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**CITY OF SISTERS**

# **EMPLOYEE HANDBOOK**

**Adopted February 12, 2015**

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The City of Sisters is an equal opportunity employer.



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## ***Employee Service Principles***

We value the opportunity to serve our community of Sisters through:

***Commitment***  
***Exceptional Customer Service***  
***Respect and Fairness***  
***Accountability***  
***Teamwork***  
***Professionalism***

### **Introduction**

This employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between the City of Sisters and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of the City of Sisters with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City that are inconsistent with its provisions. You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask your supervisor.

This handbook does not create a contract of employment between the City of Sisters and its employees. All employment at the City of Sisters is “at will.” That means that either you or the City of Sisters may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of the City of Sisters has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by the City Manager.

### **Equal Employment Opportunity (EEO) Policies**

The following EEO Policies apply to all employees. Members of management and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee’s failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with their supervisor at any time if they have questions relating to the issues of harassment, discrimination or bullying.

#### **A. No-Discrimination Policy**

The City of Sisters provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran’s status, marital status, or any other status protected by applicable federal, Oregon, or local law. This EEO policy applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring,

compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

## **B. No Harassment Policy**

The City of Sisters prohibits harassment of any kind in the workplace, or harassment outside of the workplace that violates its employees' right to work in a harassment free workplace.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Sisters related or sponsored trips (such as conferences or work-related travel), and during off-hours when that off-duty conduct creates an unlawful hostile work environment for any of City employees. Such harassment is prohibited whether committed by City of Sisters' employees or by non-employees, such as elected officials, members of the community, and vendors.

### **Sexual Harassment**

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or deficiency; leering, whistling, touching, assault, sexually suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; or discriminatory treatment based on sex. This is not a complete list.

### **Other Forms of Prohibited Harassment**

Other forms of prohibited harassment under City of Sisters' policy and Federal and Oregon law include harassment against an individual based on the individual's race, color, religion, national origin, age, sexual orientation, marital status, disability, protected activity, and any other status protected by applicable law.

Such harassment may include verbal or physical conduct that denigrates or shows hostility towards an individual because of any protected status, such as jokes, pictures (including drawings), epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a protected class, or written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

### **Bullying**

The City of Sisters strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City of Sisters, therefore, prohibits employees from bullying one another, or engaging in any conduct

that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, “bullying” refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property.
3. Gesture Bullying: non-verbal threatening gestures, glances which can convey threatening messages.
4. Exclusion: socially or physically excluding or disregarding a person in work-related activities.

### **Complaint Procedure**

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and bullying. Further, all employees are responsible for respecting the rights of their coworkers and strictly adhering to the letter and spirit of this policy. All employees are encouraged to discuss this policy with their immediate supervisor, or any member of the management team, at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

If you believe that you have experienced any harassment, discrimination, or bullying, you are expected and required to bring the matter to the attention of your immediate supervisor as soon as possible. If you believe that it would be inappropriate to discuss the matter with your immediate supervisor or if you are uncomfortable discussing the issue with your supervisor, you may bypass your immediate supervisor and report the matter directly to any manager or supervisor.

In addition, any employee who observes any conduct that he or she believes constitutes harassment, discrimination, or bullying, or who receives information about these types of incidents that may have occurred, must immediately report the matter to a member of the management team.

### **Investigation**

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City of Sisters need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, The City of Sisters will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

### **Protection Against Retaliation**

The City of Sisters prohibits retaliation in any way against any employee because the employee has made a good-faith complaint pursuant to this policy, has reported (in good faith) harassing, discriminatory, or bullying conduct directed at others, or has participated in an investigation of such conduct. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including

termination of employment.

### **Confidentiality**

All complaints under this policy will be treated as confidentially as possible under the circumstances and consistent with the City of Sisters need to investigate and respond to the complaint.

## **C. Disability Accommodation Policy**

The City of Sisters is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's disability accommodation and discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

### **Accommodations**

The City of Sisters will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operation of the City.

### **Requesting an Accommodation**

The ADA and Oregon's disability discrimination laws provide protections to people with disabilities in employment. In recognition of the barriers to full participation faced by this group, and in compliance with the ADA/Oregon law, accommodations may be implemented to the extent that they are not an undue hardship for the City of Sisters.

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City) and which permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position or participate in the employment process. All requests for accommodation should be made with the Finance Officer, and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of his or her need for a reasonable accommodation.

## **Employment Terms and Conditions**

### **A. Employee Classification**

The City of Sisters classifies employees as follows:

Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City's benefit programs.

Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees who work at least 75% of full time are eligible for prorated benefits including paid time off, leaves and/or medical insurance.

Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Participation in benefits programs for temporary employees is limited to eligibility for workers' compensation. Temporary employment can either be full-time or part-time.

Additionally, all employees are defined as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City of Sisters rules and procedures.

## **B. Job Duties**

During the first few weeks of your employment, and at other times, your supervisor will explain your job responsibilities and the performance standards expected of you. Be aware that your job responsibilities may change at any time during your employment. From time to time, you may be asked to work on special projects, or to assist with other work necessary or important to the operation of your department or the City. Your cooperation and assistance in performing such additional work is expected.

City of Sisters reserves the right, at any time, with or without notice, to alter or change job responsibilities, reassign or transfer job positions, or assign additional job responsibilities.

## **C. Pay Periods and Paydays**

Our pay days are semimonthly. Paydays are generally the 15th and the last day of the month. If a regular payday falls on a weekend or holiday, payday will be the workday before the weekend or holiday.

The City of Sisters makes all efforts to comply with applicable state and federal wage and hour laws. In the event you believe that the City of Sisters has made any improper deductions, has failed to pay you for all hours worked or for overtime, or has failed to properly calculate your wages in any way, you must immediately report the error to the Finance Officer. The City of Sisters will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination because he or she has reported any errors or complaints regarding the City of Sisters' pay practices.

### **Payment Options**

You may elect to receive your pay via the following options.

Direct Deposit: Your paycheck is electronically deposited into your bank account on the specified payday.

Paycheck: You may receive your paycheck by US mail or pick it up from City of Sisters City Hall.

### **Lost Paycheck**

If you lose your paycheck, notify your supervisor immediately. We will replace the check only after we have received bank authorization. You may be subject to a stop payment fee.

### **D. Overtime, Work Schedules & Standard Workweek**

Employees may be required to work overtime as necessary. Only actual hours worked in a given workweek can apply in calculating overtime. All overtime work must be previously authorized by a supervisor. City of Sisters provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal law. Work weeks begin each Sunday at 12:01 a.m. and are complete at 12:00 p.m. the following Saturday night.

Compensation for hours in excess of 40 for the workweek shall be paid at a rate one and one-half times the employee's regular rate of pay. Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to exempt employees.

Overtime shall be paid at one and on-half times the employee's regular rate of pay when an employee is required to work on a federal holiday. Employees who choose to work on a holiday for scheduling reasons will be paid at the regular rate of pay.

No overtime may be worked by non-exempt employees unless specifically authorized by a supervisor or management. Employees who work unauthorized overtime may be subject to discipline up to and including termination.

Compensatory Time Off: Time off in lieu of overtime or straight pay is allowed at the City's discretion. Election of compensatory time off shall be approved by the supervisor. Eligible employees are allowed to accrue up to a maximum of 40 hours of compensatory time off. All hours above the maximum will be converted to cash payments at the next pay period. When an employee is separated from employment, any remaining comp time is payable to the employee. An employee may be required to use accrued comp time during an Administrative or Disciplinary Suspension.

Flex Time: Work hours may be staggered on a flex-time arrangement to provide longer hours of service to the public or to meet the personal needs of the employee. Requests for flex time will be evaluated by the supervisor and/or City Manager.

Employees for whom necessity requires a different schedule or a temporary change in a regular schedule from that generally applied, will work according to schedules prepared by the respective supervisor and approved by the City Manager. Flex time schedules must be within a 7 day/40 hour workweek. Employees working on a flex-time schedule will not be authorized overtime because of flex-time scheduling.

### **E. On Call Duty**

Public Works employees, while on-call duty, shall maintain the capability to respond to an off-hour or holiday emergency within 30 minutes of receiving the call. Consumption of alcohol beverages and drugs by employees is forbidden while on-call duty. Employees are not required to remain on City premises during on-call duty hours.

The Department Director or designee may assign employees to rotating on-call duty.

1. If during on-call duty a non-exempt employee is called to perform services for the City, such employee shall be compensated for such services at the rate of one and one-half (1.5X) times the hourly rate of pay if they have physically worked over 40 hours in the workweek, consistent overtime as noted above.
2. Employees will be compensated at 10% of their hourly wage for every hour they are on-call.
3. On-call hours are before and after regular work shifts.
4. Employees who take sick leave shall not be eligible for on call duty in the same 24 hour period.
5. Employees shall not be on-call during prearranged vacation
6. All on-call hours and call-back hours will be recorded on the employee's timesheet.
7. For each call-back duty which requires the employee to physically return to work, the employee shall be paid for a minimum of two hours' work. Any additional call-backs which require the employee to physically return to work within the minimum two hour period will be considered the same initial call-back.

#### **F. Meals and Rest Periods**

Nonexempt employees are required to take a paid, uninterrupted 10-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Nonexempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his or her supervisor before the end of the shift so that the City may pay the employee for that work.

Meal periods and rest breaks are mandatory and are not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to come in late or leave early. An employee who fails to abide by these policies and laws may be subjected to discipline, up to and including termination.

#### **G. Timekeeping Requirements**

All non-exempt employees must accurately record time worked on a timesheet for payroll purposes. Employees are required to record their own time at the beginning and end of each work period. Employees also must record their time whenever they leave the building for any reason other than city business. Filling out another employee's timesheet or allowing another employee to fill out your timesheet will be grounds for discipline up to and including termination. An employee who fails to record his or her time may be subjected to discipline as well.

Salaried exempt employees are required to record leave time taken on a timesheet.

#### **H. Punctuality and Attendance**

Employees are expected to report to work as scheduled, on time and be prepared to start

work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized City business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via a telephone call no later than two hours before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show for one working day may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

#### **I. Off-Duty Conduct**

Generally, the City of Sisters regards off-duty activities of employees to be their own personal matter. However, activities that interfere with the City's business operations or the employee's ability to perform their job duties may be subject to disciplinary action, including termination.

#### **J. Outside Employment**

While employed by City of Sisters, employees are expected to devote their energies to their jobs with City. The following types of employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at City of Sisters;
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with City of Sisters;
- Additional employment that impairs or has a detrimental effect on the employee's work performance with City of Sisters;
- Additional employment that requires the employee to conduct work or related activities on city property during the employer's working hours or using city facilities and/or equipment.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to City of Sisters, explaining the details of the additional employment. If the additional employment is authorized, City of Sisters assumes no responsibility for it. City of Sisters shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time.

#### **K. Reporting Changes to Personal Data**

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and other matters. Notify the Finance Officer of any changes to personal data as soon as possible.

**L. Performance Reviews**

All The City of Sisters employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and termination. Any employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action.

An employee’s first formal performance evaluation occurs approximately six months following hire or promotion. After the initial evaluation, the City of Sisters will strive to provide a formal performance review on an annual basis.

Reviews will generally include the following:

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

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee’s response shall be filed with the employee’s performance evaluation in the employee’s personnel file. Such response must be filed not later than thirty days following the date the performance evaluation was received.

Supervisors and managers are encouraged to provide employees with informal evaluations of their employees’ work on an as-needed basis.

**Paid Time Off and Leaves of Absence**

**A. Paid Vacation**

Vacation time begins accruing for regular full and part-time employees on the first of the month after 30 days of employment.

Years of Service	Accrual Rate per Month
First 5 years	8 hours
6 through 10 years	10 hours
11 through 15 years	12 hours
16 or more years	14 hours

Exempt employees will accrue an additional 2 hours per month of vacation leave.

Employees may accumulate a maximum of 160 hours of Paid Vacation. All vacation accruals are based on continuous service by employees. Continuous service is defined as service unbroken by separation from the City. Time spent on unpaid non-medical authorized leave may not be counted.

Part time employees working 30 hours or more per week will be entitled to a pro-rated amount of vacation accrual based on percentage of hours worked.

Vacation time needs to be scheduled to provide adequate coverage of job responsibilities and staffing requirements around the needs of the City whenever possible. When you are using vacation for non-emergency time away from work, we request that you submit that request, in writing, at least two weeks in advance. The City of Sisters reserves the right to deny the requested time off based on the needs of the City. Overlapping requests will be considered on a first-come first-serve basis. Your Supervisor must approve your vacation schedule in advance.

*Vacation pay may not be used prior to accrual.*

Accrued vacation shall be used as follows:

1. Vacation accrual can be used after the employee has worked for the City for six consecutive months.
2. Use of accrued vacation must be approved by the supervisor.
3. Maximum accrued vacation time will be 160 hours, unless waived by the City Manager
4. Any accrued vacation time above 160 hours must be used within 60 days or its accrual will be forfeited, unless a carryover is approved by the City Manager.
5. Upon the supervisor's recommendation, the City Manager may authorize cashing-out accrued vacation under the following conditions:
  - Employees are eligible after five continuous years of employment.
  - Eligible employees must make cash-out requests in writing describing the reasons for the request and the amount of accrued vacation they wish to cash-out. The justification for cashing-out must include the employee's inability to take earned vacation on an annual basis or use vacation prior to termination or retirement. Cashing-out will not be considered for employees who, in the Supervisor's judgment, could have taken earned vacation but wish to cash-out to avoid losing earned leave due to the accrual ceiling.
  - Employees shall have taken a minimum of two weeks of vacation during the fiscal year preceding the request.
  - The employee maintains at least 80 hours of accrued vacation after the cash-out.
  - All requests will be considered and approved or denied by the City Manager once per employee once per fiscal year based on this administrative criteria and availability of funds.
6. Upon termination/resignation/retirement an employee, who has worked for the City for a minimum of twelve (12) consecutive months, shall be paid for all accrued vacation.

## **B. Paid Sick Leave**

All regular full and part-time employees will be entitled to sick leave. Sick leave accrual shall begin on the first of the month after 30 days of employment. Sick leave shall accrue at the rate of eight hours (4 hours per pay period) for each calendar month of service. Regular part-time employees working 30 or more hours per week shall be entitled to a pro-rated amount of sick leave based on the percentage of hours worked. There is no hour limit of sick leave that may be accrued.

Sick Leave shall be administered as follows:

1. Employees granted a leave of absence with pay shall continue to accrue sick leave during such absence. Sick leave is not accumulated while an employee is on leave without pay.

2. Any employee who is absent due to sickness may be required to present a signed statement from their physician or attending qualified personnel, certifying the employee's inability to perform their duties.
3. An employee may be required to leave work if they pose a risk to themselves, the health of other employees or customers, or if they appear to be unable to perform their job duties and meet regular performance standards.
4. An employee may be required to use sick leave during an Administrative or Disciplinary Suspension.
5. Sick leave will be used in amounts of not less half hour increments. An employee may use accrued sick leave when unable to perform his work by reason of:
  - Personal illness or injury, except as a result of outside employment.
  - Necessity for medical or dental care.
  - Exposure to contagious disease by which the health of the public or fellow employees would be endangered.
  - Caring for an injury or illness of an immediate family member. Immediate family member includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.
6. No compensation shall be paid out for unused sick leave in the event of resignation or termination.
7. No compensation will be made for any injury/illness resulting from employment other than with the City of Sisters.
8. In the case of a work-related accident or injury, you may use sick time to offset any hours not paid through Workers' Compensation, or to offset the reduction in regular pay until all accumulated sick time is used. At no time, however, can the combination of these exceed normal earnings, nor can you use more sick time than what you have accumulated.
9. Paid time off taken during a certified period of disability must be taken in the following order: Sick leave, compensatory time, accrued vacation, and lastly, leave without pay.
10. Employees found to have abused the sick leave policy may be subject to disciplinary action up to and including termination.

### **C. Leave Donation**

The purpose of donated leave is to assist any eligible employee with additional sick leave through the donations of eligible co-workers. All donations are kept confidential and donors will remain anonymous. Leave donation requests will be processed by payroll staff under the following conditions:

1. Employees are eligible to request donations if they have completed one year of continuous employment with the City of Sisters.
2. Employees requesting leave donation must have exhausted all sick, vacation, and comp time accruals.
3. Employees donating leave must maintain at least eighty hours of leave time in the accrual from which they are donating. Comp time may be exhausted completely.
4. Donated time is paid at the regular hourly rate of the person the hours were donated to.
5. Donated time will have no cash value. Any donated time not used will be returned to the donating employee's accrual account.
6. An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance, or other supplemental income is not eligible to receive donated leave in excess of their normal earnings.
7. Donated hours will not be processed in an amount greater than that which is needed to cover the employee's next occurring pay period.

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

The City Manager may adopt additional rules concerning this policy and its implementation as needed.

#### **D. Paid Holidays**

City of Sisters offers paid holidays each year for eligible full and part time employees.

City of Sisters normally observes the following holidays during the year:

New Year's Day	Veterans Day
Martin Luther King Day	Thanksgiving Day
Presidents' Day	The Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Floating Holiday (to be taken during the fiscal year)
Labor Day	

1. Employees are responsible for use of the Floating Holiday during the course of the fiscal year or it will be forfeited. Employees will not be paid for unused floating holidays upon termination or resignation.
2. Additional holidays may be declared from time to time by the City Council.
3. Employees will be compensated 8 hours for a holiday. Regular part-time employees are entitled to pro-rated Holiday Pay.
4. If one of the above holidays falls on Saturday, it normally is observed on the preceding Friday. If a holiday falls on Sunday, it normally is observed on the following Monday.
5. Due to business requirements, the City of Sisters may require employees to work on a Holiday.
6. When an authorized holiday falls on an employee's day off, such coincidence shall not reduce the total time off with pay that the employee shall receive. The employee shall take the holiday on either the previous or next workday. This workday must be Monday-Friday

#### **E. Bereavement Leave**

In the event of a death of a family member, you may have time needed up to 3 days of your standard scheduled work days, with pay, to handle family affairs and attend the funeral. Employees may use available Vacation time for any additional days that they may need to be away from work due to a death in their family. Requests for bereavement leave should be made to the employee's supervisor before the leave is to begin.

Family Member/Relative is defined to include the employee's spouse, same-sex domestic partner, child, parent, sibling, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner or spouse.

#### **F. Jury Duty Leave**

If you receive a jury duty summons, notify your supervisor immediately. Upon proper verification, you may be granted a paid leave of absence to serve. However, City of Sisters reserves the right to request the release of an employee whose services are urgently needed

during the period set for jury duty. If you are excused from jury duty during working hours at a time that reasonably permits you to report for work, call your supervisor to see if you should report for work that day.

Employees on Jury or Witness Duty will receive their regular rate of pay. When not in court the employee is expected to report to work during their regular work shift. If requested, employees must supply proof of court appearance or jury service.

#### **G. Witness Duty**

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served is approved by the employee's supervisor.

Except for employee absences covered under the City's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available leave time or Leave Without Pay to cover their absence from work. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

#### **H. Religious Observances Leave and Accommodation Policy**

The City of Sisters respects the religious beliefs and practices of all employees. The City will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's operations. Employees may use vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave.

#### **I. Crime Victim Leave Policy**

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their supervisor as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City of Sisters may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

## **J. Domestic Violence and Leave Accommodation Policy**

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or similar paid time off while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible. Notice of need to take leave should be provided by submitting a request for leave in writing to their supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City of Sisters will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City of Sisters. Please contact your supervisor immediately with requests for reasonable safety accommodations.

## **K. Military Leave**

Employees who wish to serve in the military and take military leave should contact the Finance Officer for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

## **L. Leave Without Pay**

Regular full or part-time employees who have been employed by the City for a minimum of 90 days may be granted Leave Without Pay based on workload, business, or medical necessity, for a period not exceeding 90 calendar days. Requests for such leave must be in writing, and must establish reasonable justification for approval by their supervisor and City Manager (including, where applicable, medical verification of the need for leave). No vacation, sick leave, retirement, or other benefits will be continued or accrued during periods of leave without pay, but employees will be required to use any accrued vacation, comp time and sick leave during the leave without pay. All requests will be considered on a case-by-case basis. Employees who use leave without pay do not have job restoration rights. The City, however, will generally reinstate the employee to the same position or a position with equivalent status,

pay, benefits and other employment terms upon the employee's return before or at the end of the approved leave period. In the event the City will not be able to restore the employee, the employee will receive written notice from the City.

## **Benefits**

The City of Sisters, at its discretion, offers a variety of benefits to its eligible employees. These benefits are designed to compensate employees for excellent work and reward those making a commitment to the City of Sisters.

These benefits are subject to change at any time, and are in no way guaranteed as a condition of employment. City of Sisters reserves the right to reduce, or completely eliminate benefits if business conditions require such a move.

### **A. Health/Dental/Vision Insurance**

The City of Sisters will provide regular full-time employees and regular part-time employees working at least 75% of full time with Health, Dental and Vision insurance coverage for employees and their eligible dependents effective the first day of the calendar month following a thirty-day waiting period. Insurance programs paid by the City shall terminate on the last day of the month in which the employee terminates. Employees may be required to participate in the payment of insurance premiums as determined by the City. For eligible regular part-time employees, payment of insurance premiums are pro-rated based on the percentage of hours worked.

### **B. Employee Assistance Program (EAP)**

The Employee Assistance Program is a free, confidential service provided to all benefits eligible employees and their covered dependents that may be experiencing life problems. Information regarding this service is posted on employee bulletin boards. Please contact your supervisor if you have questions regarding this benefit.

### **C. Life/Disability/AD&D Insurance**

The City of Sisters provides a group disability plan for benefits eligible employees, life insurance and accidental death and dismemberment insurance for all benefits eligible employees and their dependents. The amounts of coverage provided are set through the budget process.

### **D. Employee Paid Optional Benefits**

The City of Sisters offers several programs to benefits eligible employees on an employee-paid basis:

- Supplemental Spouse and Employee Life Insurance
- Flexible Spending Accounts
- Accident Insurance
- Deferred Compensation Programs

Additional information is available from the Finance Officer.

### **E. Retirement Plan**

The City of Sisters participates in the Public Employees Retirement System (PERS). Your designation as a Tier I, Tier II, or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more

information about these plans, please contact PERS at 1-888-320-7377 or visit their website at [www.oregon.gov/PERS](http://www.oregon.gov/PERS). For information about the City of Sisters' contributions to employee PERS or OPSRP plans, please see the Finance Officer.

#### **F. Workers' Compensation and Safety on the Job**

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

##### **Steps to Take if You are Injured on the Job**

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete a written Employee's Claim Form (Form 801) and return it to the Finance Officer.

*Failure to timely follow these steps may negatively affect your ability to receive benefits.*

##### **Return to Work**

If you require workers' compensation leave, The City of Sisters will strive to reemploy you to the most suitable vacant position available. However, you must first submit documentation from a health care provider demonstrating your ability to return to work and perform the essential functions of your position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. The City of Sisters does not discriminate against employees who suffer a workplace injury or illness, or who file a claim for workers' compensation benefits.

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

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

The Return-to-Work program for job-related injuries consists of a team effort by the City of Sisters, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines that you are able to perform modified work, The City of Sisters will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation. While you are on modified or transitional work, you are still subject to all other City of Sisters rules and procedures.

### **Overlap With Other Laws**

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

## **Workplace Policies**

### **A. Alcohol/Drug Use, Abuse and Testing**

The City of Sisters recognizes a responsibility to the community and its employees to maintain a safe, productive and drug-free work environment. As a result, the City of Sisters has established this policy regarding drug and alcohol abuse. This policy is based on a drug and alcohol free workplace. Under the terms of this policy, a prescription drug becomes an illicit drug when the dosage is abused, the employee does not have a bona fide prescription for its use, or the drug is likely to adversely affect job safety and its use has not been reported to the City.

While the City of Sisters has no desire to unreasonably interfere with the private lives of its employees, the City expects employees to perform their duties in a safe, effective and efficient manner. The City of Sisters recognizes that an employee's off-the-job as well as on-the-job use of illegal drugs or abuse of alcohol will have an impact on the workplace and presents a substantial risk to the employee who is abusing alcohol or using illegal drugs, as well as to the employee's coworkers and the public. The use of illegal drugs or the abuse of alcohol is strongly correlated with increased on-the-job injuries, lost time, absenteeism, discipline and turnover.

This policy applies during all work hours, whenever conducting city business or representing the City, while on call, while on or in city property and while working at city sponsored events. This policy also applies during meal periods or other breaks if an individual is expected to return to work after the meal period or break. Testing limits in this policy are separate and apart from the Federal Department of Transportation Motor Carrier testing program, and if both policies apply, the Motor Carrier testing program will fulfill the needs for both policies.

The alcohol restrictions in this policy are not intended to apply to social gatherings and community events where employees are not working or are not expected to return to work.

### **Definitions**

Controlled Substances: All forms of narcotics, depressants, stimulants, hallucinogens, and cannabis; the sale, purchase, transfer, use or possession of which is prohibited or restricted by law. This includes, but is not limited to, any drug or its immediate precursor classified in

Schedules I through V under the federal Controlled Substances Act, as modified by the Oregon Board of Pharmacy.

Drugs and Alcohol: The terms have their common meaning.

Illegal Drug/Illegal Drug Use: Any drug which is unlawful for the person to use, possess or distribute under Oregon or federal law. Illegal drug use means the actual or attempted possession, use, manufacture or delivery of an illegal drug, and the use of prescription or over the counter drugs in amounts which exceed standard dosage or that do not generally follow the prescription.

Over-the-Counter Drugs: Drugs which are generally available without a prescription from a medical doctor and are limited to those drugs which are capable of impairing the judgment or functioning of an employee to safely perform his or her duties. It is the employee's responsibility to determine whether or not any particular over-the-counter drug is safe for use while working.

Reasonable Suspicion: Having specific and articulable facts and inferences concerning work performance, appearance, behavior, and other circumstances that would lead a reasonable person to believe that the individual is or has been under the influence of drugs or alcohol while on duty.

Substance Abuse Professional: A licensed physician, or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Under the Influence: A person is under the influence if the person's mental or physical faculties are adversely affected to a noticeable or perceptible degree by the use of alcohol or illegal drugs. A person is deemed "under the influence" if the person tests positive for alcohol or illegal drugs under this policy.

### **Prohibited Conduct**

The following conduct is strictly prohibited and may subject an employee to immediate discipline, up to and including termination:

1. The illegal use, buying, selling, transportation, possession, or use of alcohol, intoxicants and/or controlled substances, as defined by federal and Oregon law, at the worksite and/or while operating city vehicles, or at any time during working hours, including meal and rest periods.
2. Reporting for work or working with any controlled substance "present in the body". A substance is "present in the body" if there is any detectable amount in an employee's system during work time. The City may also consider other evidence in determining whether an employee has any measurable amount of such substance in his or her system.
3. Reporting for work with alcohol levels present in the body or circumstances that indicate impairment. Any employee with a blood alcohol level exceeding 0.02 is considered to have a positive test and will be considered to be impaired.

4. Engaging in conduct which the City of Sisters concludes is meant to purposely interfere with the City's effort to maintain a drug and alcohol free workplace. For example, threatening or intimidating employees who are cooperating with efforts to control drug and alcohol use in the workplace.
5. Failure to fully cooperate with any aspect of the City's drug and alcohol policy, including but not limited to, refusal to submit to required testing, searches, professional evaluation for drug and alcohol dependency or failure to submit to and complete rehabilitation conditions required by the City of Sisters.

### **Notice of Convictions**

An employee must provide written notification to their supervisor if they are found guilty of, plead guilty or no contest to, or is sentenced for a violation of a criminal drug statute. A criminal drug statute is a federal or state law violation of which carries the possibility of incarceration and which involves the manufacture, distribution, dispensation, use or possession of any controlled substance. The notification must be within five calendar days of triggering event. The supervisor will immediately notify the City Manager's office. Any employee convicted of any controlled substance statute may be subject to disciplinary action up to and including termination.

### **Medication**

Controlled substances which are legally prescribed as medication by a physician are permitted so long as the prescribing physician has not recommended against working while taking the medication, the medication is being taken as prescribed and the medication is not, in fact, impairing the employee's ability to safely perform their job.

An employee is responsible for taking reasonable measures to ensure that their lawful drug or medication use does not affect their ability to safely perform work duties. Reasonable measures include, but are not limited to, reading warning labels and consulting with nurses, physicians, pharmacists and other health care professionals. In the event that lawful drug or medication use could compromise the employee's ability to perform their duties safely, the employee shall notify their supervisor prior to beginning work to avoid unsafe workplace practices. Although the use of medications as part of a prescribed medical treatment does not violate this policy, failure to report the use of such medication which may affect performance may subject an employee to disciplinary action.

### **Circumstances for Testing**

Pre-employment: The City of Sisters requires all candidates, who will be in a safety sensitive position, to submit to and satisfactorily pass a pre-employment, post conditional job offer, drug and alcohol screening.

Safety sensitive positions are defined as: A position that requires an employee to operate a motor vehicle (personal or City-owned) as part of his/her employment and who will have a client or non-City employee as a passenger, a position that requires operation of heavy equipment, positions that require a CDL (subject to Federal DOT test requirements), and positions in which the safety and security of children is entrusted to the employee; or any other position that the City believes involves work that directly relates to or implicates the safety and security of others.

Reasonable Suspicion: An employee must submit to testing for alcohol and/or illegal drug use if their supervisor or other city representative has reasonable suspicion to believe that the

employee has violated this policy. "Reasonable Suspicion" is a set of objective and specific observations or facts that lead a supervisor to suspect that an employee is under the influence of drugs, controlled substances, or alcohol. Examples include, but are not limited to: slurred speech, alcohol on breath, loss of balance or coordination, dilated or constricted pupils, apparent hallucinations, employee's admission of use of prohibited substances, and/or direct observation of use."

Random Testing: The City of Sisters reserves the right to conduct random drug and alcohol tests.

Post-accident: Any employee who has been involved in an on-the-job accident or has suffered in an on-the-job accident involving bodily injury, a significant risk of bodily injury to the employee or other persons, or property damage in excess of \$500 is subject to testing for intoxicants and controlled substances.

Return to Duty: Before returning to duty, any employee who has violated this policy must undergo a return-to-duty test and have results that indicate no detectable level of alcohol or illegal drugs.

Follow-up Testing: Any employee who tests positive and participates in a drug and/or alcohol rehabilitative program may, upon returning to work, be subject to unannounced follow-up alcohol and/or drug testing. The number and frequency of such follow-up testing shall be as directed by a substance abuse professional.

### **Testing**

Any individual who is subject to being tested for alcohol or illegal drug use must submit for testing immediately upon notification to do so by their supervisor or other designated city representative. Refusal to be tested may be treated as a positive test result. A refusal is any conduct that is inconsistent with complete cooperation to be tested or any attempt to alter or adulterate a sample.

All testing ordered by the City of Sisters will be paid for by the City.

All positive test results will be confirmed in conformance with current Oregon law. If an employee tests positive for alcohol or illegal drug use and is not terminated they will be required to consent to professional evaluation and any recommended treatment. Failure to consent may result in immediate termination. Employees will also be subject to Return to Duty and Follow-up Testing.

An employee who tests positive will be responsible for the costs of all evaluation or rehabilitative treatment, return to work testing, and follow-up testing.

If possible, upon successful completion of a City approved drug or alcohol rehabilitation program within the time period designated by the City, an employee may be reinstated to their former position or another available and suitable position. Such reinstatement is dependent upon job availability, and is subject to conditions established by the City and/or the treatment provider. Any subsequent violation of the City's drug and alcohol policy shall be grounds for immediate termination.

### **Professional Assistance**

Any employee who voluntarily requests assistance in dealing with a personal drug and/or

alcohol problem may do so through a private treatment program for drug and alcohol problems. Benefits eligible employees are encouraged to contact the City's Employee Assistance Program for free, confidential services. Employees shall be required to pay any additional costs not paid by the City's health plan.

If an employee seeks drug and/or alcohol treatment voluntarily and not under adverse employment circumstances, accrued sick leave, vacation and/or comp time benefits may be used while attending rehabilitation. After such accommodation the discontinuation of any involvement with alcohol or drugs shall be an essential requisite for continued employment, and is consistent with the City's policy of maintaining a drug-free workplace.

### **Searches**

The City of Sisters reserves the right to conduct searches of any and all city property, including desks, lockers, vehicles or equipment. Searches may be conducted for any work related reason or in furtherance of an investigation where there is reasonable suspicion that an employee is related in work related misconduct, including but not limited to use of intoxicants or controlled substances pursuant to this policy. If a search reveals that an employee is in possession of, or using intoxicants or controlled substances as defined under "Prohibited Conduct", the employee may be treated as though the employee has had a positive test for intoxicants or controlled substances present in the body as defined in this policy.

### **Confidentiality**

All information received by the City through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws.

## **B. Bulletin Boards**

The City of Sisters maintains a bulletin board to provide information to employees concerning government required notices, safety reminders, announcements, and the like. Employees may not post items on City of Sisters bulletin boards.

## **C. Cell Phone/Smart Phone Usage**

This policy applies to employee use of cell phones, smart phones (including iPhones, Androids, BlackBerries, and similar devices), PDAs, and similar telecommunication devices, all of which are referred to as "cell phones" in the Cell Phone/Smart Phone Usage Policy.

### **Cell Phones in General (both City of Sisters-provided and personal cell phones)**

Employees are allowed to bring personal cell phones to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City-provided cell phones may not violate the City's policies against harassment and discrimination. Thus, employees who use a personal or City-provided cell phone to send a text or instant message to another employee (or to a citizen or someone not employed by the City) that is harassing or otherwise in violation of the City of Sisters' no-harassment and no-discrimination policies will be subject to discipline up to and including termination.

Nonexempt employees may not use their personal or City-provided cell phone for work purposes outside of their normal work schedule or on-call time, without written authorization in advance from management. This includes, but is not limited to, reviewing, sending and

responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.

### **Employee Use of City-Provided Cell Phones**

Cell phones are made available to City employees on a limited basis to conduct City business. Determinations as to which employees receive City-provided cell phones will be made on a case-by-case basis; employees are not guaranteed a cell phone. In some cases, The City of Sisters may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City away from the office. Employees who receive a cell phone from the City must agree to not use the cell phone for personal use except in emergency situations and must abide by all aspects of the Cell Phone/Smart Phone Usage Policy (including those policies applicable to personal cell phone use). Further, employees who receive a cell phone from the City must acknowledge and understand that because the cell phone is paid for and provided by the City, or subsidized by the City of Sisters, any communications (including text messages) received by or sent from the cell phone may be subject to inspection and review if the City of Sisters has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cell Phone/Smart Phone Usage Policy or any other City of Sisters policy.

Employees may not use City-provided cell phones to call 1-900, 1-976 or similar "pay per minute" services. Further, family and friends may not use an employee's City-provided cell phone.

City provided cell phones and cell phone equipment are City property and must be returned upon separation of employment.

### **Employee Use of Cell Phones with Cameras**

Cameras of any type, including cell phones with built-in cameras and video photography devices, may not be used during working hours or at any City-sponsored function unless authorized to do so by their supervisor.

### **Cell Phones and Public Records**

Keep in mind, City-related business conducted on City-provided or personal cell phones, may be subject to disclosure under Oregon's Public Records laws.

### **Cell Phone Use While Driving**

The use of a cell phone while driving may present a hazard to the driver, other employees and the general public. Subject to a few narrow exceptions for emergency or public safety purposes, Oregon law also prohibits the use of hand-held cell phones while driving, even if the driving is for work-related reasons. This policy is meant to ensure the safe operation of City vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City.

Employees are prohibited from using hand-held cell phones for any purpose while driving on City-authorized or City-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on City business. Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call. Employees may use hands-free cell phones or devices to make business calls. Such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate

a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

#### **D. Criminal Arrests and Convictions**

Employees must promptly and fully disclose to their supervisor on the next working day:

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City of Sisters property, or in a City of Sisters vehicle;
2. All arrests, citations, convictions, guilty pleas, no contest pleas that result from crimes involving the theft or misappropriation of property, including money (regardless of whether the alleged misconduct occurs while on or off duty); or,
3. Any other violation of laws regulating the use of alcohol and controlled substances that adversely affects an employee's ability to perform major job functions, specifically to include loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may be subject to disciplinary action, including termination.

#### **E. Dress Code & Other Personal Standards**

Every employee is a representative of City of Sisters in the eyes of the public and each employee must report to work properly groomed and wearing appropriate, safe clothing. Employees are expected to dress neatly and in a manner consistent with the nature of the work performed. Visible tattoos must be appropriate in content and in keeping with a professional image.

Employees who have questions regarding appropriate dress and attire should direct them to their supervisor in advance to avoid conflicts and potential issues at work. Employees who report to work inappropriately dressed or groomed may be asked to return in an acceptable manner. Employees asked to leave because of inappropriate dress or attire may not be compensated for any time expended in going home or returning to work. City of Sisters management is the sole determiner of what constitutes appropriate clothing. Employees may also be subject to discipline if they appear at work inappropriately dressed.

We ask that our employees are thoughtful of their coworkers and refrain from wearing perfumes or scents, or the odor of cigarette smoke, which others may be sensitive to. We reserve the right to ask you not to wear perfumes or scents to work, or clothes with the smell of cigarette smoke, which affect your coworkers adversely.

Certain employees may be required to wear safety equipment or clothing. Any deviations from these guidelines must be approved by your supervisor.

#### **F. Driving While on City Business**

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

Personal vehicles used for City business during working hours will be reimbursed at the IRS allowed limit for travel. This reimbursement does not cover an employee's transportation to and from the job at the beginning or end of the day, or an employee's personal use of their own vehicle during the day.

The City of Sisters may verify the validity of your driver's license and/or your driving record. Once you are employed with the City of Sisters, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City when there are transactions on your driving record such as speeding tickets and citations.

While on City business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy, above.

## **G. Email and Electronic Equipment, Facilities and Services**

The City of Sisters uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to, computers, software, e-mail, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet and any new technologies used in the future. This policy governs the use of such City property.

### **Ownership**

All information and communications in any format, stored by any means on or received via the City's electronic equipment, facilities or services is the sole property of the City of Sisters.

### **Use**

All of the City's electronic equipment, facilities and services are provided and intended for City business purposes only and not for personal matters, communications or entertainment. Access to the Internet, web sites and other electronic services paid for by the City are to be used for City business. This means, for example, that employees may not use the City-provided Internet, or City electronic equipment, facilities and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City's no-harassment and no-discrimination policies;
- Participate in social media games or technology supported games;
- Engage in any activity that violates the rights of any person or company protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other The City of Sisters-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).

- Download or view streaming video for personal use. Streaming audio is allowed, providing it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). The City of Sisters email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the employee's supervisor.

### **Inspection and Monitoring**

Employee communications, both business and personal, made using the City of Sisters' electronic equipment, facilities, and services are not private. Any data created, received or transmitted using City equipment, facilities or services are the property of the City of Sisters and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on the City of Sisters' electronic equipment, facilities or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City's ownership of the electronic information, electronic equipment, facilities, or services, or the City's right to inspect such information. The City of Sisters reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of the City's electronic equipment, facilities and services, including all communications and internet usage and resources visited. The City of Sisters will override all personal passwords if it becomes necessary to do so for any reason.

### **Personal Hardware and Software**

Employees may not install personal hardware or software on the City of Sisters' computer systems. All software installed on the City's computer systems must be licensed. Copying or transferring of City-owned software may be done only with the written authorization of the City Manager.

### **Unauthorized Access**

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City management. No employee can examine, change or use another person's files, output or user name unless they have explicit authorization from their supervisor to do so.

### **Security**

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception and these methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

### **Inappropriate Web Sites**

The City of Sisters' electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate the City's policies on harassment and discrimination.

## **H. Employment of Relatives**

City of Sisters may refuse to hire relatives/partners of present employees if doing so could result in actual or potential problems in supervision, security, safety, morale, or if doing so could create potential conflicts of interest. For purposes of this policy, “relatives” and “partners” includes a spouse, registered same-sex domestic partner, opposite-sex couples who live together but who are not married, father, mother, sibling, child, stepchild or grandparent.

If two employees marry, become domestic partners (registered or otherwise), or become related, causing actual or potential problems such as those described above, only one of the employees will be retained with City of Sisters, unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay with City of Sisters. If this decision is not made within the time allowed, the City Manager will make the decision, taking the employment history and job performance of both employees into account.

## **I. Ethics**

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

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

If you have questions about whether an activity meets the City of Sisters’ or Oregon’s ethical standards, please talk with your supervisor. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

## **J. Mileage Reimbursement**

Personal vehicles used for City business during working hours will be reimbursed at the IRS allowed limit for travel. This reimbursement does not cover an employee’s transportation to and from the job at the beginning or end of the day, or an employee’s personal use of their own vehicle during the day. Employees are required to carry adequate auto insurance which meets the minimum insurance protection required by Oregon State in order to operate a motor vehicle.

## **K. Parking**

Employee vehicles may be parked in designated areas on City property as space permits. City of Sisters is not responsible for any loss or damage to personal vehicles or their contents while parked on City property.

## **L. Political Activity**

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means that employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of the City of Sisters employees to express their personal political views.); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

#### **M. Professional Affiliations**

Employees are encouraged to join and participate in job-related professional associations and groups. Members of professional societies may be granted permission to attend meetings of their society during regular business hours when such attendance is considered to be in the best interest of the City.

With prior approval from their supervisor and/or City Manager, employees may attend seminars, conferences, or short training courses offered by such groups, provided the subject matter is job-related.

#### **N. Professional Employee Development**

The City of Sisters encourages professional development through attendance at conferences, conventions or other training including on-line training. Decisions concerning employee attendance at conferences, conventions, or other training, at city expense, shall be made by the supervisor and/or City Manager.

To encourage professional development, the City of Sisters provides financial assistance to any regular, full-time employee who wishes to pursue education courses directed toward acquiring skills and knowledge of value to the City and directly related to the employee's current position.

Employees will be reimbursed for job-related educational courses taken subsequent to approval by their supervisor and/or City Manager and that are conducted outside the employee's regular working hours, provided that:

1. Funds for such expenditures are available in the current budget.
2. Reimbursable expenses are restricted to tuition and/or course fees; no more than a total of six hours of credit may qualify for payment under this plan in any given school term. Reimbursable expenses are based on the following formula: 100% for a grade of "A", 75% for a grade "B", and 50% for a grade "C". If course is offered as pass/fail, and employee passes, City will pay cost at 100%.
3. The employee must present evidence to substantiate expenses and completion of course. Normally, the cost of textbooks and technical publications required for courses shall be the responsibility of the employee. If the City purchases any of the textbooks or materials they shall become the property of the City.
4. The employee is not receiving reimbursement for tuition from any other source.
5. Time spent in a classroom setting or studying for educational courses that may be eligible for reimbursement under this policy is never considered compensable time for pay purposes.

Employees may pursue courses not directly related to their position when such courses are

necessary to complete requirements for and as a part of a continuing program for a degree or certificate that is job related if funds for such expenditures are available in the current budget. Courses which are only offered during regular working hours may be approved by the supervisor provided time off can be arranged conveniently and reasonable arrangements can be made to make up time off.

#### **O. Smoke-Free Workplace**

The City of Sisters provides a tobacco-free environment for all employees and visitors. For purposes of this policy, “tobacco” includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or “chew/spit” tobacco. This policy applies to employees, volunteers, and any visitors to City property, vehicles or facilities/buildings.

The City of Sisters’ buildings and vehicles are tobacco-free areas. Tobacco use is prohibited during working hours. Further, the City prohibits tobacco use in or around City vehicles and equipment or machinery.

If you wish to smoke, you must do so outside of City facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows.

#### **P. Social Media**

For purposes of this policy, “social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Sisters, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of the City of Sisters or the City’s legitimate business interests may result in disciplinary action up to and including termination.

##### **Prohibited Postings**

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City of Sisters’ no-harassment and no-discrimination policies and that include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

Do not create a link from your blog, website or other social networking site to a City-owned or -maintained website without identifying yourself as a City of Sisters employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City of Sisters. If the City is a subject of the content you are creating, be clear and open about the fact that you are a City of Sisters employee, and make it clear that your views do not represent those of the City of Sisters or its employees or elected officials.

### **Encouraged Conduct**

Always be fair and courteous to co-workers, the citizens we serve, the City of Sisters' employees and elected officials, and suppliers or other third parties who do business with the City. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City employees or elected officials, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City of Sisters' policy.

Maintain the confidentiality of the City of Sisters' confidential information. Do not post internal reports, policies, procedures or other internal, City-related confidential communications or information. (See "Workplace Privacy and Confidentiality")

### **Request for Employee Social Media Passwords**

The City of Sisters' supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City of Sisters.

Nothing in this policy prohibits the City of Sisters from requiring an employee to produce content from his or her social media or internet account in connection with a City of Sisters-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

### **Q. Solicitation and Distribution of Literature**

In order to ensure efficient operation of City of Sister's business and to prevent disruption to employees, we have established control of solicitations and distribution of literature on City property. City of Sisters has enacted rules applicable to all employees governing solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply strictly with these rules. Any employee who is in doubt concerning the application of these rules should consult with his or her supervisor.

**No employee shall solicit or promote support for any cause or City during his or her working time or during the working time of the employee or employees at whom such activity is directed.** No employee shall distribute or circulate any written or printed material in work areas at any time, or during his or her working time or during the working time of the employee or employees at whom such activity is directed.

Under no circumstances will non-employees be permitted to solicit or to distribute written material for any purpose on City property.

### **R. Uniforms and Personal Protection Equipment (PPE)**

Uniforms and personal protection equipment purchased by the City for its employees are city property and are not permitted for personal use. The City will furnish uniforms and specified personal protection equipment to employees whose duties require such items.

Employees are required to pay for all cleaning of their uniforms. Uniforms will be replaced on an "as needed" basis determined by the supervisor and/or department director. Public Works employees will generally be issued uniforms annually which will include (3) work shirts, one (1) jacket, and two (2) pants dependent upon City Council approved budget. Work boots will be purchased by the City on an as-needed basis with the approval of the Public Works Director. Work books are required to be left at the workplace, unless the employee is on call. Any work boots purchased under this provision must follow ASTM (American Society for Testing and Materials) standards.

Employees whose duties require safety vests, glasses, gloves, rubber boots, or other protective equipment will have those items provided by the City.

Employees are required to turn in their uniforms and personal protection equipment at the termination of employment. Employees are responsible for payment for any uniforms or personal protective equipment not returned prior to leaving the City's employment. At the discretion of the supervisor, work boots may be purchased from the City based on age and wear and tear.

#### **S. Use of City Equipment**

No city equipment is to be used in private work except under emergency conditions which might involve loss of life or damage to property.

#### **T. Vehicle Usage**

Employees driving either city or personal vehicles on city business are expected to abide by all state and local driving laws; maintain a valid driver's license; and maintain a current certificate of insurance for any personal vehicle driven. Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. Violation of any of these rules is subject to disciplinary action.

1. City vehicles are to be driven by authorized persons only. Passengers are limited to those individuals who need to ride in the vehicle to conduct city business. Non-city employees may ride with employees in city vehicles with supervisor approval or in an emergency.
2. When operating a city vehicle or while driving a personal vehicle on city business, an employee must use the seat belt/safety restraint device when available and require any passengers to do the same.
3. Use of cell phones, for any reason, while operating or driving city vehicles, equipment or machinery, or traveling via personal vehicle on city business, shall be limited to hands-free use. If a hands-free device is not available, the employee shall find a safe location and stop to answer or place a call. No texting or similar electronic communications is allowed while operating city vehicles, equipment or machinery.
4. Assigned city fuel credit cards are to be used for fuel for city vehicles and equipment. No employee will be allowed the use of a city fuel credit card for their personal use or gain.
5. City owned transportation may be driven to an employee's residence during off-duty hours if one of the following criteria exists:
  - The employee is officially on-call during his regular off-duty hours and must use a city vehicle for response to an emergency call.
  - The employee has regular off-duty responsibilities which necessitate the use of city transportation.
6. The use of city vehicles is otherwise granted by the supervisor and/or City Manager.

## **U. Workplace Privacy and Confidentiality**

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City of Sisters policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or release confidential information contrary to Oregon or federal laws may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of the City of Sisters) may be removed from our premises without permission from your supervisor. Additionally, the contents of records or information otherwise obtained in regard to the City of Sisters' business may not be disclosed to anyone, except where required for a business purpose or when required by law.

## **V. Workplace Violence**

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

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City of Sisters, or that threaten the safety, security or financial interests of the City. Employees should make such reports directly to their supervisor.

The City of Sisters also may conduct an investigation of a current employee where the employee's behavior raises concerns about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voice mail systems and computer systems.

All information related to the reports, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances. The Finance Officer or his/her designee will notify the reporting employee of any action taken in response to the report.

## **Termination of Employment**

### **A. Workplace Rules and Prohibited Conduct**

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and City of Sisters' operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City of Sisters records.

- Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any City of Sisters property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of City equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on City property.
- Carrying firearms or any other dangerous weapon on City premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on City property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Sisters.
- Misrepresentation of City of Sisters policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Sisters. Employees may not use the City of Sisters' name, logo, likeness, facilities, assets or other resources of the City of Sisters for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or City policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City of Sisters or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with the City on time, and/or whose City-provided services are disconnected. This includes, without limitation, situations where the employee writes a check to the City that is refused for payment due to non-sufficient funds.
- Harassment or discrimination that violates City of Sisters' policy.

This statement of prohibited conduct does not alter the City of Sisters' policy of at-will employment. Either you or the City of Sisters remains free to terminate the employment relationship at any time, with or without cause or notice.

## **B. Corrective Action/Discipline Policy**

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City of Sisters' standards, the City will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency. This can be accomplished through forms of discipline short of termination, such as verbal warnings, written warnings, suspensions without pay, and demotions (in no particular order). The corrective action

process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating employment of an employee for serious violations of City of Sisters' policies, procedures and rules and for other inappropriate behavior or conduct, the City of Sisters may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement.

In all cases, the City of Sisters retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, the City of Sisters reserves the right to proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City of Sisters deems such action appropriate. At all times, the City of Sisters retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action.

### **C. Retirement or Resignation**

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

A no call/no show for one working day may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.

If the employee's decision to resign is based on a situation that could be corrected, the employee is encouraged to discuss it with their supervisor before making a final decision.

Employees must return all City of Sisters property, including phones, computers, identification cards, credit cards, keys, and manuals, to the Finance Officer on or before their last day of work.

### **D. References**

All requests for references or recommendations must be directed to the Finance Officer. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance.

**By policy, the City of Sisters discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.**

## Employee Acknowledgement

### Acknowledgment of Receipt of Personnel Policies

I acknowledge that I have received and will read a copy of the City of Sisters' 2015 Employee Handbook. I also understand that a copy of the 2015 Employee Handbook is available to me at any time to review in Central Files at City Hall, the Public Works Building kitchen, or on the network Shared Drive: Personnel Handbook.

I understand that the City of Sisters has adopted the 2015 Employee Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time at the City of Sisters' sole discretion. I also understand that the 2015 Employee Handbook policies control over any other contradictory statements. I acknowledge that the 2015 Employee Handbook policies are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City of Sisters or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that the City of Sisters complies with all applicable laws regarding equal employment opportunity and provides a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to my supervisor, the Finance Officer, or any trusted manager or supervisor.

During my employment with the City of Sisters, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new polices as issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

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Employee Signature

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Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.