.

- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could be known to have a legislative or administrative interest.
- Gifts received by a public official or a relative or member of the household of the public official from a source that could not be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, which is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further, or further, the personal gain of the public official using confidential information gained during or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner, or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

***Honoraria***

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive an honorarium or a certificate, plaque, commemorative token, or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, vocation or expertise of the public official or candidate.

***Financial Interest in Public Contracts***

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is against these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

# CONFIDENTIALITY

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## ***Organization and Customers***

At Boardman Park & Recreation, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from At Boardman Park & Recreation, except in the ordinary course of performing duties on behalf of At Boardman Park & Recreation. Additionally, the contents of organization records or information otherwise obtained regarding business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

## ***Employee Records***

At Boardman Park & Recreation's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization during business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Organization-assigned information, which may include organizational charts, department titles and staff charts, Designated Positions, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to Human Resources Manager. The Human Resources Manager has the responsibility to investigate the incident and recommend corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates i.e., day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

## WORKPLACE RULES

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Boardman Park & Recreation 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 each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive and serve as guidelines to demonstrate the work behaviors considered important to Boardman Park & Recreation.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. Boardman Park & Recreation records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Boardman Park & Recreation or by outside regulatory bodies.
4. You are expected to conduct yourself on the job and while representing Boardman Park & Recreation in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior [abusive language, harassment, personal business during work time, *etc.*] will be condoned. This also applies to alcohol consumption when representing Boardman Park & Recreation in a business or social capacity.
5. Employees are also expected to conduct themselves in a manner that upholds the integrity and reputation of Boardman Park & Recreation, outside of working hours. When off-duty conduct comes to HR or management's attention as a concern or complaint filed, it will be evaluated through a '*nexus test*' to determine whether the off-duty behavior has a direct impact or connection to the employee's job duties, performance, or the interests of Boardman Park & Recreation. If it is determined that the off-duty conduct has a nexus to the workplace, the applicable policies and standards of this handbook will be applied.
6. You are expected to maintain confidentiality of organization information or customer information in your possession [i.e., personnel information, trade secrets, *etc.*].
7. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all our employees should have an opportunity to be heard on matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found in this Handbook.

## **WHISTLEBLOWER PROTECTIONS**

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Boardman Park & Recreation encourages any employee with knowledge of an illegal or dishonest activity to report it to the Human Resource Manager. All such issues will be promptly investigated with the intent to determine faults and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from Human Resource Manager.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the Human Resource Manager. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals with their due course, the privacy of the individual making the report will be protected to the extent possible. Boardman Park & Recreation District will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Human Resource Manager immediately. The right of a whistleblower to protect against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports on illegal and dishonest activities will be promptly submitted to the Human Resource Manager who is responsible for investigating and coordinating corrective action.

## DRESS CODE AND GROOMING

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

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

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

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

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

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

Business casual dress will be permitted, except during specified periods when casual days may be suspended. Business casual is defined as follows:

*Casual shirts:* All shirts with collars. This will include shirts and blouses, golf, and polo shirts.

Inappropriate: T-shirts, shirts with inappropriate slogans, tank tops, muscle shirts, and crop tops. T-shirts may be approved and provided for specific events only.

*Pants:* Casual slacks and trousers. Jeans must be without holes, frays, etc. and may be worn on Fridays only.

Inappropriate: Shorts, ~~except for walking shorts on Fridays.~~ Sweatpants, jeans with holes or frays.

*Footwear:* Depending on the department, athletic shoes may be worn on Fridays only.

Inappropriate: Athletic sandals, flip-flops.

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

# COMMUNICATION AND SOFTWARE SYSTEMS

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## ***Electronic Communications Systems***

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

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

These systems and any other informational, storage, or retrieval services that the organization provides are organizational tools and are to be used for business purposes only during business hours. Use of company systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

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

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

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

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

## ***Electronic Mail System***

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by people other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organizational letterhead.

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

### ***Organization-owned Personal Computers***

To protect the integrity of our systems, all software used on our computers must be registered with Information Technology (IT). Personal or downloaded software may only be installed after written authorization from that individual. A virus check for all such software must be made immediately before it is installed on any organization computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to its use with an organization-owned computer. The copy or transfer of organization-owned software may occur only with the written authorization of CEO. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. , in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission.

### ***Laptop Security***

All staff that are issued laptops and other computer-related equipment will be given a copy of Boardman Park & Recreation District's computer-related equipment guidelines. These guidelines include security precautions and procedures as recommended by Boardman Park & Recreation District.

Laptops and other applicable equipment will only be replaced by the company if the laptop and other equipment were secured by two anti-theft devices at the time they were stolen. For example, a computer camera stored in a locked cabinet within a locked office; a laptop locked in a safe in a locked motel room; a laptop secured in a locked drawer within a locked residence. An exception applies for a laptop or equipment taken during an assault situation.

In other situations, a deductible will apply to lost or stolen laptops and computer equipment. Employees should always follow company guidelines in safeguarding equipment. If an employee has followed these recommendations, the laptop and other equipment will be replaced. If the employee has not, however, the CEO has the option of paying the deductible or, for example, having the laptop replaced with a personal computer.

### ***Mobile Devices***

#### **Allowing Remote Wipe Provisions/Data Liability**

If you are connected to the organization's server, understand that making this connection via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected to prevent it from being exposed if the device on which the information was accessed is lost or stolen. To protect this information, the organization retains the right to delete data and applications from any device that contains the organization's information. ***This right to delete such information may be exercised remotely or on-site if the organization determines such***

**action is necessary to protect confidential, sensitive, or proprietary information. Please understand that in downloading any such information to a personal mobile device, you are consenting to the organization's ability to delete this information at any time.** This policy covers mobile devices such as smart phones, tablets, laptops, and any similar devices. Please ensure that you regularly synchronize any personal data [e.g., applications, information, photos] to another device/computer for safekeeping, as the wipe command does not differentiate between business and personal information.

Mobile devices should be set to lock after every five (5) minutes for security reasons. A PIN-based lockout is required, and the PIN must be given to the Information Technology department.

It is critical that any loss or theft of a mobile device, including laptops, be immediately reported to your supervisor or manager. Security of these devices should always include two (2) levels (*i.e.*, locked in a trunk if kept in a car; locked in a hotel safe, not left out in a hotel room; etc.) of safeguarding. Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the device or loss of company-related information addressed in this policy, and further corrective action, up to and including termination.

#### ***Use of Internet, Virtual Private Network, and Commercial Online Systems***

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

Also, management approval is required before anyone can post any information on commercial online systems, the VPN, or the Internet. Any material not owned by Boardman Park & Recreation District that will be posted must have received all proper copyright and trademark permissions from its originators prior to approval. For newly generated material, an employee should obtain copyright and trademark designations, as appropriate, prior to posting any content; the posted content should include copyright and trademark notices. Absent prior approval to function as our official representative from Boardman Park & Recreation District, you must include the following disclaimer with any information you post: "Views expressed by the author do not necessarily represent those of Boardman Park & Recreation District."

#### ***Social Media and Networking***

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Flickr are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools are of value because they can be used to market Boardman Park & Recreation District products and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. Boardman Park & Recreation District wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws and ethical considerations.

### ***Business Use***

Employees may use social networking websites to conduct organizational business, if such use is authorized and complies with the organization's policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

### ***Ownership of Social Media Accounts***

***NOTE: While many employers do not have an interest in "owning" the social media accounts of employees, there may be situations where such ownership/control may be important in protecting the information and reputation of the organization. In such cases, language such as the following should be utilized to evidence such ownership intent.***

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from Boardman Park & Recreation District, the organization has the right to assume control of this account.

### ***Monitoring***

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

### ***Protection***

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

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

### ***Prohibited Conduct***

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited, and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

### ***Telephone Usage***

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

### ***Voice Mail System***

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

### ***Cell Phones***

Where job or business needs necessitate immediate access to an employee, the organization may provide/require a business cell phone for work-related communications. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If an organization-provided phone is used for personal business, any phone charges incurred by an employee related to personal usage will be the sole responsibility of the employee.

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Use of a personal phone for any reason should therefore be limited to breaks and lunches.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the public. The organization prohibits the use of cell phones while driving, except when hand-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

Employees should not use handheld cell phones for business purposes while driving. Should an employee make a business call while driving, a lawfully designated area to park should be located and the individual should pull over to make the call. Employees may use hands-free cell phones to make business calls, but only in emergency situations. Such calls should be kept short and

should the circumstances warrant (e.g., heavy traffic, bad weather, unfamiliarity with area), the employee should locate an appropriate area to pull over to continue the call.

**Regardless of the media or device used, typically information generated or exchanged for the purpose of government work is subject to Public Records laws. While not all information is accessible by the public, our organization is required to maintain these records.**

## PERFORMANCE MANAGEMENT AND REVIEW

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To establish a meaningful performance evaluation system upon which Boardman Park & Recreation District can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive regularly scheduled formal performance evaluations yearly.

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

- Ensure that employees know their individual performance against established performance standards.
- Determine how well the organization is doing in assisting employees with work performance and meeting goals.
- Ensure communication and feedback.
- Provide a consistent, objective, and fair method of making compensation decisions.
- Provide a tool for career planning; and,
- Provide a record of employee performance and organizational contributions.

***NOTE: Since the handbook language often sets an expectation of certain actions (i.e., can create an obligation), please understand the following verbiage is illustrative of a manager or supervisor's responsibilities. This language should be edited to conform with your process or culture.***

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training.
- Assigning, directing, controlling, and reviewing employee work.
- Assisting employees in correcting deficiencies.
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically.
- Accept additional responsibilities and show initiative.
- Review opportunities for advancement within the organization.
- Ask for assistance in developing a purposeful path for advancement within the department or organization; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

## CORRECTIVE ACTION

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Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of Boardman Park & Recreation District to correct performance deficiencies and address violations of policies and work rules to correct situations and avoid repetition.

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

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

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

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

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

# COMPENSATION

## PAY ADMINISTRATION (NEW INFORMATION)

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Boardman Park and Recreation District values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internal equity is achieved.

### **Salary Placement Upon Hire**

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience, and education. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

**Note: Each employer should include language in their current practice for determining pay upon promotion. A promotion is defined as movement from one position to another of higher-level work within the organization. As you write policy language for this section, ensure your practice is in compliance with Oregon Equal Pay Act (References: [ORS 652.210 - 652.235](#); [ORS 659A.357](#); [OAR 839-008](#))**

### **Salary upon Promotion**

*Upon promotion, Boardman Park & Recreation district normally gives a salary increase to the next higher rate in the new salary range. If the next higher rate is less than a [2.5, 3, 4, 5] percent increase, the next higher rate of pay in the higher classification's salary range may be used. Promotional increases greater than the next higher rate as described above must consider an internal assessment for compliance with Oregon Equal Pay Act.*

*[Organization Name] will retain documentation on the established rate of the promotional pay amount.*

### **Salary upon Demotion**

*Upon demotion, Boardman Park & Recreation normally reduces the employee's pay to the top step of the new classification, if the employee's current pay is above the top step of the new classification; or maintains the current rate of pay, if the employee's pay is within the range for the new classification unless an internal assessment warrants a higher pay rate within the range.*

*[Organization Name] will retain documentation on the established rate of the promotional pay amount.*

### **Pay while Temporarily Working at Higher Level**

*Upon assignment of higher-level duties for a full pay period or more, employees may receive a five (5) percent increase from the employee's current base wage for the duration of the assignment. If five (5) percent increase falls below the lowest step of the higher-level classification, the employee receives the first step of the higher classification. [Organization Name] will retain documentation on the established rate of the promotional pay amount.*

### **Pay Increases**

It is Boardman Park and Recreation District 's policy to reward you with increases in pay for dedication in your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. Recommended increases are not effective until approved by both the next level of management and CEO.

Because information about your rate of pay and any increases is sensitive and personal, we ask that you exercise discretion and care regarding the discussion of these matters.

**Pay Differentials**

Pay differentials may be provided by [Organizations Name] when certain skills, licensures and certifications are required to perform the duties and responsibilities of the job. The following differentials are offered.

Add as many as are used within your organization to include the following elements:

Differential Title:

Eligibility criteria:

Differential Amount:

NOTE: if a bilingual or multilingual differential is offered, the same amount must be offered for American Sign Language (ASL). [Effective January 1, 2026]

## **PAY PRACTICES (NEW INFORMATION)**

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### ***Pay Orientation (Effective January 1, 2026)***

At time of hire, an explanation of earnings and deductions shown on the itemized pay statement, is provided to the employee through multiple forms of communication via employee handbook, in a written document or other payroll correspondence. Review and update of this information is performed on an annual basis to ensure accuracy. The information will include access to a comprehensive list of the following:

- a) All pay rates that employees may be eligible for include, hourly or salary rates, shift differentials, **piece rate, and commission-based pay**, as applicable.
- b) All benefit deductions and contributions with corresponding payroll code and definition of each.
- c) All other deductions with definitions of each.
- d) Any allowances, if any, claimed as part of minimum wage.

### ***Paydays***

You will be paid twice a month. Paydays are **generally on the 5<sup>th</sup> and 20<sup>th</sup> of each month**. If payday falls on a Saturday, Sunday, or banking holiday, paychecks will be distributed on the Friday prior to the established payday. If payday falls on an organizational holiday, you will receive your check on the last workday prior to the holiday.

### ***Pay Statements***

Each pay statement shall include the following information to provide transparency for an employee:

- a) The date of payment
- b) Dates of work covered by the payment
- c) The name of the employee
- d) The name and business registry number or business identification number
- e) The address and telephone number of the employer
- f) The rate or rates of pay for each type of work: regular and overtime.
- g) The salary basis – hourly, salaried, shift, day, weekly, piece or commission basis
- h) Gross wages
- i) Net wages
- j) The amount and purpose of each deduction – full definitions of deductions are available from the payroll office
- k) Allowance, if any, claim as part of minimum wage
- l) Accrual balances

### ***Payroll Deductions***

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

### ***Pay Advances (Optional)***

Advance payments of salary may be granted in emergency situations but must be approved by an immediate supervisor, CEO and the Finance Manager. Each request for an emergency draw will be

reviewed individually. Employees are encouraged to find other appropriate resources for any financial difficulties, however.

To receive approval, emergency draws cannot exceed an amount equal to the hours accumulated at the time of the request, less any funds required for voluntary and involuntary deductions; advances may never exceed an employee's net salary for the pay period. The amount of any pay advance will be withheld from the employee's paycheck covering the pay period the wages were drawn against.

***NOTE: You may wish to add language regarding deductions from final pay. Please check your state law regarding any such deductions, as regulations vary.***

### ***Delivery of Paychecks***

Your paycheck will be delivered to you each payday or direct deposited into your designated account.

### ***Method of Payment***

Paychecks will be hand delivered to employees by their supervisor or manager each pay day.

Direct deposit vouchers will be emailed to email provided by the employee. If a printout is requested, a printed deposit voucher will be hand delivered to the employee by their supervisor or manager.

### ***Employee Withholding Allowance Certificates (Form W-4)***

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the organization will implement the desired changes by the start of the first payroll period ending on or after the 30<sup>th</sup> day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

### ***Time Records for Non-Exempt Employees***

The time sheet is a record of time worked and must be filled out daily. It provides a permanent record of time spent on the job, indicating the exact time you worked. Each non-exempt employee will be issued a password to be used on the time keeping system.

Time sheets should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Supervisors will review and initial timecards each pay period. Timecards must be completed via computer. If an error needs to be corrected contact the manager/supervisor for appropriate action. Time sheets should be reviewed, signed, and turned in at the end of the pay period. Your signature on the time sheets for 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 timecard. Willfully falsifying a time sheets will be grounds for corrective action, up to and including termination.

### ***Time Records for Exempt Employees***

Employees classified as exempt do not fill out timecards and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because Boardman Park & Recreation District does have vacation and sick pay benefits programs, if you have

earned time in these bank(s), you must use this time first [from whichever benefit applies] to cover any time off that is less than your normal workday.

### **Overpayments**

When a public employee is overpaid and receives funds not due to them, the employee may deduct the amount of the overpayment from the employee wages in accordance with the following:

- a) If the over payment occurred during the 364-day period immediately preceding the discovery, employer shall provide the employee with a written notice, at least ten calendar days before making a deduction.
- b) The total amount of the deduction may not exceed five percent of the employee's gross pay each pay period, unless the employee requests that a greater percentage or amount is deducted.
- c) If an employee is terminated or separates from employment, the [organization name] can recoup the balance owed from the employee's final paycheck.

The written notice of overpayment shall include the following information:

- a) the reason the overpayment occurred.
- b) the total amount of the overpayment.
- c) the purpose of each deduction in the deduction transaction.
- d) the amount of deduction (lump sum or repayment schedule including amount and dates of deduction transactions)
- e) the date the deduction to occur
- f) employee's signature authorizing deduction

### **Dispute Resolution Process for Paycheck Errors**

If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the Human Resources Manager.

### **Final Paycheck**

While we request that you give us at least ten 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 (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

# HOURS OF WORK AND WORK SCHEDULES

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## ***Organization Hours***

The general office hours at Boardman Park & Recreation District are 8:00 a.m. to 5:00 p.m., Monday through Friday.

The general hours for the Boardman Pool & Recreation Center are 5:30 a.m. to 8:00 p.m., Monday through Friday and 9:00 a.m. to 8:00 p.m. on Saturday.

Specific workday and workweek schedules for each employee will be determined from time to time by the appropriate manager based on the organization's needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

The normal workday is 8 hours. The total hours in a normal workweek are 40, Monday through Sunday. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

## ***Overtime***

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times (1.5) the regular rate of pay for all hours worked, more than 40 in a regular workweek, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime. Your department supervisor must approve any overtime hours in advance or else you may face corrective action, up to termination.

## ***Meal and Rest Periods***

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency, is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

***NOTE: Exemption may exist for employers with ten or fewer employees.***

## ***Heat Illness Prevention Breaks***

Oregon OSHA requires an employer to provide breaks and other appropriate measures for employees whose work environment, heat index equals or exceeds 80 degrees Fahrenheit. The heat illness prevention rest breaks and other appropriate measures may at the same time as required meal or rest periods if the timing of the break coincides with the required meal or rest period. (Reference Oregon Administrative Rule 437-002-0156)

## ***Lactation Breaks***

Boardman Park & Recreation District promotes and supports the practice and needs for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks,

although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

That protection has not applied to employees who are exempt from minimum wage (listed at ORS 653.020), apart from salaried exempt employees.

HB 2541 extends the right to express milk in the workplace to certain agricultural employees who were previously excluded from those protections. These are individuals who:

- Are employed on a piece-rate basis as a hand harvest or pruning laborers,
- Commute daily from a permanent residence to the farm on which they are employed, and
- Have been employed in agricultural labor less than 13 weeks during the preceding calendar year.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

Boardman Park & Recreation District will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with your manager or Human Resource Manager. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

***NOTE: Since breast milk is a bodily fluid, and as such, could harbor certain communicable diseases, it is important it be labeled with the employee's name.***

### ***Social and Recreational Activities***

Participation in off-duty social or recreational activities such as organization picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

### ***Inclement Weather and Emergency Closures***

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office.

If Boardman Park & Recreation District makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide messaging platform from CEO or managers. It is the responsibility of each employee to call your supervisor for an update, if there is any doubt regarding office operations.

If a decision is made to close the office and/or the Boardman Pool & Recreation Center after the business day has already begun, the closure message will also be announced via your direct supervisor.

Exempt employees will be paid for all absences full day related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available vacation may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two 2 hours, whichever is greater.

## **TELEWORK OR TELECOMMUTE**

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Both telework and telecommute are a flexibility that may be available to some positions within the organization. These are two different arrangements. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee's residence. Telecommute is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee's residence.

All telework and telecommute arrangements require the prior approval of CEO and may be changed at the discretion of CEO. Telework and telecommute may be permissible for some jobs and not all jobs.

Employees are responsible for ensuring a safe work environment when telecommuting or teleworking. Employees are also responsible to meet the expectation of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

Any employee who is teleworking or telecommuting must be available during established work hours and provide timely responses to email, phone calls etc. Absences, including unavailability during work hours, must be pre-approved. Employees must account for all time worked. Supervisors may consider an employee's request to alter regular work hours in the same way they would evaluate these requests for a person working at an organization address.

An employee's salary, benefits and insurance coverage do not change because of teleworking or telecommuting.

Employees are responsible for the utilization of Boardman Park & Recreation District networks while working remotely in a safe and secure manner as directed by the CEO.

As mentioned above these are planned arrangements. Employees and supervisors must work together to determine if an arrangement can be made and the details of the arrangement.

### ***Information Technology***

Teleworking or telecommuting employees are expected to be able to set up a remote office and use both organization and their own equipment without direct physical help from organization. While any equipment supplied by the organization will be maintained by or at the direction of organization, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

Employees are expected to have sufficient Internet access if work assignments require use of Web resources in the performance of their duties while working at a remote worksite.

The organization will determine, with information supplied by the employee and the supervisor, what equipment will be supplied for each telecommuting situation. The employee must sign an

inventory of organization property and agree in writing to take appropriate action to protect the inventoried items from damage or theft.

All equipment supplied by the organization will be maintained by or at the direction of organization. Equipment supplied by the employee will be maintained by the employee. The organization accepts no responsibility for damage or repairs to employee-owned equipment.

All equipment and software supplied by the organization are only for organizational business and must comply with the organization's security and maintenance policies and practices. Portable equipment must always have organizational authorized security measures installed and running

If the teleworking employee provides equipment, the employee provided equipment must comply with organization's security and maintenance policies and practices, and any additional safeguards required by the organization.

Employees will notify the organization immediately in the event of a breakdown or other issue with supplied equipment, software, or other materials. Employees will follow the organization's direction regarding any necessary repair, update, replacement, etc.

Upon separation of employment, or discontinuation of a planned arrangement, whichever comes first, all organization property issued to the teleworking employee must be returned.

Organization information stored on any employee's personal electronic equipment is subject to public records requests and discovery, and to review by the organization at any time.

### ***Security***

Employees are expected to ensure the protection of organization and district information accessible from their home office.

Steps include making sure that:

- All devices have anti-virus software **centrally managed by IT professionals**.
- All Wi-Fi, cellular or similar access points are protected with strong passwords or passphrases.
- All Wi-Fi, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
- Login and password information is secure and protected, even from family members.
- Basic network practices are being applied [ **firewall with appropriate security standards** ].
- Web-based systems are secure [ **"https" URL, not just "http"** ].
- Two factor authentication is enabled and being used [ **if available** ].
- All data is saved to organization authorized shared network drives or cloud locations [ **example: OneDrive** ]. Similarly, no data is saved or stored on portable machines [ **example: C-Drive or Desktop** ].
- VPN access [ **if available** ] is only via organization issued devices. No personal devices are connected via VPN.

### ***Physical Security***

Employees are expected to ensure physical office security by taking steps like keeping proprietary material in locked file cabinets and desks, securing doors, windows, hiding devices when not in use, and any other measures appropriate for the job and the environment.

Employees will follow all organization policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential information, paper and electronic, in transit or at the alternate worksite.

When accessing the organization's network from a personal computer, employees are responsible for preventing access to any computer resources or data by non-authorized users. In addition, employees are expected to ensure the remote host is not connected to any other network at the same time, except for personal networks that are under their complete control or under the complete control of the employee.

Performance of illegal activities through the organization network or on organization time by any user authorized or otherwise is prohibited. The employee bears responsibility for and consequences of misuse of their access.

The IT Department will confirm that the user's device does not contain any traces of protected, sensitive, organization, or proprietary information and delete any protected, sensitive, organization and/or proprietary data, licensing, and information remaining on the device.

### ***Technology Support***

The IT Department will only provide device support that relates to organizational devices and connections.

### ***Workers' Compensation***

If the employee is approved for teleworking or telecommuting in a different state than the central organization location, the organization will confirm reciprocal workers compensation coverage applies while on the approved assignment or work agreement.

## **EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT**

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Boardman Park & Recreation District will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by the finance manager before payment is made.

### **Expense Reimbursement Procedure and Reports**

Requests for expenses and mileage reimbursement must be submitted on a monthly basis. Supporting documentation and/or itemized receipts must be provided for each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense.

### **Mileage Reimbursement**

While in the course and scope of duties on behalf of Boardman Park & Recreation District, employees, with their department manager's approval, may use their vehicle for business purposes. While driving on behalf of Boardman Park & Recreation District and in the course and scope of duties assigned, liability would accrue to Boardman Park & Recreation District for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by Boardman Park & Recreation District for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are encouraged to have comprehensive and collision coverage on vehicles used for Boardman Park & Recreation District business.

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

To recover these costs, an expense report must be signed by you and dated, initialed by your department manager, and submitted to the finance manager for processing according to policy. If you have questions about expense reports and mileage allowances, please ask.

### **Credit Card Payment**

If a credit card is provided to you, the employee, all receipts must be provided within 3 business days to the Finance Manager for the credit card reconciliation process. You must follow the protocol for reconciliation of your statement and submission of documentation as required by the Finance Manager. This may include the utilization of an electronic system provided by the financial institution that the credit card is tied to.

Employees may expense and/or use a company provided credit card, for business related activities or incidental supplies following IRS guidelines.

### **Overnight Travel and Meal Expense Reimbursement**

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverage, and any incidental expenses that are necessary and business related.

**Meal Reimbursement Limits**

Boardman Park & Recreation District will not reimburse more than the following amounts for any meal unless approved in advance by CEO and Finance Manager; these maximums are inclusive of gratuity. If the event being attended provides breakfast, lunch or dinner employee must utilize the meal being provided as the district will **not** cover alternative choices for meals. If employees stay overnight to attend training/work conference and the hotel provides breakfast, lunch or dinner the district will **not** reimburse for alternative food options.

Breakfast	<b>\$15.00</b>
Lunch	<b>\$15.00</b>
Dinner	<b>\$30.00</b>

**Exceeding meal reimbursement limits**

Boardman Park & Recreation District recognizes that there may be certain group meal functions at locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations should be known in advance and prior approval obtained from CEO and Finance Manager.

**Alcoholic Beverages**

Boardman Park & Recreation District recognizes will not pay for alcoholic beverages, and such costs should not be submitted for reimbursement.

**Transportation Expense Reimbursement**

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental, and fuel for such rental.

**Spouse/Guest Expense Reimbursement**

Boardman Park & Recreation District recognizes will not pay for meals or entertainment of spouses/guest/significant others.

Boardman Park & Recreation District recognizes expects its employees to use good judgment and reserves the right to deny an expense if, in management’s belief, it is unreasonable.

## **PAY EQUITY**

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Boardman Park & Recreation District strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time to time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on Boardman Park & Recreation District's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with The Human Resources Manager to obtain clarification



# **BENEFITS**

## PURPOSE AND POLICY

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Boardman Park & Recreation strives to provide equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Our benefits program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to temporary or on-call employees.

Some benefits may accrue during your new-hire introductory period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

### ***Benefit Pro-ration and Employee Cost Sharing***

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. You accrue vacation and sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by Boardman Park & Recreation. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the organization's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

### ***Benefit Design and Modification***

Boardman Park & Recreation reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

### ***Benefit Plan Documents***

You will receive summary plan descriptions upon eligibility and enrollment. 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 govern. These official documents are available from Finance Manager for your review. We ask that you refer any questions about this information to the Finance Manager.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or because of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

## HEALTH INSURANCE BENEFIT

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Boardman Park & Recreation currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. 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 Finance Manager.

### ***Eligibility***

This benefit is provided for all regular full-time exempt employees. If otherwise eligible, you may begin to participate in the plan after you have completed **90** days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of **90** days of employment. Part-time, temporary, and on-call employees are not eligible to participate in the health insurance plan.

### ***Plan Enrollment***

Once you are eligible, you may complete enrollment forms available through the Finance or HR Manager. If you do not want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The cost of the monthly premium for enrolled employees is shared between our employees and the organization. Boardman Park & Recreation District contributes 95% of the monthly premium and you are required to pay the remaining 5%.

Coverage for dependents of employees is also available; however, you are responsible for the full cost of the monthly premium associated with this coverage.

Insurance coverage for your dependents is also available. The organization aids with the cost by contributing 0% of the monthly premium.

An eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Medical information is covered by HIPAA regulations. Boardman Park & Recreation realizes the responsibility we must treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

### ***Premium Cost***

Specific types of coverage and benefit payment schedules are described in the organization's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the organization will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the number of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. Boardman Park & Recreation determines the payroll deduction schedule.

***Termination of Coverage [ Employers with twenty or more employees ]***

If you or your dependents lose eligibility to participate in the health plan, you may have the health plan coverage extended for a period. Eligibility can be lost due to a prolonged absence from work or if certain “qualifying events” occur that would otherwise cause your or a dependent’s group health coverage to terminate. Examples of qualifying events are termination of employment, a reduction in hours, divorce or legal separation, entitlement to benefits under Medicare, a dependent child reaching the age of twenty-six, or a leave of absence. You must notify us, or the plan, when a dependent child loses eligibility or in the event of divorce or legal separation.

You, your spouse, and dependents may continue group health insurance for a certain period at your own expense under COBRA. However, continuation does not occur automatically. You and any dependents have 60 days to enroll in the plan, which starts on the later of A] the date the election notice is received or B] the date you and any dependent would otherwise lose coverage; you have 45 days to pay the initial premium. Coverage will be retroactive to the date of the qualifying event. You and any covered dependent will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

***Termination of Coverage [ Oregon employers with fewer than twenty employees ]***

If you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period under the continuation coverage provided for by state law. Eligibility can be lost if certain “qualifying events” occur that would otherwise cause your or a dependent’s group health coverage to terminate. Examples of qualifying events include termination of employment, a reduction in hours, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

You, your spouse, and dependents may continue group health insurance for up to nine (9) months at your own expense if you were enrolled in the plan for at least three (3) months. However, continuation does not occur automatically. You must elect coverage within [ insurer’s required response time ] or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within a specified period [ or insert insurer’s specific requirement ] for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

[ **Option:** If your insurer’s response time is not more generous than the minimum timeframe required by law, an employer should instead state that an employee must notify [ Organization Name and/or the insurer ], in writing, within the later of a ] ten (10) days after the date of eligibility or b ] ten (10) days after being notified by the insurer of eligibility. ]

***Termination of Coverage – (Only entities with employees enrolled in SDIS benefit program)***

***\*NOTE: for all members enrolled in the SDIS Benefit Program, regardless of the number of employees you have, you are considered a large group (ie: 20 or more employees) and therefore persons are eligible for 18 months of COBRA. Use this section of this handbook template below.***

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the health plan coverage extended for a period of time. Eligibility can be lost due to a prolonged absence from work or if certain “qualifying events” occur that would otherwise cause your or a dependent’s group health coverage to terminate. Examples of qualifying events are termination of employment, a reduction in hours, divorce or legal separation, entitlement to benefits under Medicare, a dependent child reaching the age of 26, or a leave of absence. You must notify us or the plan when a dependent child loses eligibility or in the event of divorce or legal separation.

You, your spouse, and dependents may continue group health insurance for a certain period of time at your own expense under COBRA. However, continuation does not occur automatically. You and any dependents have 60 days to enroll in the plan, which starts on the later of a) the date the election notice is received or b) the date you and any dependent would otherwise lose coverage; you have 45 days to pay the initial premium. Coverage will be retroactive to the date of the qualifying event. You and any covered dependent will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

You, your spouse, and dependents may continue group health insurance for up to 18 months at your own expense if you were enrolled in the plan for at least one month. However, continuation does not occur automatically. You must choose coverage. You and any dependents have 60 days to enroll in the plan, which starts on the later of a) the date the election notice is received or b) the date you and any dependent would otherwise lose coverage, or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within 45 days for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

[ **Option:** If your insurer’s response time is not more generous than the minimum timeframe required by law, an employer should instead state that an employee must notify [ Organization Name and/or the insurer ], in writing, within the later of a ) ten (10) days after the date of eligibility or b ) ten (10) days after being notified by the insurer of eligibility. ]

#### ***Portability/Conversion of Health Plan***

If you have been continuously covered under our group medical insurance policy for at least 180 days and your employment with us ends, you may be eligible to convert to an individual policy with our insurance carrier. You may request this portability coverage before, during, or at the end of the benefit extension period described above. However, you must apply for portability coverage from our insurance carrier within 60 days after your group coverage ends. Please contact the insurance carrier for more information about this coverage.

## DENTAL INSURANCE BENEFIT

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Boardman Park & Recreation provides a Dental Insurance plan for employees.

### ***Eligibility***

Employees regularly scheduled to work 40 hours or more per week are eligible for dental insurance coverage on the 91<sup>st</sup>. Part-time, temporary, and on-call employees are not eligible to participate in dental insurance.

### ***Cost***

At the time of eligibility and during open enrollment each year, you will be notified of how much the organization will contribute towards monthly premiums.

Employees may enroll dependents in the dental care plan but must pay all the premium costs associated with this coverage, which will be deducted from the employee's paycheck.

***NOTE: Employers may need to consider equal pay laws and regulations when determining benefits provided to different groups of employees.***

# VACATION BENEFIT

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***NOTE: This section may be replaced by the Paid Time Off Policy section if your organization has such a plan.***

All full-time and regularly scheduled part-time employees are eligible for vacation based on the schedule below. All accruals begin after the completion of **90** days of employment. At the end of the specified initial employment period, credit is given from the first day of employment. No vacation time may be taken or paid during the introductory period, unless specific arrangements have been made at the time of hire.

*You will earn vacation benefits according to the following schedule:*

Salaried Exempt  
(Managers)

<u>Years of Service</u>	<u>Rate</u>
0 years to 5 years	3 Weeks per Year
5 years, 1 day to 10 years	3 Weeks & 3 Days per Year
10 years, 1 day to 15 years	4 Weeks per Year
15 years, 1 day to 20 years	5 Weeks Per Year
20+ years	6 Weeks Per Year

Non-Exempt  
(coordinators, Leads)

<u>Years of Service</u>	<u>Rate</u>
1 year to 5 years	2 Weeks Per Year
5 years, 1 day to 10 years	2 Weeks & 2 Days per Year
10 years+	3 Weeks Per Year

Non-Exempt  
(Full time hourly)

<u>Years of Service</u>	<u>Rate</u>
1 year to 5 years	1 Week Per Year
5 years, 1 day to 10 years	2 Weeks Per Year
10 years+	3 Weeks Per Year

Accrual for part-time employees is on a pro-rated basis calculated on the established work schedule. Continuous service will be calculated from the first of the month near your date of hire.

We provide vacation and personal time so you can enjoy periods of time away from work. Vacation is intended for rest and recreation, and vacation pay may not be taken instead of time off. Vacation accrual will be paid out at separation in accordance with this policy and any applicable law.

The district provides eligible employees with vacation benefits based on the schedule above. Vacation time is granted by employment anniversary year and is on a “use it or lose it” basis.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing and submitted to your supervisor. Employees will not be allowed more than **two (2) weeks** off at a time. We will try to grant each request, but we cannot guarantee your request will be

approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

***NOTE: Any employer who wishes to change the accrual rate may consider grandfathering existing employees at their current rate. Either way, advance notice of the change should be provided. Employers may need to consider pay equity laws and regulations when determining benefits provided to different groups of employees***

## SICK LEAVE (NEW INFORMATION)

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**NOTE: This section may be replaced by the Paid Time Off Policy section if your organization has such a plan. This policy can easily be modified to comply with state sick leave laws or federal requirements. Employers may need to consider equal pay laws and regulations when determining benefits provided to different groups of employees.**

Boardman Park & Recreation District provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the Finance manager or CEO. The accrual of sick time begins on the first day of employment at the rate of one (1) hour of sick time earned for every 30 hours worked ~~and is placed on a yearly accrual cap per the table below.~~ Employees may use accrued sick time beginning on the 91st calendar day of employment. Sick time may be used as it is accrued moving forward.

<u>Years of Service</u>	<u>Yearly Accrual Cap</u>
0 years to 5 years, 364 days	40 Hours
6 years	48 Hours
7 years	52 Hours
8 years	56 Hours
9 years	60 Hours
10+ years	64 Hours

Employees may carry over up to 40 hours of unused sick time from one leave year to the next.

All accruals begin on the employee's day of hire. At the end of the probationary period, credit is given from the first day of employment. No sick leave may be taken or paid during the probationary period unless approved by the District Manager/Director. Accrual of sick leave shall have no lifetime cap, and any unused sick leave shall carry over year to year. Employees are not paid for unused sick leave upon employment termination.

The district may request medical verification for proof of sick leave on the fourth day of consecutive leave occurrence or at the discretion of the district manager if any employee is suspected of missing sick time.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, ~~donating blood [Effective January 1, 2026]~~, to care for an immediate family member with an illness. Boardman Park & Recreation District does not allow employees to donate sick time to other employees in need. Unused sick time is not paid out upon separation from employment.

### **Abuse of sick leave**

Abuse or misuse of sick time occurs when sick leave is used for purposes not allowed under Oregon law, when false or misleading information is provided, or when required attendance procedures are not followed. If an employee is found abusing sick leave it could lead to a formal write up or subject to termination by CEO.

## PAID HOLIDAY BENEFIT (NEW INFORMATION)

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Boardman Park & Recreation District observes the following holidays each year and our main office will be closed on these days; The recreation center is closed on the \* holidays.

New Year's Day*	Independence Day*	Day after Thanksgiving*
Martin Luther King Day	Labor Day	Christmas eve*
Memorial Day	Indigenous Day	Christmas Day*
Juneteenth	Thanksgiving Day*	New Year's Eve*

**Floating holiday:** Any employee who are mandated to work on an approved holiday will receive one floating holiday per year to use at their discretion. Employees must give two weeks' notice for use of a floating holiday. Approval is subject to scheduling needs and CEO approval.

Employees will receive a schedule each year showing the dates each of these holidays will be observed. Employees scheduled to work on these holidays will be paid the overtime rate of 1.5 times their regular rate for hours worked. Any holidays or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion. Part-time employees that have the recognized holidays off will receive 4 hours of pay for that day. Full-time employees that have the recognized holidays off will receive 8 hours of pay for that day.

### ***Eligibility***

Employees regularly scheduled to work 20 hours or more per week will be paid for the above holidays. Part-time employees between 20 and 35 hours will receive a prorated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four (4) hours of holiday pay because 50% of the full-time schedule is worked. If an employee will receive holiday pay if they work during that pay period.

## VETERANS DAY HOLIDAY

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Eligible employees have the option of taking Veterans Day off by requesting it as a holiday during any year it falls on a scheduled workday. If a veteran does not receive time off for Veterans Day, the employee may choose a single day off within the same year with CEO's approval. This time off will be a paid holiday for the veteran.

### Establishing Eligibility

Employees are eligible if they fall within specific parameters outlined by law. An individual must have been deployed for at least one day or must have served on active duty with the Armed Forces for at least 178 days and received an honorable discharge, if no longer a member of the military. Please inquire about additional qualifying circumstances. We may request that you provide document (DD214) establishing your eligibility.

### Employer Response

Due to situations where providing time off would create significant economic or operational disruption, or undue hardship would occur, the decision may be made not to allow anyone to take the day off or to allow only the minimum number of employees to avoid such a situation

## ***OTHER BENEFITS***

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### **Recreation membership**

The district provides free membership to employees who wish to use the recreation center. **If non-exempt employees wish to enroll family members with a membership, the cost is at a discounted rate and is the responsibility of the employee to pay. The Employee will have to fill out a deduction form. Exempt employees' families will receive a free family membership** For more information on this benefit, employees should speak with the HR Manager.

## ***RETIREMENT PLANS***

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**457 Deferred Compensation:** The District offers all classifications of employees, except for temporary/seasonal, with the opportunity to contribute to a 403b Deferred Compensation Plan. Enrollment can be completed once an employee's probationary period has been satisfactorily completed. All eligible employees can contribute with state 457B plan. All 18 years of age or older can also contribute to Corbridge 457B plan.

**403 Pension:** The District provides exempt employees with enrollment in a 457b Pension Plan. Enrollment is complete once the employee has completed 2000 hours or 1 year of employment, whichever comes first. The district may contribute an amount equivalent to a percentage of the employee's gross salary to the plan on the employee's behalf subject to annual board approval based on budgetary and policy considerations.

# **LEAVES OF ABSENCE**

# LEAVE OF ABSENCE POLICY

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We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

***NOTE: List the leaves your organization provides at will as well as any leaves mandated by law and regulation [FMLA must be included in detail, as applicable], if practical. Depending upon your employer coverage, it may benefit you to be less specific due to complex interactions between local, state, and federal law.***

Bereavement Leave	Disability Leave (Non-FMLA)	Family and Medical Leave
Civic Duty	Military Leave	Leave to Donate Bone Marrow
Personal Leave	Crime Victims' Leave	Domestic Violence Leave
Paid Leave Oregon (Insurance)		

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact Human Resources.

## ***Sick Leave***

The district provides all employees with sick leave at the rate of 1 hour for every 30 hours worked and is placed on a yearly accrual cap per the table below. For purposes of sick leave, the year is defined as a fiscal year. Exempt employees are presumed to work 40 hours per week for purposes of sick leave accrual unless their normal work week is less than 40 hours, in which case sick leave is accrued based upon the employee's normal work week. Employees may contribute/donate sick leave to another employee with prior written permission from the CEO.

## OFLA BEREAVEMENT LEAVE

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*[OFLA and Sick Time only apply to same gender registered domestic partners. However, we have not delineated this category in the following policy. While siblings, cousins, and others who have been involved in an employee's life in a familial way are generally not covered by the law, you may wish to recognize that these are important relatives or relationships and therefore may wish to cover absences related to their deaths]*

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

***\*Please note that bereavement leave is paid for a maximum of 3 days\****

*Spouse/Domestic Partner  
Biological, Adoptive,  
Foster, or Stepchild  
Parent  
Grandparent/Grandchild  
Parent-in-law  
Another Person of "In  
Loco Parentis" Relation*

***\*Any other residing in the same house or person acting in the capacity of an immediate family member***

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral or alternative of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

### Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. If you qualify for OFLA, at a minimum, you are allowed to take up to two weeks off per death of an immediate family member. If you need additional time off for any bereavement-related purpose, you may ask for more time which may be granted according to applicable law or at the discretion of management.

### Request Procedure

If possible, you should provide notice of the need for leave 10 days in advance. You are required to at least provide oral notice within 24 hours of taking leave, but someone else can do this on your behalf, if necessary. You must provide written notice of the request for time off within **three (3)** days of returning to work.

### Pay While on Leave

You will continue to receive regular pay based on straight-time work hours missed up to eight hours a day for up to three days, which is the maximum company-paid absence allowed. Employees may choose to cover an additional period of absence with any available **sick time or vacation time**.

### Status of Benefits

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

***NOTE: If the employee has available Oregon Sick Time leave and is OFLA eligible, the time off will run concurrently, except for any company-paid portion of the leave, which would be covered only by OFLA since the employee's own paid sick leave is not being used. If dual coverage applies, employees can use more than 40 hours of their own paid sick time in addition to any company-paid time granted. Lastly, if leave is granted only to some employees or beyond what is required by law and afforded by the policy, consider any implications this may have regarding pay equity laws and regulations.***

## **DISTRICT BEREAVEMENT LEAVE**

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***Note: This language is used when an organization wishes to offer bereavement leave but does not meet the definition of a covered employer or the employee is ineligible for OFLA Bereavement Leave. Your organization may offer the required OFLA Bereavement, as applicable and organization bereavement leave.***

You are eligible to take a Bereavement Leave in the event of the death of the following immediate family members for a maximum of three (3) days:

- spouse of a covered individual
- child of a covered individual or the child's spouse or domestic partner
- parent of a covered individual or the parent's spouse or domestic partner
- sibling or stepsibling of a covered individual or the sibling's or stepsibling's spouse or domestic partner
- grandparent of a covered individual or the grandparent's spouse or domestic partner
- grandchild of a covered individual or the grandchild's spouse or domestic partner
- The domestic partner of a covered individual
- Any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship

This leave may be taken to attend the funeral (or alternative) of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member.

Leave to attend the funeral of a non-immediate family member with whom you had an especially close relationship may also be granted at the discretion of the CEO.

#### Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need. At a minimum, you are allowed to take up to three (3) consecutive days, regularly scheduled working days off per death of an immediate family member. If you need additional time off for any bereavement-related purpose, you may ask for more time, which will be granted according to applicable law or at the discretion of management.

#### Request Procedure

You are expected to give us as much notice as possible of the need for time-off so that we can plan to cover your absence. If your leave is not protected by applicable law, your supervisor will decide whether to grant leave after consulting with management. You may be asked to verify your family relationship to and the death of your family member.

#### Pay While on Leave

You will continue to receive regular pay based on straight-time work hours missed up to eight (8) hours a day for up to three (3) days, which is the maximum company-paid bereavement leave allowed. Employees may choose to cover an additional period of absence with any available (sick time, paid time off, etc.).

#### Status of Benefits

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

# CIVIC DUTY LEAVE

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## ***Jury or Witness Duty Leave***

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause undue hardship for you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid vacation time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

## **Length of Leave**

Jury or witness duty leave is available for the period covered by the initial subpoena or court order and any involuntary extensions.

## **Request Procedure**

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or as a juror so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within **five (5)** days after you received it.

## **Pay While on Leave**

You will be compensated for the difference between the civic pay received and your regular rate of pay for the time you are required to serve. For exempt employees, any partial day or partial week worked will be paid in full; employees are required to remit any jury fees received in connection with their service.

## **Status of Benefits**

Benefits are not affected by jury or witness duty leaves.

## CRIME VICTIMS' LEAVE

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If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

### Safety Measures

The company will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

### Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

### Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

### Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

### Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may be required to use any accrued paid vacation or sick time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first. An employee may also choose to apply for the Paid Leave Oregon Insurance program, see Paid Leave Oregon section of this handbook.

### Status of Benefits

Benefits are not affected by crime victims' leave.

***NOTE: Oregon Sick Time may apply.***

## **DOMESTIC VIOLENCE LEAVE**

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An employee who is a victim of domestic violence, harassment under the public offenses' statutes, sexual assault, bias crimes, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

### **Eligibility**

All Boardman Park & Recreation District employees are eligible to take domestic violence leave.

### **Types of Services/Treatment**

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

### **Length of Leave**

The amount of leave taken will be reasonable and that does not create significant difficulty and expense (undue hardship) for the organization.

### **Request Procedure**

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

### **Safety Measures**

The Company will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, bias crimes, or stalking.

*Examples of such measures may include transfer, reassignment, modified schedule, unpaid leave, different work phone number or workstation, installing new locks, and other accommodations."*

### **Pay While on Leave**

Domestic violence leave is unpaid; however, eligible employees who take this type of leave **may** use any accrued paid vacation or sick time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first. An employee may also choose to apply for wage replacement through the Paid Leave Oregon Insurance program, see Paid Leave Oregon section of this handbook.

### **Status of Benefits**

Benefits are not affected by domestic violence leave.

***NOTE: Oregon Sick Time may apply.***

# FAMILY AND MEDICAL LEAVE (FMLA)(NEW INFORMATION)

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## ORGANIZATIONS WITH 50 OR MORE EMPLOYEES

### ***Purpose***

The Federal Family and Medical Leave Act (FMLA) provide employees protected leave from work when experiencing or supporting certain family during physical or mental health instances.

### ***Reasons for Family and Medical Leave***

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

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

Under the Family and Medical Leave Act (FMLA), a "family member" is defined as:

**Spouse:** A husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage and same-sex marriage.

**Child:** A biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee is standing in loco parentis (in the place of a parent), who is either under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability.

**Parent:** A biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in-law."

### ***Eligibility***

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

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

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

### ***Length of Leave***

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

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

### ***Request and Certification Procedure***

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all the benefits to which you are entitled; however, you are expected to adhere to our workplace rules and make every effort to communicate your situation to us immediately. So that we can best work with you, it is important that you complete all requested leave documentation.

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

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

If you are taking family and medical leave related to another person, you may be asked to provide proof of your relationship to this person. Please check with the Human Resource manager to discuss how best to provide this proof.

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

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

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

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

***General Provisions***

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

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

***Reinstatement***

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

NOTE: Employers are required to pay for any expenses incurred by the employee to provide a certification from a medical provider.

***Military Caregiver Leave Under FMLA***

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

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

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

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

### **Concurrent Protections**

When a qualifying event is covered by both FMLA and OFLA and the employee is eligible for both the protected leave will run concurrently. This information will be included in your letter of approval.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA)**

*OREGON ORGANIZATIONS WITH 49 OR FEWER EMPLOYEES IN A 75 MILE RADIUS*

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***Note: Add this policy notice to your handbook if your organization employs forty-nine or fewer employees in a 75-mile radius.***

The Federal Family and Medical Leave Act (FMLA) apply to all public employers, regardless of employee count, and all organizations who employ fifty or more employees, within a 75-mile radius. However, due to the size of our organization, employing less than 50 employees, we are not considered a covered employer. Employees therefore are not eligible for this protected leave type. Notice will be provided to employees should our eligibility change.

## **OREGON FAMILY LEAVE ACT (OFLA) (NEW INFORMATION)**

*OREGON ORGANIZATIONS WITH 25-49 EMPLOYEES*

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***NOTE: This policy applies to an Oregon organization with 25-49 employees. The handbook language covers only the state family leave; the policy does not create or grant any right to leave beyond the rights guaranteed by applicable state law. Although we intend for this section to accurately describe employee leave rights, if any statements below are inconsistent with applicable law, either as it exists now or as it may be amended in the future, the provisions of law will govern.***

### Purpose

The Oregon's Family Leave Act (OFLA) provides employees protected leave from work for the following reasons:

- Home Care for an Employee's Child: This includes both serious and non-serious health conditions, as well as school and childcare closures due to public health emergencies.
- Bereavement: Employees can take limited leave for bereavement. (No more than two (2) weeks per instance and four (4) weeks in a benefit year.)
- Pregnancy Disability: Leave related to pregnancy and pregnancy related conditions. (An additional twelve (12) weeks in a benefit year.)

- **Military Family Leave:** Leave related to the deployment of an employee’s spouse or domestic partner for military service (US Armed Forces, National Guard, or US military reserve forces).

It is important to remember that some of these instances may be eligible for wage replacement through our Paid Leave Oregon Insurance.

### Eligibility

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

- You have been employed for at least 180 days (26 weeks) or more before the first day of family and medical leave; and,
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave.
- For purposes of Oregon military family leave, you may be eligible to take leave beginning on the first day of employment if you work an average of at least 20 hours per week.
- Rarely does an employee otherwise become eligible. Speak to the Human Resource Manager for additional details.

Under the Oregon Family Leave Act (OFLA), a family member” is defined as: the spouse or domestic partner of a covered individual; child of a covered individual or the child’s spouse or domestic partner; parent of a covered individual or the parent’s spouse or domestic partner; sibling or stepsibling of a covered individual or the sibling’s or stepsibling’s spouse or domestic partner; the grandparent of a covered individual or the grandparent’s spouse or domestic partner; and the grandchild of a covered individual or the grandchild’s spouse or domestic partner; and any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

### Length of Leave

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

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

### Request and Certification Procedure

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive

all the benefits to which you are entitled; however, you are expected to adhere to our workplace rules and make every effort to communicate your situation to us immediately. So that we can best work with you, it is important that you complete all requested leave documentation.

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

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

If you are taking family and medical leave related to another person, you may be asked to provide proof of your relationship. Please check with the Human Resources Manager to discuss how best to provide this proof.

**In the case of unplanned leave due to a child's school or childcare provider closure to comply with a public health emergency, issued by the Governor, at least 30 days prior to the leave, requires no prior notice. Employees should follow the organization's call-in procedures. [Effective September 26, 2025]**

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

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

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

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

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

### General Provisions

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

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

### Reinstatement

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

Other details regarding family and medical leave are available from the human resource manager.

***NOTE: Employers are required to pay for any expenses incurred by the employee to provide a certification from a medical provider.***

## **LEAVE TO DONATE BONE MARROW**

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***NOTE: This is an Oregon leave law for organizations with one or more employees.***

### Eligibility

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

### Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid or unpaid. In extenuating circumstances, approval to take more time off unpaid may be granted by a supervisor or manager.

### Request Procedure

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

### Status of Benefits

Benefits are not affected by this leave.

## PAID LEAVE OREGON – INSURANCE (NEW INFORMATION)

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

### Cost

Employees will see a .6 of **1%** deduction from gross wages for each paycheck. The employer will contribute .4 of **1%** of the employee's gross wages for each paycheck.

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

***NOTE: Oregon Employment Department will assess and adjust, as needed, the employee deduction and employer contribution levels, and total gross wage cost annually.***

### Eligibility

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

### Length of leave

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single day use up to a continual twelve (12) week period.

### Reasons for leave

Benefits may apply to a variety of situations, including:

- Family leave
  - During the birth of a child
  - Bonding with a child in the first year:
    - After birth
    - When the child is placed in the employee's home through foster care or adoption
  - To care for a family member with serious health condition\*.
- Medical leave - The employee caring for themselves when the employee has a serious health condition\*.
- Safe leave - For survivors of:
  - Sexual assault
  - Domestic violence

- Harassment
- Bias Crimes
- Stalking
- Pregnancy Disability Leave (Additional 2 weeks)

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

**Insurance benefit while on leave**

The amount of benefit the employee will receive will be calculated based upon the employee’s earnings for the prior year. This will also be part of the determination of coverage process. The Oregon Employment Department may adjust the minimum and maximum benefit amounts annually, and the employee will receive notification before a change occurs. Visit **Employees and Paid Leave Oregon** for the current rates.

**Use of accrued leaves when on PLO**

Employees may choose to use accrued leaves while on PLO. Leaves will be used in the following order: sick leave, vacation leave, PLO. Employees may use **up to the number of hours they are regularly scheduled to work**.

**Notification of the need for leave**

An employee is required to provide the employer notice of the intention of taking leave. For planned events, the employee is required to provide thirty (30) days’ written notice. For unplanned events, the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and is unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

***NOTE: If you are not using a specific form for this notice you will need to outline what needs to be included in the written request in this policy. If you are using a form, add the following:***

Please complete the Notice Form found at [ enter location ] to notify the employer of the intention to take leave. The employee may also contact [ enter job title ] for a copy.

**Filing a Claim for coverage**

***NOTE: The information provided below is applicable only to those organizations who have chosen coverage through the Oregon Employment Department. If you have chosen and third-party insurer or are self-insuring, you will want to insert the approved method for claim application here.***

Employees will need to establish an account at Frances Online and file claims electronically. This is the electronic system of records for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee’s behalf.

### **Job and Benefit Protection while on leave**

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist [ **Choose the statement below that represents your organization's employee count to finish this sentence.**

***NOTE: Twenty-five or more employees – Employees are entitled to a position equal to their previous position before you took leave, with equal employment benefits, pay and other terms and conditions. The employer may require a release to return to work on or before the day of restoration. [Effective September 26, 2025]***

**OR**

***Fewer than twenty-five employees – Employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions. ] The employer may require a release to return to work on or before the day of restoration. [Effective September 26, 2025]***

If, at the time of leave, the employee is receiving health benefits, these will be maintained.

***NOTE: Optional depending on your plan design(s). The employee will be required to pay their portion of all elected benefits premiums while on leave.***

### **Complaints Procedure**

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

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage.

***Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate. [Effective September 26, 2025]***

## **UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT**

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Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and

extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

### Eligibility

All employees of the organization except those hired on a brief, non-recurrent basis are eligible for leave.

### Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

### Request Procedure

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

### Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

### Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

### Reinstatement

If you are returning from a USERRA leave, you must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

1 to 30 days: You are expected to report to work on the first regularly scheduled workday following the completion of your service and an eight-hour rest period. You will be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should apply for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Boardman Park & Recreation District, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the positions or to their nearest approximation.

181 days or longer: You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Boardman Park & Recreation District, or to the same position you held prior to leaving. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the positions or to their nearest approximation.

For service of 31 days or more, Boardman Park & Recreation District will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

## **OREGON MILITARY FAMILY LEAVE**

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***NOTE: This policy applies to Oregon employers with twenty-five or more employees.***

An employee may be eligible to take leave beginning on the first day of employment, if the employee's spouse/registered domestic partner is notified of an impending call to active duty and when the spouse/registered domestic partner is on leave from deployment.

### Eligibility

You will be eligible to take military family leave if you work an average of at least 20 hours per week for the organization.

### Length of Leave

The amount of leave time available is up to 14 days of unpaid leave per deployment.

### Leave Interaction with the Oregon Family Leave Act (OFLA)

If an employee is also eligible for OFLA (generally at least 6 months on the job and working at least 25 hours per week), this time will run concurrently with OFLA leave, reducing the 12 weeks of leave available in any leave year.

### Request Procedure

An employee accessing this leave provision needs to request time off from the designated manager or supervisor within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable. Obviously, the more advanced notice given, the easier it is to manage scheduling issues. These types of leave situations, however, arise with little forewarning at times.

### Pay While on Leave

Oregon military family leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid (vacation/sick/personal) time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week.

### Status of Benefits

Benefits are not affected by Oregon military family leave.

# HEALTH AND SAFETY

## EMPLOYEE HEALTH AND SAFETY

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Boardman Park & Recreation District is committed and legally responsible to provide our employees with a safe and healthy work environment while on-site, in the field, and working at an approved alternative location (such as an employee's home). To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through our managers and supervisors. 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 healthy. We also educate employees about workplace hazards and the proper and safe methods to use in performing tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject Boardman Park & Recreation District to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If an injury or illness occurs you are required to:

1. Take remedial first aid actions; seeking emergency care if necessary.
2. Report the injury or illness as soon as possible.
3. Fill out the report form and workers' compensation form.
4. Provide your supervisor with a medical release from a doctor.
5. Review the incident with our Human Resources Manager.

### **Early Return to Work Program**

***NOTE: It is an organization's decision whether to offer light duty. Good business practices suggest returning workers to light duty positions whenever feasible to minimize time away from work, and in helping to ensure a return to work for the employee after an injury. If you have light duty positions available, following is language to use:***

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job injury or job-related illness. The program is not intended to

be a substitute for reasonable accommodation when an injured or ill employee also qualifies as an individual with a disability.

The Return-to-Work program consists of a team effort by supervisors, employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning an employee to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the organization will attempt to provide such a job until you are able to resume your regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries or illness may be covered in the Leave section.

#### ***No Tobacco, nicotine, or vapes During Working Hours***

Boardman Park & Recreation District is a non-tobacco, nicotine or vaping property. This would include other locations when an employee is representing the district. This includes the use of electronic cigarettes, chewing tobacco, and vaping devices. If any employee has a concern, that individual should speak with the appropriate supervisor.

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

Boardman Park & Recreation District provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with 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, Maintenance Manager or the CEO.

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

#### Container Labeling

The **appropriate manager** will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier's name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see the **appropriate manager**

### Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the following areas:

Rec Center- in Janitors Room.

Maintenance Shop- Rec Shed Paint/Chemical room and Shop by Makita display.

RV campground Bathroom- Pipe Chase.

Day Use Bathroom- Pipe Chase

Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the **Appropriate Manager** before using the chemical or the machine containing it.

### Employee Information and Training

Before starting work, you will attend a health and safety orientation and receive information and training about the following:

- An overview of the requirements contained in the Globally Harmonized Hazard Communication System;
- Chemicals present in your workplace operations;
- Location and availability of our written hazard communication program;
- Physical and health effects of hazardous chemicals;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and,
- How to reduce or prevent exposure to these hazardous chemicals by control/work practices and personal protective equipment.

After attending the training class, you will sign a form to verify that you attended, received our written materials, and understand our policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The **appropriate manager** is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

### Safety Committee

The Boardman Park & Recreation District will have an active Safety Committee. The committee will meet monthly and do inspections quarterly. The committee will be made of at least 51% employees over managers.

## **SUBSTANCE AND ALCOHOL**

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The objective of this policy is to provide a workplace and environment that are free from the effects of substance abuse. Furthermore, Boardman Park & Recreation District has a responsibility to our employees, to those who use or encounter our services, and to the public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we have established a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this substance and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing, or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs (as a government employer this includes marijuana);
- Reporting for or being at work while impaired using alcohol, drugs, or controlled substances.

If your doctor prescribes over the counter or pharmaceutical drugs, you are responsible for determining if you can maintain work performance standards, including safety. If you are not, you are to contact your Human Recourse Manager before returning to work.

If you have a problem with substance or alcohol use and wish to undertake rehabilitation, you may be granted a leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to Human Resources. No one will be discriminated against for undertaking rehabilitation.

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance including, for example, noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

Over-the-counter drugs are defined as those that are available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used during medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

### Testing Paragraphs

If you voluntarily request assistance in dealing with a personal drug or alcohol problem, you may do so through the Human Resources Manager. The request for assistance will not jeopardize your employment if this assistance is sought before work performance has deteriorated or disciplinary problems have begun. Other treatment programs for drug and alcohol problems may be available through our health insurance coverage.

As a result of corrective action arising from a drug or alcohol problem, you may be required to participate in a drug or alcohol treatment program. If so required, you will regularly be evaluated for drug and alcohol use by a professional. When such an evaluation is scheduled, we will pay the cost. You may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct that led to your mandated participation in an alcohol and drug treatment program, you may be required to submit to random or unannounced screening for alcohol or drugs for a specified period. You may also be required to meet various performance standards that are imposed as a condition of continuing employment.

If you are involved in a job-related accident resulting in substantial property damage, or physical injury requiring off-site medical attention, you may be required to submit to testing to determine the presence or absence of a controlled substance. We may waive the requirement if we do not have a reasonable basis to conduct drug or alcohol testing or, if we determine, at our discretion, that the accident could not have been caused by using a controlled substance.

You may be required to submit to testing on a random or unannounced basis to determine the presence of, use of, or involvement with drugs or alcohol. This may include testing by random selection, testing of an entire department or work unit, or testing of specific identified categories of employees as a group.

When being tested, you may request that any sample be split into two parts, with one part tested and the other retained by the testing laboratory for future re-testing in the event of a positive test result. If you request a re-test, it will be at your expense and must be conducted by a laboratory that is acceptable to us. A list of approved laboratories will be provided upon request.

If you believe that your specimen was not collected in accordance with established procedures, you must report any deficiencies within 24 hours of the collection. Deficiencies reported after 24 hours have expired and will not be considered.

# **WORKPLACE VIOLENCE**

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Boardman Park & Recreation District recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, this organization specifically prohibits any employee, customer, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Situations may occur, despite our best efforts to prevent them, 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 the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to Human Resources.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will notify the reporting employee of action taken in response to the report.

We may, out of business necessity, investigate a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the organization's property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

## **EMERGENCY PREPAREDNESS**

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Boardman Park & Recreation District may be subject to major disruptions because of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. Boardman Park & Recreation District will try to provide emergency services and limited periods of disruption. The CEO and/or Rec Center Manager shall make the determination to close the organization, suspend activities, or make the organization available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact your department manager.

Compensation for employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed because of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available vacation.

Should a threat to company property or an employee be received, it should be reported immediately to the department manager.

# **EMPLOYMENT SEPARATION**

## SEPARATION FROM EMPLOYMENT

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Separation from employment with Boardman Park & Recreation District occurs when you voluntarily resign, are laid off, or are discharged by the organization.

### ***Resignation***

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, to achieve an orderly transition, we would appreciate receiving notification of your resignation at least **10** working days before the intended date of departure. For supervisors and management-level personnel, at least **thirty (30)** days’ notice of a resignation is required.

### ***Job Abandonment***

To maintain a safe and productive work environment, employees are expected to be dependable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. **If an employee fails to call in or show up for work for three (3) consecutive shifts or days, job abandonment and voluntary resignation will be assumed.**

### ***Job Elimination, Reduction in Work Hours***

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job.
- Your job knowledge, skills, and ability to do the required work.
- Your performance, attendance, safety and corrective action history and records.
- Your possession of licenses, registrations, and certifications required by the job.
- Your creativity and teamwork skills, if required for the job.
- Your demonstrated willingness to go the extra mile for the organization, co-workers, and customers; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of eight weeks. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed

of any changes to your telephone number, email address, and physical address. The offer will identify the job available and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in the offer, you waive any re-employment privileges.

### ***Discharge***

Our philosophy and general practice are to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The organization has a corrective action policy found in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found in this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

### ***Exit Interview***

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

### ***Return of Organization Property***

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization.

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## Employee Notes

**Boardman Park & Recreation District**  
**HANDBOOK RECEIPT ACKNOWLEDGMENT FORM**

***NOTE: This signed form should be inserted into each employee's personnel file.***

As an employee of Boardman Park & Recreation District, I acknowledge the following:

I have been given access to the Employee Handbook. I understand that the Handbook contains important information about Boardman Park & Recreation District's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked a manager for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The CEO and Board of Directors are the only people authorized to make changes to the Handbook, and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

**I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is "at-will" and either the organization or I can end the relationship at any time, with or without reason or notice.** The CEO is the only person who has the authority to enter an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of Boardman Park & Recreation District and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's Name

