

CITY of CASCADE LOCKS

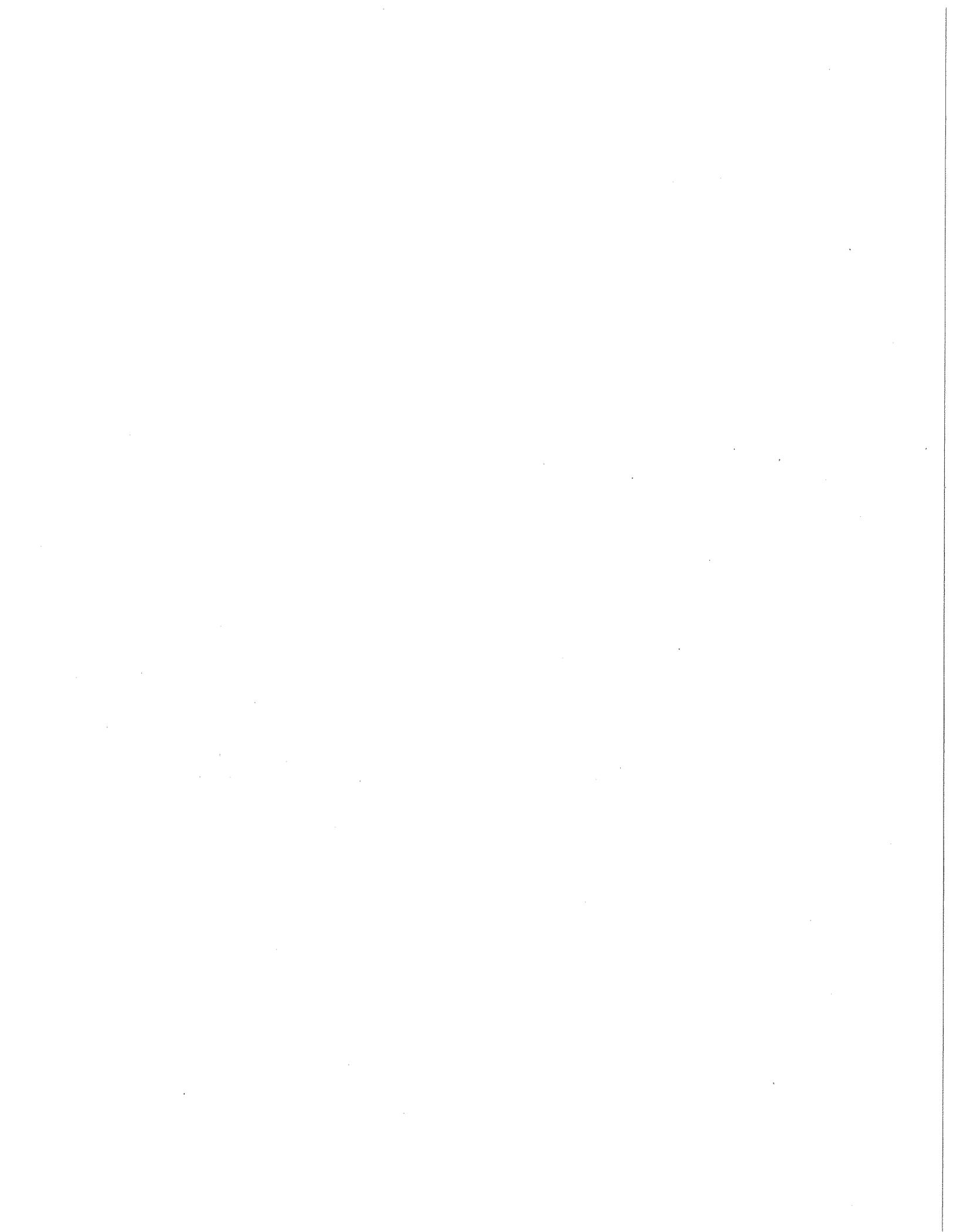
AGENDA

CITY COUNCIL MEETING, Monday, January 25, 2016, 7:00 PM, CITY HALL

Purpose: The City Council meets on the 2nd and 4th Mondays of each month to conduct city business.

1. **Call to Order/Pledge of Allegiance/Roll Call.**
2. **Additions or amendments to the Agenda.** (The Mayor may add items to the agenda after it is printed and distributed only when required by business necessity and only after an explanation has been given. The addition of agenda items after the agenda has been printed is otherwise discouraged.)
3. **Adoption of Consent Agenda.** (Consent Agenda may be approved in its entirety in a single motion. Items are considered to be routine. Any Councilor may make a motion to remove any item from the Consent Agenda for individual discussion.)
 - a. **Approval of January 11, 2016 Minutes.**
 - b. **Ratification of the Bills in the Amount of \$ 171,473.90.**
4. **Public Hearings.**
5. **Action Items:**
 - a. **Appointment to Committees.**
 - b. **Approve Ordinance No. 442 Amending the Street Vendor Ordinance.**
 - c. **Approve Resolution No. 1347 Adopting a Personnel Handbook and Repealing Resolutions 1041, 1062, 1101, 1209.**
6. **Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community.** (Comments on matters not on the agenda or previously discussed.)
7. **Reports and Presentations.**
 - a. **City Committees.**
 - b. **Tourism Committee – Presentation.**
 - c. **City Administrator Zimmerman Report.**
8. **Mayor and City Council Comments.**
9. **Other matters.**
10. **Executive Session as may be required.**
11. **Adjournment.**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.



1. **Call to Order/Pledge of Allegiance/Roll Call.** Mayor Cramblett called the meeting to order at 7:00 PM. CM's Groves, Randall, Walker, Busdieker, and Mayor Cramblett were present. CM Rutherford entered the meeting at 7:10 PM and CM Fitzpatrick entered the meeting at 7:15 PM. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Dave Palais, Nick Korzendorfer, Holly Howell, Ray Cless, Katelin Stuart, Tourism Chair Debbie Fine, and Camera Operator Betty Rush.
2. **Additions or amendments to the Agenda.** None.
3. **Adoption of Consent Agenda.**
 - a. **Approval of December 14, 2015 Minutes.**
 - b. **Approve Repayment For Induced Building Costs.**
 - c. **Ratification of the Bills in the Amount of \$ 280,942.45.**

Mayor Cramblett read the list of items on the Consent Agenda. **Motion:** CM Walker moved, seconded by CM Busdieker, to approve the Consent Agenda. The motion passed unanimously by CM's Groves, Randall, Walker, Busdieker, and Mayor Cramblett.

4. **Public Hearings.** None.
5. **Action Items:**
 - a. **Appointment to Committees.**
 - 1) **Tourism Committee.** Mayor Cramblett appointed Debbie Fine, Cindilee Baseman, and Harry Troeger to the Tourism Committee. There was consensus of Council.
 - 2) **Mid-Columbia Council of Governments.** Mayor Cramblett said he was interested in serving on the Mid-Columbia Council of Governments Board. There was consensus of Council.
 - b. **Approve Ordinance No. 441 Amending the Zoning and Comprehensive Plan Map for the City of Cascade Locks, Oregon for Assessors' Map and Tax Lot 02N07E12AD 101.** CA Zimmerman said the ordinance has been posted since the last meeting so it can be read twice by title only and adopted by Council in one meeting. **Motion:** CM Busdieker moved, seconded by CM Walker, to adopt Ordinance No. 441 amending the zoning and comprehensive plan map for the City of Cascade Locks, Oregon for Assessors' Map and Tax Lot 02N07E12AD 101. CA Zimmerman gave the first and second readings of Ordinance No. 441. CM Randall said he would abstain as he worked for the Port of Cascade Locks and Mayor Cramblett said he would have to abstain also. CM Rutherford entered the meeting. CA Zimmerman explained the ordinance again to Council. CM Busdieker said this is the most logical zone to change it to if it will no longer be zoned public. She said this will make room for more commercial and retail and a better welcoming view on this end of town. The motion passed with CM's Groves, Walker, Busdieker, Rutherford voting in favor. Mayor Cramblett and CM Randall abstained.
 - c. **Approve 2016/2017 Budget Schedule.** CA Zimmerman presented the budget schedule. Mayor Cramblett asked about the budget due to the high wind damage. CA Zimmerman said the City has spent \$100,000.00 so far for repairs and that has come from Capital Reserve. He said the employees' wages will come out of the operating expense. CA Zimmerman said he would also like to schedule a Goal Setting Session and thought that could start at 6:00 PM before the next Council meeting. **Motion:** CM Randall moved, seconded by CM Groves, to approve the budget schedule as presented. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

There was consensus of Council to have the Goal Setting Session at 6:00 PM before the Council meeting on January 25th. CA Zimmerman said there would be a light dinner available for Councilors.

d. Approve 1st Reading of Ordinance No. 442 Amending the Street Vendor Ordinance.

CA Zimmerman explained that this amendment is to go after the property owner if the vendor doesn't register with the City. He said if the vendor doesn't register then the City has no way of getting the information on the vendor to fine them if they don't follow the ordinance regulations.

Motion: CM Randall moved, seconded by CM Rutherford, to approve Ordinance No. 442. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett.

6. Appearance of Interested Citizens to Share a Variety of Perspectives on Issues Facing Our Community. Katelin said you shouldn't put laws into place to target one person or one entity. She said this can backfire in a second. She cautioned City Council to think about this.

7. Reports and Presentations.

a. City Committees.

1) Tourism Committee Presentation. Tourism Chair Fine said the Tourism Committee is working on a new brochure and logo for Tourism. She said the last brochure was done in a hurry and they are taking their time on this one. She said Harry Troeger has been working on a presentation for Council. TC Fine said she thought there may have been some confusion as to Harry being a member until after committee appointments were made. CA Zimmerman said the presentation can be on the next agenda. Mayor Cramblett reminded TC Fine that the Tourism Committee is an advisory committee and that Council approves expenditures and makes final decisions. He advised that a representative from the Tourism Committee come to Council meetings on occasion to keep Council informed on what the Tourism Committee is working on.

b. Personnel Handbook Discussion. CA Zimmerman said Council was given a copy of the Personnel Handbook and asked if anyone had any suggestions or changes to make. Hearing none, he said a resolution would be brought before Council at the next meeting.

c. City Administrator Zimmerman Report. See Exhibit A.

8. Mayor and City Council Comments. CM Rutherford said this was a quick meeting. He said he loved the improvements to Council Chambers. CM Fitzpatrick thanked the crew for their work on the pyramid substation and also thanked staff for their work on the Council Chambers improvements. CM Walker thanked the crew for their work during the last wind storm. He said he was glad to see the Council Chambers done. CM Busdieker thanked the crew for taking care of the electric system and the work that was done on Council Chambers. She wished everyone a Happy New Year. CM Randall thanked Electric Department Keith Terry for his instrumental work on the pyramid substation. He also thanked staff for taking care of business. He said it is refreshing to see things getting done. CM Groves said the Council Chambers looks great. She thanked staff for their work and said, "Great job." Mayor Cramblett said the City and Port have a good working relationship. He said Todd Mohr from the Port of Cascade Locks helped out with the Council Chamber improvements. He said Nancy Renault gets credit also for urging the City to redo this room. Mayor Cramblett thanked all staff for their work during the emergency situations.

Mayor Cramblett said he recently met with the Governors' staff and they discussed the misinformation regarding Nestlé. He said they are open to hearing more information. He said the

misinformation has hurt the movement of this project. He spoke of a plant in Maine with the same type of obstacles but said they stuck with it and are now happy to have Nestlé in the their community.

Mayor Cramblett said a lot of people say, "No Nestlé in the Gorge" but he said Nestlé will still be in the Gorge. He said their products are on all store shelves. He said he liked the idea of having Nestlé here and shortening the haul time from California.

Mayor Cramblett said CA Zimmerman's estimate of \$800,000.00 a year to come into the City will help to hold power and water rates solid for our citizens. He said having Nestlé will make it easier on our citizens. He spoke of the elementary school being shut down and Nestlé possibly putting money into the building for our children and community to be able to use. He said it is money from industry coming in that will help with these types of things.

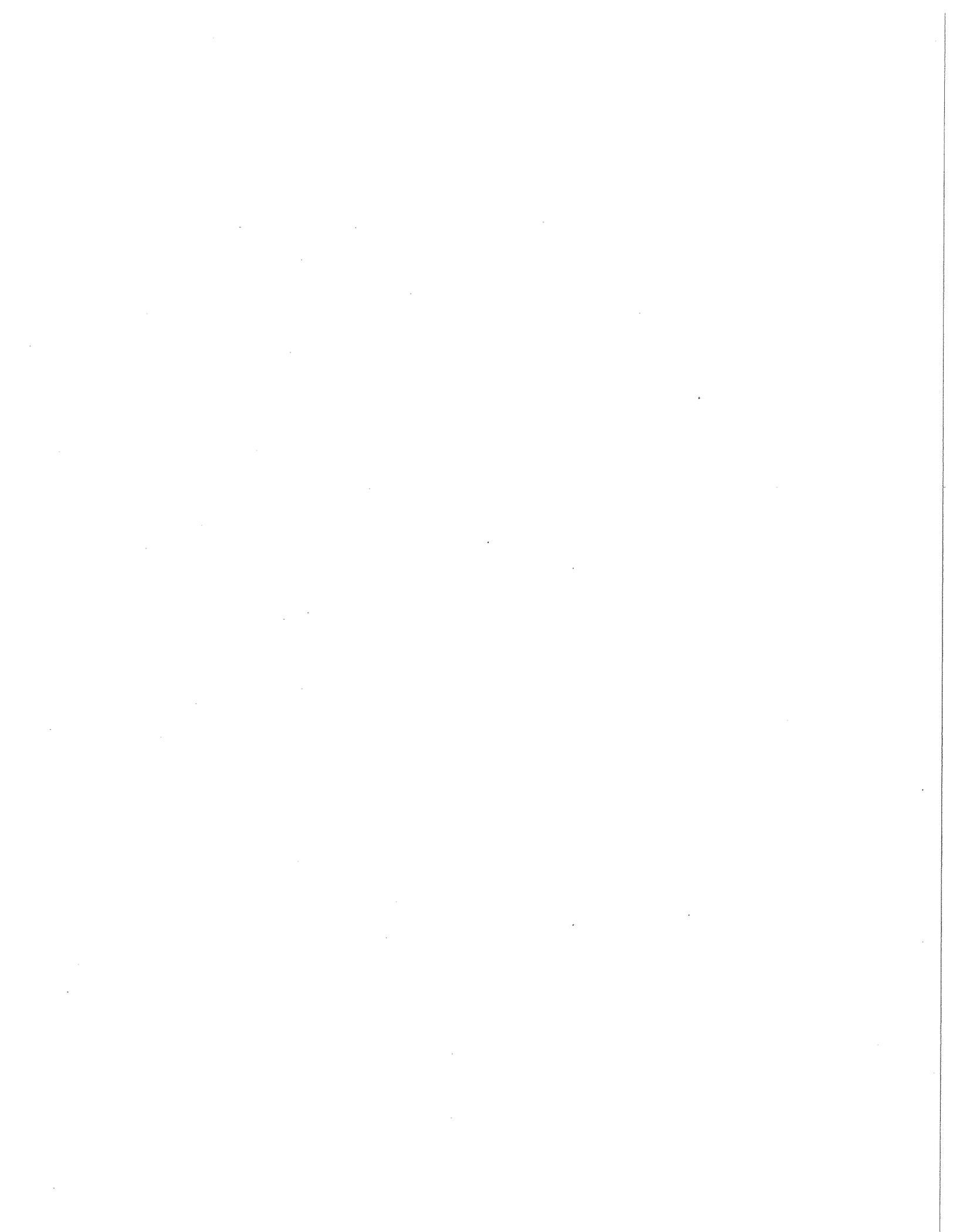
Mayor Cramblett said we have a lot of citizens with fixed incomes. He said without Nestlé here the increased rates are going to affect all our citizens. He said having Nestlé here will be important for our citizens that have a harder time financially. He said he is glad that Council is pushing ahead with Nestlé. He said he feels well about the coming years and there is still time to, "Grab the golden ring." Mayor Cramblett said Cascade Locks will miss out if this doesn't happen.

9. **Other matters.** None.
10. **Executive Session as may be required.** None.
11. **Adjournment. Motion:** CM Groves moved, seconded by CM Randall, to adjourn. The motion passed unanimously by CM's Groves, Randall, Fitzpatrick, Walker, Busdieker, Rutherford, and Mayor Cramblett. The meeting was adjourned at 7:47 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor





(541) 374-8484

Fax: (541) 374-8752 TTY: 711

**City Administrator Report to the City Council
Monday, January 11, 2016**

1. **Parking Management Workshop:** I will be participating in a conference call tomorrow at 2:00 p.m. to discuss the outline and structure of a parking management workshop to be held in Cascade Locks with any interested party concerned about the parking situation and standards in Cascade Locks. More information will be available on the workshop as we plan and schedule the event. This is being paid for by the Transportation Growth Management Grant.
2. **Pyramid Substation Update:** The Pyramid Substation is almost done. Three jumpers, the CT switches, and the ground grid connections to the new fence need to be completed. The crew will then "heat up" the transformer to insure proper working order. After testing, if successful, the station will then be powered for the community.
3. **Water System Improvement Project Update:** We have the process ready to roll for the interim financing. The engineering should be completed and to the State by January 29. After State review, we will bid the project with an expected completion date at the end of the third quarter. As we get the bids back, we will discuss the rate increase and the timing for that increase.
4. **City Council Chambers Update:** Thanks to our City crews, both Public Works and Electric, and to Todd Mohr from the Port for their help in transforming the Council Chambers.
5. **Gorge Hubs Grant:** The City has been invited to submit a grant for the Gorge Hubs Project at Overlook Park. This grant would cover the hiker/biker amenities at Overlook Park, not the pedestrian overcrossing into Marine Park. I will be working with the Port on the application for the \$195,000 project. The grant, if approved, would cover 75% of the cost of the project.
6. **Washington, D.C. Lobbying Trip:** Mayor Cramblett and I will be joining Port Commissioners and Staff on the annual trip to Washington, D.C., to lobby on behalf of Port and City projects. If you have any issues you would like us to pursue, please let me know. The trip is scheduled for March 12 through March 17. The topics currently on the agenda are:
 - a. Fish Habitat (Herman Creek and Cove)
 - b. Transportation System Improvements
 - i. I-84 Interchange upgrades and improvements
 - ii. Truck Route Improvements
 - c. Potential Wastewater Master Plan Projects (±\$5,000,000)
 - d. BPA/DOE: Purchase (or receipt) of BPA Cascade Locks Substation
 - e. USDA Rural Electrification: loans for substation project
 - f. EMS Funding for Equipment Replacement (ambulance and fire truck)
 - g. Sustainable Funding for Columbia Gorge Commission/National Scenic Area

Thank you for all your effort on behalf of the City.

Gordon Zimmerman
Cascade Locks City Administrator

EXHIBIT A pg. 1 of 1
TO MINUTES OF 1/11/16
City Council MEETING

*Cascade Locks is where the Bridge of the Gods spans the Heart of the Gorge;
where mountain, wind, and water create the best sailing in the Northwest;
and where the "CL" on the license plate stands for Cascade Locks, the second largest city in Hood River County!
The City of Cascade Locks is an Equal Opportunity Provider.*



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DEPARTMENT: CITY OF CASCADE LOCKS
COVER SHEET AND SUMMARY

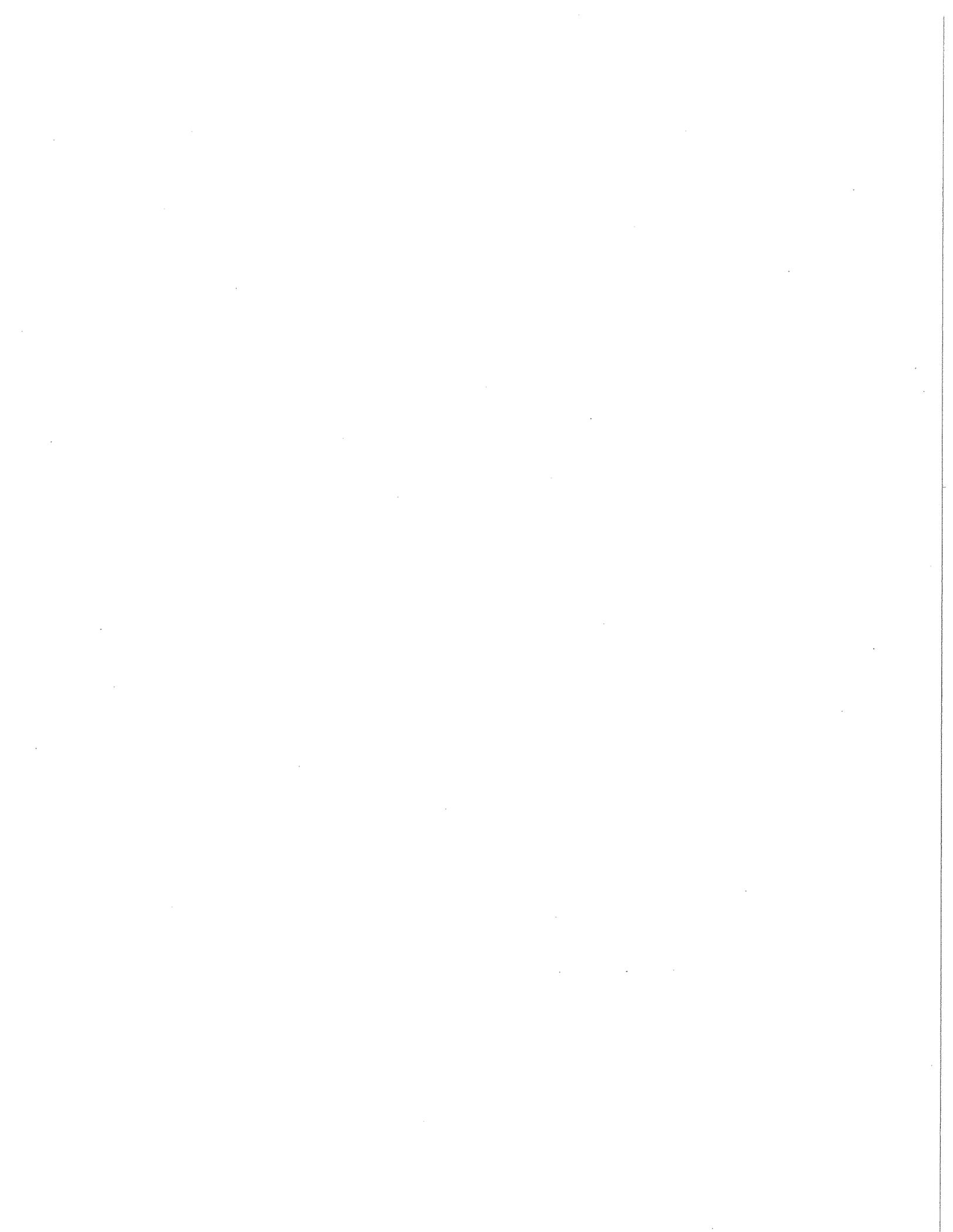
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DATE:	DESCRIPTION:	AMOUNT:
1/8/2016	PR	\$ 42,604.52
1/25/2016	A/P	\$ 128,869.38
GRAND TOTAL		\$ 171,473.90

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APPROVAL:

Mayor



Report Criteria:
Report type: GL detail

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6657	01/16	01/15/2016	6983	RT03-00013	All American First Aid & Safety	First Aid Supplies	5140562110	149.11
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6658	01/16	01/15/2016	6966	014100180A	American Messaging	Paging Service	5140562110	5.00
Total 6658:								
6659	01/16	01/15/2016	340	3801	BEST WESTERN	room for power outage	5645163941	96.12
6659	01/16	01/15/2016	340	3802	BEST WESTERN	room for power outage	5645163941	96.12
6659	01/16	01/15/2016	340	3803	BEST WESTERN	room for power outage	5645163941	96.12
6659	01/16	01/15/2016	340	3804	BEST WESTERN	room for power outage	5645163941	96.12
6659	01/16	01/15/2016	340	3805	BEST WESTERN	room for power outage	5645163941	96.12
6659	01/16	01/15/2016	340	3806	BEST WESTERN	room for power outage	5645163941	96.12
6659	01/16	01/15/2016	340	3807	BEST WESTERN	room for power outage	5645163941	96.12
6659	01/16	01/15/2016	340	3808	BEST WESTERN	room for power outage	5645163941	96.12
Total 6659:								
6660	01/16	01/15/2016	6839	82017092	Bound Tree Medical, LLC	supplies	0540562351	414.89
6660	01/16	01/15/2016	6839	82017093	Bound Tree Medical, LLC	sani cloth wipes	0540562351	35.45
Total 6660:								
6661	01/16	01/15/2016	590	1019993	CARSON OIL COMPANY	fuel for contract crew during Nov power o	5645163941	95.00
6661	01/16	01/15/2016	590	1520239-IN	CARSON OIL COMPANY	Bio Diesel for Generator	3140562530	269.65
6661	01/16	01/15/2016	590	1520240-IN	CARSON OIL COMPANY	Bio Diesel for Generator	3140562530	92.61
Total 6661:								
6662	01/16	01/15/2016	6979	DECEMBER	Cartmaton, Inc.	GIS Service for City	5140562190	1,000.00
Total 6662:								
6663	01/16	01/15/2016	610	657278	CASCADE COLUMBIA DISTRIBUTION	Chlorine	2140562650	410.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6663:								
6664	01/16	01/15/2016	670	100001500 1	CASCADE LOCKS LIGHT CO.	fire station	0540562439	627.70
6664	01/16	01/15/2016	670	100003500 1	CASCADE LOCKS LIGHT CO.	Res No 2	2140562070	33.09
6664	01/16	01/15/2016	670	100030200 1	CASCADE LOCKS LIGHT CO.	Pump Lift Station	3140562070	28.30
6664	01/16	01/15/2016	670	100038200 1	CASCADE LOCKS LIGHT CO.	Well House	2140562070	1,679.84
6664	01/16	01/15/2016	670	100379100 1	CASCADE LOCKS LIGHT CO.	Treatment Plant	3140562070	2,035.46
6664	01/16	01/15/2016	670	100381300 1	CASCADE LOCKS LIGHT CO.	Warehouse	2140562070	42.14
6664	01/16	01/15/2016	670	100381300 1	CASCADE LOCKS LIGHT CO.	Warehouse	3140562070	42.14
6664	01/16	01/15/2016	670	200120000 1	CASCADE LOCKS LIGHT CO.	Cemetery Water	1740562551	28.30
6664	01/16	01/15/2016	670	300155100 1	CASCADE LOCKS LIGHT CO.	Main Lift Station	3140562070	1,557.68
6664	01/16	01/15/2016	670	300155900 1	CASCADE LOCKS LIGHT CO.	Museum	0140762630	168.72
6664	01/16	01/15/2016	670	300171800 1	CASCADE LOCKS LIGHT CO.	Mail Lighting	5140562800	42.18
6664	01/16	01/15/2016	670	300183900 1	CASCADE LOCKS LIGHT CO.	Moody Lift Station	2140562070	74.24
6664	01/16	01/15/2016	670	301961200 1	CASCADE LOCKS LIGHT CO.	Bike Path	0140162552	11.38
6664	01/16	01/15/2016	670	600135500 1/	CASCADE LOCKS LIGHT CO.	City Hall Utilities	0140162552	2,057.74
6664	01/16	01/15/2016	670	600136900 1	CASCADE LOCKS LIGHT CO.	87 Ruckie	3140562070	52.04
6664	01/16	01/15/2016	670	600149800 1	CASCADE LOCKS LIGHT CO.	City Hall Irrigation	0140162552	86.03
6664	01/16	01/15/2016	670	601369800 1	CASCADE LOCKS LIGHT CO.	Radio Tower	0540562439	39.10
6664	01/16	01/15/2016	670	SSS DECEM	CASCADE LOCKS LIGHT CO.	senior sewer subsidy	0140862025	227.00
Total 6664:								
6665	01/16	01/15/2016	740	70311	CASELLE, INC.	Contract Support	0140162092	1,220.00
Total 6665:								
6666	01/16	01/15/2016	820	62727	CH2M HILL ENGINEERS INC.	Engineering Services	3140562700	7,458.33
Total 6666:								
6667	01/16	01/15/2016	6987	311716	Christenson Electric, Inc.	Winter Storm Restoration	5645163941	67,460.14
Total 6667:								
6668	01/16	01/15/2016	6985	7261353	Clark Public Utilities	Crew costs for November Power Outage	5645163941	7,385.01
Total 6668:								

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6669	01/16	01/15/2016	1000	C159324-2	Coburn Electric	Install lights inside new shop	5645163941	1,883.96
6669	01/16	01/15/2016	1000	C159324-3	Coburn Electric	Install motion lights on new shop	5645163941	820.65
6669	01/16	01/15/2016	1000	C15409	Coburn Electric	Replace control transformer at moody lift	2140562560	393.01
Total 6669:								3,097.62
6670	01/16	01/15/2016	6852	JANUARY 20	College of Emergency Services	Installment Payment for J. Bennett	0540562024	790.00
Total 6670:								790.00
6671	01/16	01/15/2016	1040	37815	COLUMBIA GORGE FIRE EQUIPMENT	Fire Extinguisher Service	0540562350	174.50
Total 6671:								174.50
6672	01/16	01/15/2016	1120	A99974	COLUMBIA HARDWARE, LLC	paint, primer, doorholder	0540562440	33.82
6672	01/16	01/15/2016	1120	B121282	COLUMBIA HARDWARE, LLC	ice melt	0140462520	39.98
6672	01/16	01/15/2016	1120	B121451	COLUMBIA HARDWARE, LLC	3/8x48 Round Rod Steel	0340562560	9.98
6672	01/16	01/15/2016	1120	B122742	COLUMBIA HARDWARE, LLC	tube cutter, ball valve, misc. supplies	2140562560	38.85
6672	01/16	01/15/2016	1120	B123113	COLUMBIA HARDWARE, LLC	sand paper	3140562560	11.67
6672	01/16	01/15/2016	1120	B123145	COLUMBIA HARDWARE, LLC	caulking and flex seal	2140562560	42.91
6672	01/16	01/15/2016	1120	B123312	COLUMBIA HARDWARE, LLC	supplies for ice maker	0540562440	48.82
6672	01/16	01/15/2016	1120	B123497	COLUMBIA HARDWARE, LLC	paint rollers, saw blade, wood filler	0140462520	90.76
6672	01/16	01/15/2016	1120	B123677	COLUMBIA HARDWARE, LLC	masonry bit and fasteners	2140562560	20.44
6672	01/16	01/15/2016	1120	B123840	COLUMBIA HARDWARE, LLC	caulking	0140462520	5.98
Total 6672:								343.21
6673	01/16	01/15/2016	1130	2015	COLUMBIA MARKET (DBA)	water	0140362870	27.57
6673	01/16	01/15/2016	1130	2015	COLUMBIA MARKET (DBA)	batteries	2140562560	11.39
6673	01/16	01/15/2016	1130	2015	COLUMBIA MARKET (DBA)	batteries	3140562560	9.97
6673	01/16	01/15/2016	1130	2015	COLUMBIA MARKET (DBA)	batteries	5140562810	9.79
6673	01/16	01/15/2016	1130	2015	COLUMBIA MARKET (DBA)	batteries	5140562810	10.29
6673	01/16	01/15/2016	1130	2015	COLUMBIA MARKET (DBA)	water	5140562900	31.36
6673	01/16	01/15/2016	1130	2015	COLUMBIA MARKET (DBA)	scour pads	5645163941	2.90
Total 6673:								103.27
6674	01/16	01/15/2016	1360	130931	DAVID R. CUNNINGHAM	City Network	0140162082	1,140.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6674:								1,140.00
6675	01/16	01/15/2016	1410	DECEMBER	DENNIS SNYDER CONTRACTORS	Equipment rental for december power ou	5645163941	2,250.00
Total 6675:								2,250.00
6676	01/16	01/15/2016	1540	61158-12311	DMV SERVICES STATE OF OREGON	Driving Records	5140562870	3.00
Total 6676:								3.00
6677	01/16	01/15/2016	1620	960	EFFICIENCY SERVICES GROUP, LLC	BPA Program Service December 2015	5140562139	750.00
Total 6677:								750.00
6678	01/16	01/15/2016	6986	154-68494	FASTSIGNS 154 dba	Vinyl Decals on Command Rig	0540563155	861.50
Total 6678:								861.50
6679	01/16	01/15/2016	2020	1249086	GENERAL PACIFIC INC.	replace supplies used in storm	5645163941	1,193.76
6679	01/16	01/15/2016	2020	1249836	GENERAL PACIFIC INC.	#2 Copper Auto Line Splice	5140562770	1,590.00
Total 6679:								2,783.76
6680	01/16	01/15/2016	6919	53356219	GovConnection	Hard Drive for old acct. server #400-ACZ	0140162010	263.49
Total 6680:								263.49
6681	01/16	01/15/2016	2420	2016-01	HOOD RIVER CO. - FINANCE	Reverse 911 Contract 2016 Payment	0140862201	1,000.00
Total 6681:								1,000.00
6682	01/16	01/15/2016	2570	12151002	HOOD RIVER NEWS	Port Zoning Change	0140162030	88.00
6682	01/16	01/15/2016	2570	651	HOOD RIVER NEWS	2 Year Renewal	0140162030	67.00
Total 6682:								155.00
6683	01/16	01/15/2016	6789	27059	Klickitat County Health Dept	Water Sampling	2140562150	30.00

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6683:								
6684	01/16	01/15/2016	3050	17187	LEAGUE OF OREGON CITIES	advertise station captain position	0540562030	20.00
Total 6684:								
6685	01/16	01/15/2016	3070	1500335147	LES SCHWAB TIRE CENTER	Tire change over	5140562201	240.00
Total 6685:								
6686	01/16	01/15/2016	6874	DECEMBER	LIN Television Corporation	programming	4140562740	254.10
Total 6686:								
6687	01/16	01/15/2016	3380	KPDX DECE	Meredith Corporation	Retransmission	4140562740	123.20
6687	01/16	01/15/2016	3380	KPTV DECE	Meredith Corporation	Retransmission	4140562740	292.60
Total 6687:								
6688	01/16	01/15/2016	3490	20111	MID-COLUMBIA ECONOMIC	582 HR EDWOG	0140162030	250.00
Total 6688:								
6689	01/16	01/15/2016	3770	22-201512	NET ASSETS	Title Search	0140162110	11.00
Total 6689:								
6690	01/16	01/15/2016	3920	830	NORTHWEST REQUIREMENTS UTILIT	Membership Dues	5140562030	1,284.00
6690	01/16	01/15/2016	3920	882	NORTHWEST REQUIREMENTS UTILIT	RiverPartners Support	5140562030	710.00
Total 6690:								
6691	01/16	01/15/2016	3990	2016	OCPDA	Membership Dues	0140162030	50.00
Total 6691:								
6692	01/16	01/15/2016	4020	ME117751	ODOT-FUEL SALES	Fuel	0340562530	90.63
6692	01/16	01/15/2016	4020	ME117751	ODOT-FUEL SALES	Fuel	0540562420	356.13
6692	01/16	01/15/2016	4020	ME117751	ODOT-FUEL SALES	Fuel	2140562530	263.47

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
6692	01/16	01/15/2016	4020	ME117751	ODOT-FUEL SALES	Fuel	3140562530	248.16
6692	01/16	01/15/2016	4020	ME117751	ODOT-FUEL SALES	Fuel	5140562200	747.25
Total 6692:								1,705.64
6693	01/16	01/15/2016	4070	5120332	ONE CALL CONCEPTS, INC.	Regular Tickets	5140562110	13.65
Total 6693:								13.65
6694	01/16	01/15/2016	6769	12-15-283	PARC Resources, LLC	PC Meeting	0140262075	198.00
Total 6694:								198.00
6695	01/16	01/15/2016	4650	1348411	PLATT ELECTRIC SUPPLY	fuse and coil	2140562560	186.01
Total 6695:								186.01
6696	01/16	01/15/2016	4670	10544608	PORT OF CASCADE LOCKS	bridge Tickets - FD	0540562020	30.00
Total 6696:								30.00
6697	01/16	01/15/2016	6780	5039801958	Ricoh Americas Corporation	Copies	0140162110	86.28
Total 6697:								86.28
6698	01/16	01/15/2016	5040	381	ROCKRANCH ENTERPRISES	Contract PW Super	0340562080	165.00
6698	01/16	01/15/2016	5040	381	ROCKRANCH ENTERPRISES	Contract PW Super	2140562080	165.00
6698	01/16	01/15/2016	5040	381	ROCKRANCH ENTERPRISES		3140562080	165.00
Total 6698:								495.00
6699	01/16	01/15/2016	6834	FOLEY 1/16	Sherilyn Foley	Refund cost of sidewalks per council vot	0340563182	3,950.00
Total 6699:								3,950.00
6700	01/16	01/15/2016	6886	DECEMBER	Sinclair Television Group, Inc.	Programming	4140562740	338.80
Total 6700:								338.80
6701	01/16	01/15/2016	6965	14	Sofia Urrutia-Lopez	Contract Support	0840562110	465.50

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 6701:								
6702	01/16	01/15/2016	5460	DECEMBER	Sosnkowski & Cleaveland P. C.	Attorney Fees	0140162100	1,200.00
Total 6702:								
6703	01/16	01/15/2016	5480	8363	SPECIALTY ENGINEERING, INC. (ESG	Reclosure Testing	5645163941	900.50
Total 6703:								
6704	01/16	01/15/2016	5510	8037457882	STAPLES CONTRACT & COMMERCIA	wireless keyboard, toner, batteries	0140162010	121.57
Total 6704:								
6705	01/16	01/15/2016	6970	1568-118027	Suburban Propane	Equipment Rental	0540562421	1.00
6705	01/16	01/15/2016	6970	85883	Suburban Propane	Propane	0540562421	609.16
Total 6705:								
6706	01/16	01/15/2016	6834	010516	Team Evolution	refund connect fees and SDC fees	2130543700	724.00
6706	01/16	01/15/2016	6834	010516	Team Evolution	Refund water meter expense	2130543701	275.84
Total 6706:								
6707	01/16	01/15/2016	6984	2016-038	The Daily Dispatch	Employment Ad-Station Captain	0540562030	385.00
Total 6707:								
6708	01/16	01/15/2016	6921	H03541M	True North	E-94 Pump Test	0540562448	325.00
6708	01/16	01/15/2016	6921	H03641N	True North	E-93 Pump Test	0540562448	325.00
Total 6708:								
6709	01/16	01/15/2016	6855	1512-23	WanaPa Room Inc	meals for crew during december power o	5645163941	105.15
Total 6709:								
1151601	01/16	01/15/2016	3650	15120205	NATIONAL CABLE TELEVISION COOP.	Programming	4140562740	3,850.80

M = Manual Check, V = Void Check

City of Cascade Locks

Check Register - By Check No.
Check Issue Dates: 1/15/2016 - 1/15/2016

Page: 8
Jan 13, 2016 01:51PM

Check Number	GL Period	Check Issue Date	Vendor Number	Invoice No.	Payee	Description	GL Account	Amount
Total 1151601:								3,850.80
Grand Totals:								128,869.38

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-21010	.00	8,410.50-	8,410.50-
01-401-62010	385.06	.00	385.06
01-401-62030	455.00	.00	455.00
01-401-62082	2,360.00	.00	2,360.00
01-401-62100	1,200.00	.00	1,200.00
01-401-62110	97.28	.00	97.28
01-401-62552	2,155.15	.00	2,155.15
01-402-62075	198.00	.00	198.00
01-403-62870	27.57	.00	27.57
01-404-62520	136.72	.00	136.72
01-407-62630	168.72	.00	168.72
01-408-62025	227.00	.00	227.00
01-408-62201	1,000.00	.00	1,000.00
03-21010	.00	4,215.61-	4,215.61-
03-405-62080	165.00	.00	165.00
03-405-62530	90.63	.00	90.63
03-405-62560	9.98	.00	9.98
03-405-63182	3,950.00	.00	3,950.00
05-21010	.00	5,077.07-	5,077.07-
05-405-62020	30.00	.00	30.00
05-405-62024	790.00	.00	790.00
05-405-62030	405.00	.00	405.00
05-405-62350	174.50	.00	174.50
05-405-62351	450.34	.00	450.34
05-405-62420	356.13	.00	356.13
05-405-62421	610.16	.00	610.16
05-405-62439	666.80	.00	666.80
05-405-62440	82.64	.00	82.64
05-405-62448	650.00	.00	650.00
05-405-63155	861.50	.00	861.50
08-21010	.00	465.50-	465.50-
08-405-62110	465.50	.00	465.50
17-21010	.00	28.30-	28.30-
17-405-62551	28.30	.00	28.30
21-21010	.00	4,390.23-	4,390.23-
21-305-43700	724.00	.00	724.00
21-305-43701	275.84	.00	275.84
21-405-62070	1,829.31	.00	1,829.31

GL Account	Debit	Credit	Proof
21-405-62080	165.00	.00	165.00
21-405-62150	30.00	.00	30.00
21-405-62530	263.47	.00	263.47
21-405-62560	692.61	.00	692.61
21-405-62650	410.00	.00	410.00
31-21010	.00	11,971.01	11,971.01
31-405-62070	3,715.62	.00	3,715.62
31-405-62080	165.00	.00	165.00
31-405-62530	610.42	.00	610.42
31-405-62560	21.64	.00	21.64
31-405-62700	7,458.33	.00	7,458.33
41-21010	.00	4,859.50	4,859.50
41-405-62740	4,859.50	.00	4,859.50
51-21010	.00	6,585.63	6,585.63
51-405-62030	1,994.00	.00	1,994.00
51-405-62110	167.76	.00	167.76
51-405-62139	750.00	.00	750.00
51-405-62190	1,000.00	.00	1,000.00
51-405-62200	747.25	.00	747.25
51-405-62201	240.00	.00	240.00
51-405-62770	1,590.00	.00	1,590.00
51-405-62800	42.18	.00	42.18
51-405-62810	20.08	.00	20.08
51-405-62870	3.00	.00	3.00
51-405-62900	31.36	.00	31.36
56-21010	.00	82,866.03	82,866.03
56-451-63941	82,866.03	.00	82,866.03
Grand Totals:	128,869.38	128,869.38	.00

Report Criteria:
 Report type: GL detail

M = Manual Check, V = Void Check

CASCADE LOCKS STAFF REPORT

Date Prepared: January 15, 2016

For City Council Meeting on: January 25, 2016

TO: Honorable Mayor and City Council

PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Ordinance No. 442 Amending the Street Vendor Ordinance

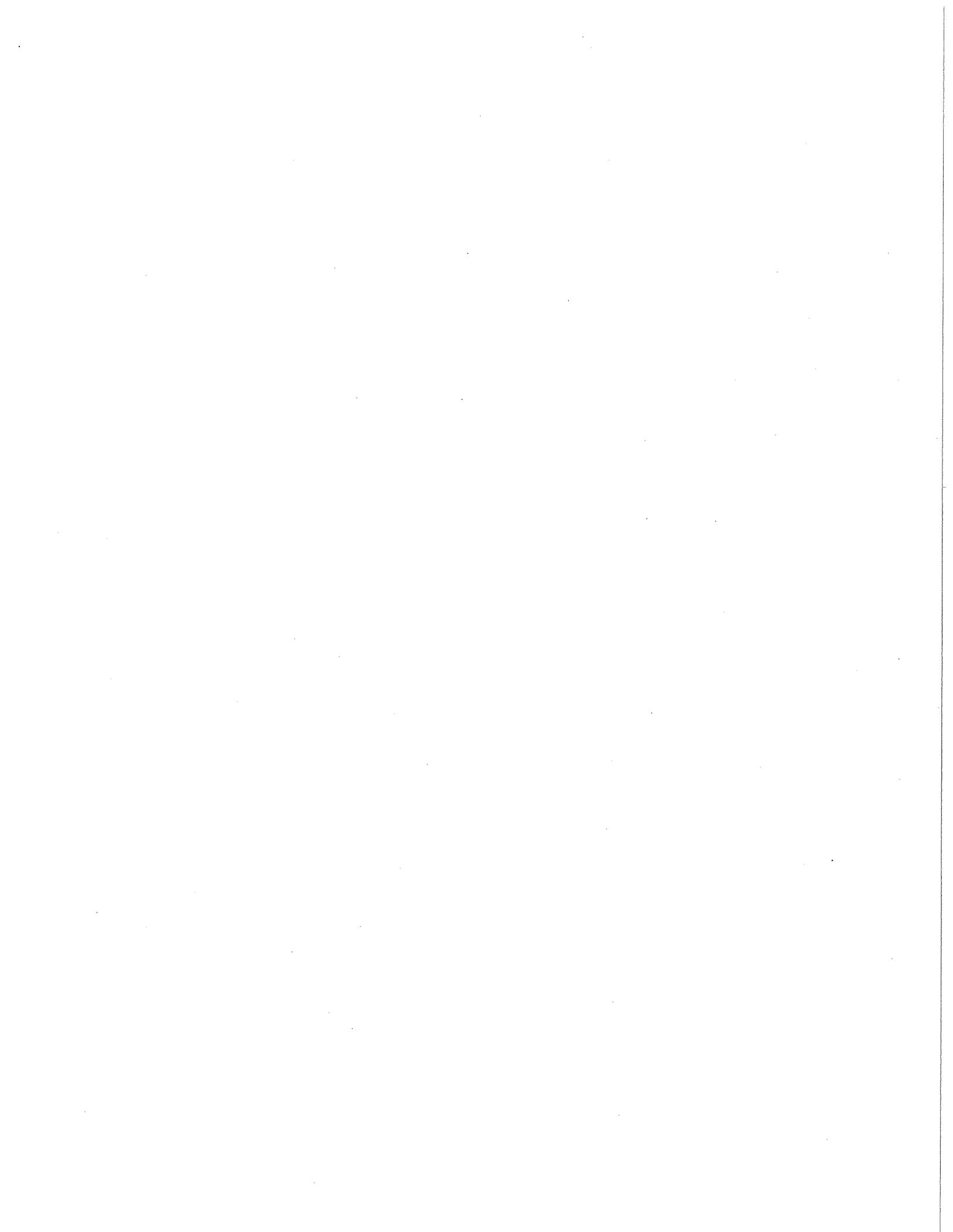
SYNOPSIS: As the Council has adopted rules for street vendors over the last two years, we, as a staff, have learned a few things about enforcement of the rules.

The Native American fish vendors have generally not be a problem. While they don't sign up, they are generally in compliance with the signage and structure requirements.

However, the produce vendors have not been responsive and compliant. Because they have refused to register with the City, I have not had accurate contact information which would allow me to cite them into Municipal Court. Since these vendors must have the property owners permission to locate on the property, this proposed ordinance makes the property owners liable for violations by the vendors including violations of the sign code and length of allowed occupation of the property. The defense for the property owners is simple: if the street vendor has registered, violations will go to the vendor. If the street vendor has not registered, then the property owner will be cited into court. This language was developed by the City Attorney.

CITY COUNCIL OPTIONS: Approve, modify, or reject the ordinance.

RECOMMENDED MOTION: "I move to approve Ordinance No. 442 amending Ordinance No. 425, which was amended by Ordinance No. 436, pertaining to the regulation of street vendors within the City of Cascade Locks."



ORDINANCE NO. 442

AN ORDINANCE OF THE CITY OF CASCADE LOCKS AMENDING ORDINANCE 425, AS AMENDED BY ORDINANCE 436, PERTAINING TO THE REGULATION OF STREET VENDORS WITHIN THE CITY OF CASCADE LOCKS

WHEREAS, the City Council of the City of Cascade Locks has established Ordinance 425 for the regulation of street vendors within the City of Cascade Locks;

WHEREAS, Ordinance 425 was amended by Ordinance 436; and

WHEREAS, the City Council considers it necessary to amend Ordinance 425; as amended by Ordinance 436, to address the responsibility of persons that allow unlicensed vending on property under their ownership or control.

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Section 1 of Ordinance 425, as amended by Ordinance 436, is amended to read as follows [additions in underline and deletions in ~~strikeout~~]:

SECTION 1. Street Vendor Defined. A street vendor is a person or persons, including a business entity, who sells items, including but not limited to crafts, artwork, trinkets, souvenirs, produce or animal products from temporary shelters, stands, vehicles or carts on a seasonal basis. Any person or entity that allows the sale of items on property they own or control by a person who has not registered with the City of Cascade Locks under Section 2 of this Ordinance shall also be considered a street vendor for all purposes related to this Ordinance.

SECTION 2. Effective Date. This Ordinance will take effect 30 days after approval by the Mayor.

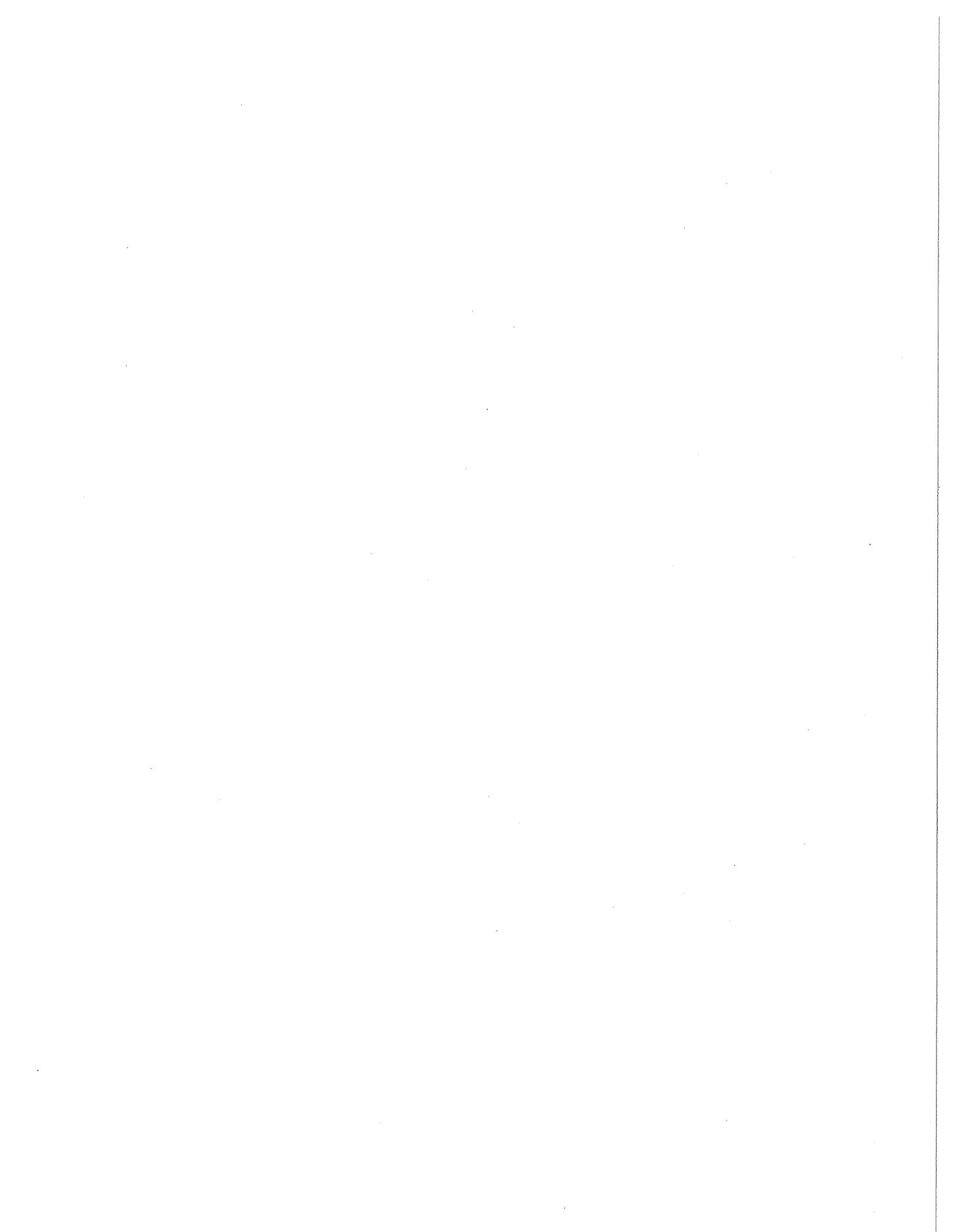
ADOPTED by the City Council this 25th day of January, 2016.

APPROVED by the Mayor this 25th day of January, 2016.

ATTEST:

Kathy Woosley, City Recorder

Tom Cramblett, Mayor



City of Cascade Locks
STREET VENDOR REGISTRATION FORM
Per City Ordinance No. 425

Name: _____
Street Address: _____
Mailing Address: _____
City, State, ZIP _____
Business Phone: _____
Cell Phone: _____

- Include:
1. A copy of Food Handler's License if required
 2. A copy of Department of Agriculture certification for applicable food products
 3. A copy of the property owner's written permission for placement of stand
 4. A copy of valid State or Tribal issued photo ID

Identify the Location of the temporary stand: _____

Date Approved: _____ By: _____

This registration is good for 120 days after the date of the approval by the City Administrator or his designee. The registraton does not apply to an enrolled member of a federally recognized Indian Tribe where items for sale consist solely of fish harvested pursuant to Treaty Reserved Rights.

RESTRICTIONS

- No street vendor:
- a) Occupy an area within ten (10) feet of a crosswalk, alleyway, driveway, or building doorway;
 - b) Obstruct or impede the free flow of vehicular traffic (including bicycles) or pedestrian traffic;
 - c) Leave a location without first picking up, removing and disposing of all trash and refuse remaining in a 25 foot radius of their vending area;
 - d) Make any loud noise for the purpose of advertising or attracting attention to their wares;
 - e) Sell from any location other than the registered location;
 - f) Solicit or conduct business with any persons in motor vehicles located within any traffic lane on a public street.
- Any person or entity that allows the sale of items on property they own or control by a person who has not registered with the City of Cascade Locks under Section 2 of this Ordinance shall also be considered a street vendor for all purposes related to the Ordinance.

SIGNS

- No street vendor shall:
- a) Place signs anywhere other than the street vendor's place of business;
 - b) Place more than one sign on each of four sides of the street vendor's temporary shelter, temporary shelter, stand, vehicle, or cart.
 - c) Place a sign greater than ten square feet on any side of the street vendor's temporary shelter, stand, vehicle, or cart;
 - d) Place signs on or around vehicles within the road right-of-way;
 - e) Place signs within 10 feet of a crosswalk, alleyway, or fire hydrant;
 - f) Place a "sandwich board" in any public right-of-way;
 - g) Place signs in any way that obstructs or impedes vehicular or pedestrian traffic.

One hand held sign is allowed for each approaching travel direction but in no instance shall more than two hand held signs be allowed. Hand held signs may only be used on the sidewalk. They shall not be used in the vehicular right-of-way including travel lanes, bike lanes, or parking areas.

I have read and understand the above restrictions.

Owner/Vendor: _____
Date: _____

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ORDINANCE NO. 425

AN ORDINANCE OF THE CITY OF CASCADE LOCKS PROVIDING FOR THE REGULATION OF STREET VENDORS WITHIN THE CITY OF CASCADE LOCKS; REQUIRING REGISTRATION OF STREET VENDORS; ESTABLISHING RULES REGARDING THE PLACEMENT OF SIGNS USED BY STREET VENDORS; AND PROVIDING A PENALTY FOR VIOLATION.

WHEREAS, the City Council of the City of Cascade Locks has indicated a need for the regulation and registration of street vendors; and

WHEREAS, regulating street vendors will protect the general health, safety and welfare of the public;

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Street Vendor Defined. A street vendor is a person or persons, including a business entity, who sells items, including but not limited to crafts, artwork, trinkets, souvenirs, produce or animal products from temporary shelters, stands, vehicles or carts on a seasonal basis. Any person or entity that allows the sale of items on property they own or control by a person who has not registered with the City of Cascade Locks under Section 2 of this Ordinance shall also be considered a street vendor for all purposes related to this Ordinance.

SECTION 2. Registration.

- 1) No person shall operate as a street vendor without first registering with the City of Cascade Locks, except an enrolled member of a federally recognized Indian Tribe whose items for sale consist solely of fish harvested pursuant to treaty reserved rights.
- 2) Registration shall be on forms provided by the City. All street vendors shall be required to provide the following information:
 - a) Official picture identification in the form of a valid state issued driver's license, state or Tribally issued identification card, or valid passport;
 - b) Current contact information, including a valid mailing address and phone number;
 - c) A current Oregon State food handler's certification if handling food;
 - d) The location of vending;
 - e) If vending on private property, the street vendor must provide a copy of the affected property owner's written permission for placement of a temporary shelter, stand, vehicle or cart; and
 - f) Any other information deemed necessary to enforce this Ordinance.

SECTION 3. Method of Operation.

- 1) No street vendor shall:
 - a) Occupy an area within ten (10) feet of a crosswalk, alleyway or building doorway;
 - b) Obstruct or impede vehicular or pedestrian traffic;
 - c) Leave a location without first picking up, removing and disposing of all trash and refuse remaining within a twenty-five foot (25') radius of their vending area. Each vendor shall be

responsible for maintaining a twenty-five foot (25') radius around their vending area clean of any trash or debris;

- d) Make any loud noise for the purpose of advertising or attracting attention to their wares;
 - e) Leave their shelter, stand, vehicle or cart unattended;
 - f) Sell from any location other than the registered location;
 - g) Solicit or conduct business with any persons in motor vehicles located within any traffic lane on a public street;
 - h) Unreasonably interfere with or obstruct the free flow of pedestrian traffic or access to businesses; or
 - i) Violate any federal, state or local ordinance, statute or regulation.
- 2) If vending on private property, the street vendor must prominently display a copy of the affected property owner's written permission for placement of the street vendor's temporary shelter, stand, vehicle or cart at the vending location.

SECTION 4. Signage.

- 1) No street vendor shall:
- a) Place signs anywhere other than the street vendor's place of business;
 - b) Place more than one sign on each of four sides of the street vendor's temporary shelter, stand, vehicle or cart.
 - c) Place a sign greater than ten square feet on any side of the street vendor's temporary shelter, stand, vehicle or cart.
 - d) Place signs on vehicles other than the vendor's registered sales structure or within the road right-of-way;
 - e) Place signs within ten feet (10') of a crosswalk, alleyway, or fire hydrant; or
 - f) Place signs in any way that obstructs or impedes vehicular or pedestrian traffic.
- 2) One hand held sign is allowed for each approaching travel direction but in no instance shall more than two hand held signs be allowed.
- 3) Hand held signs may only be used on the sidewalk; they shall not be used in the vehicular right of way; including travel lanes, bike lanes, or parking areas.

SECTION 5. Enforcement; Penalty; and Abatement.

- 1) The City Administrator for the City of Cascade Locks or their designee is authorized to enforce this ordinance by issuing a Uniform Citation or other citation form complying with Oregon Revised Code Chapter 153.
- 2) Any person who shall be found guilty of violating any of the provisions of this ordinance commits a civil infraction punishable by up to \$500.00 per incident, plus court costs and other costs associated with enforcement.
- 3) Each day's violation of this ordinance constitutes a separate offense, for which a separate penalty may be imposed.

- 4) In addition to any remedies available under this ordinance, any violation of this ordinance is deemed a nuisance. The abatement of such a nuisance is in addition to any other penalty or remedy. Such nuisance may be abated as provided in Cascade Locks Ordinance No. 344 or in any other manner authorized by law.
- 5) Any temporary shelter, stand, vehicle, cart or sign in violation of this ordinance may be removed by the City Administrator or designee twenty four (24) hours after written notice is delivered to the vendor in person or five (5) days after written notice is mailed to the address registered with the City.
 - a) Any item(s) removed may be stored by the City up to 30 days or until the owner redeems the property by paying a storage and removal charge as established by the City Administrator. The City may dispose of items left longer than 30 days from the date of notice provided in this section.
 - b) Written notice shall include at least the following:
 - i) A statement that the item(s) are in violation of this ordinance;
 - ii) The approximate location of the violation;
 - iii) Date the item(s) will be removed;
 - iv) Statement that the removal and storage costs are the responsibility of the owner or vendor;
 - v) Statement that the item(s) shall be disposed of after thirty (30) days of storage;
 - vi) Cost of removal and storage;
 - vii) Location of storage or person to contact concerning storage;
 - viii) Statement that the owner or vendor may remove the item(s) at their own expense prior to the date of removal; and
 - ix) Statement that further violation will result in immediate removal without prior notification.

SECTION 6. Separability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance be declared invalid, such declaration shall not affect the validity of any other section, subsection, paragraph, sentence, clause or phrase; and if this Ordinance, or any portion thereof, should be held to be invalid on one ground but valid on another, it shall be construed that the valid ground is the one upon which said Ordinance, or such portion thereof, was enacted.

SECTION 7. Effective Date. This Ordinance will take effect 30 days after approval by the Mayor.

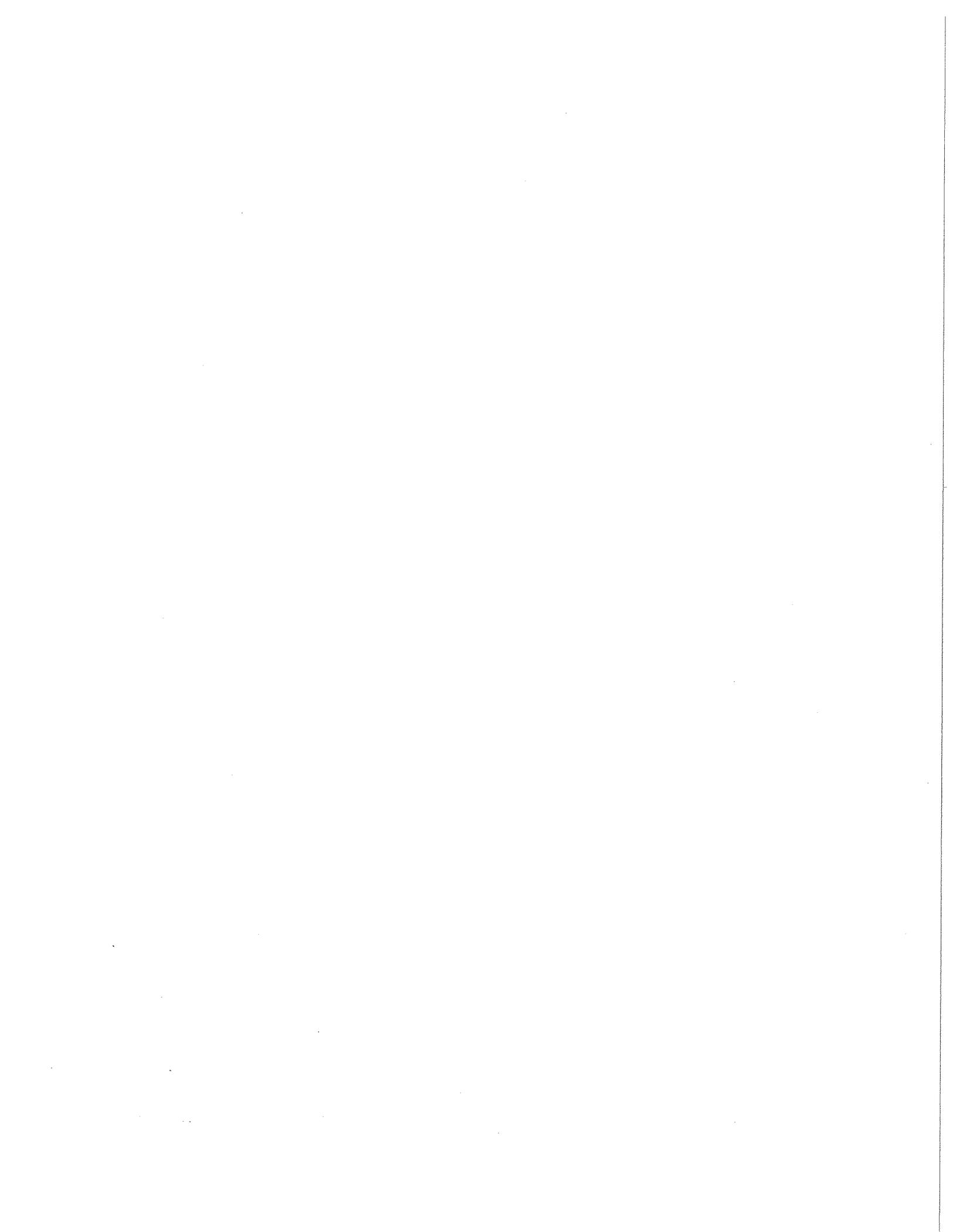
ADOPTED by the City Council this 9th day of December, 2013.

APPROVED by the Mayor this 9th day of December, 2013.

ATTEST:

City Recorder

Mayor



AGENDA ITEM NO:

50

CASCADE LOCKS STAFF REPORT

Date Prepared: January 15, 2016

For City Council Meeting on: January 25, 2016

TO: Honorable Mayor and City Council

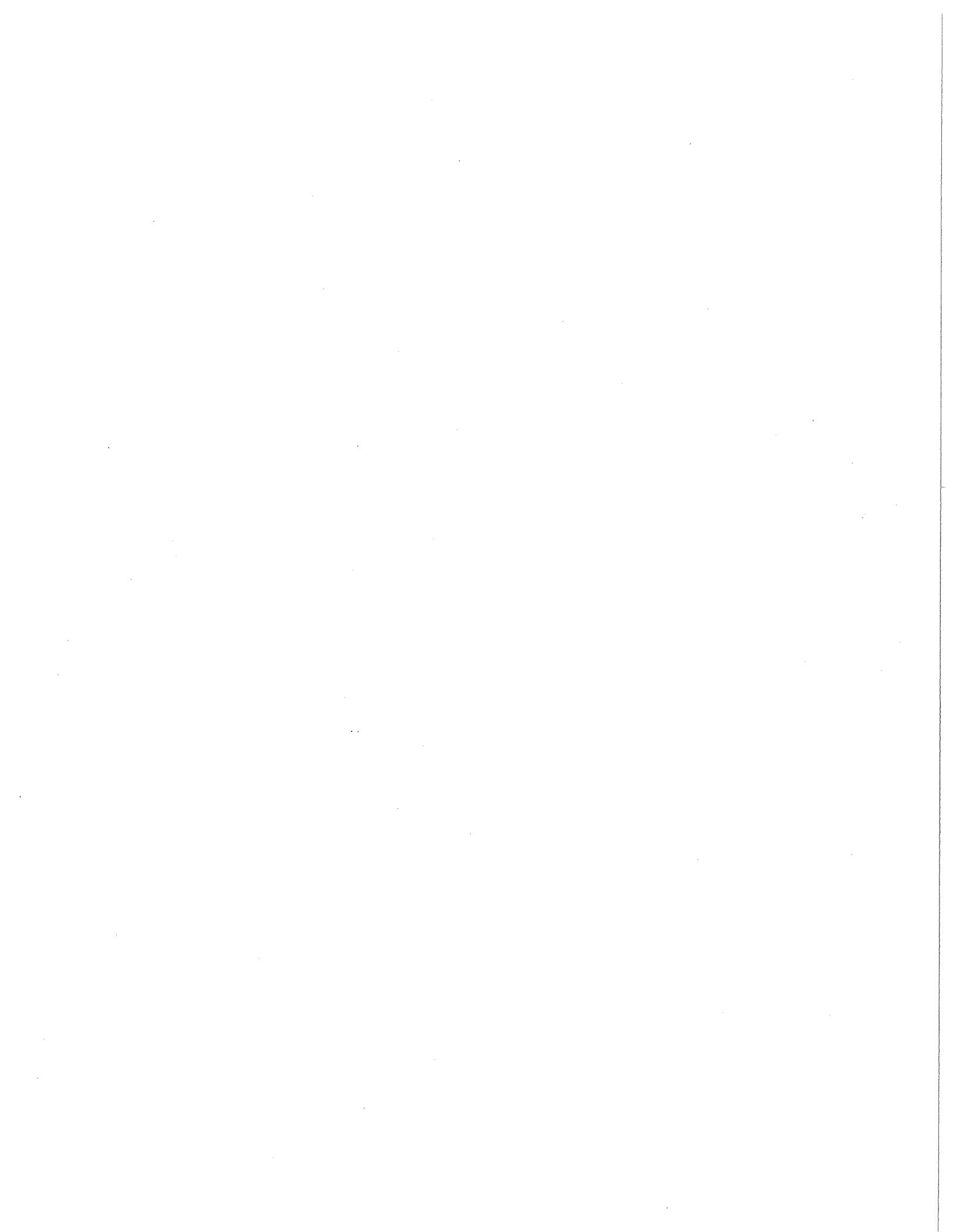
PREPARED BY: Gordon Zimmerman, City Administrator

SUBJECT: Approve Res. No. 1347 Adopting a Personnel Handbook

SYNOPSIS: After two years of review by our City Attorneys, CIS Pre-Loss Legal Attorney, staff, and City Council, please find attached the completed Personnel Handbook.

CITY COUNCIL OPTIONS: Approve, modify or reject the handbook.

RECOMMENDED MOTION: "I move to approve Resolution No. 1347 adopting a personnel handbook for the City of Cascade Locks."



RESOLUTION NO. 1347

A RESOLUTION ADOPTING A PERSONNEL HANDBOOK; AND REPEALING RESOLUTIONS NO'S. 1041, 1062, 1101 AND 1209.

WHEREAS, the City Council of the City of Cascade Locks is authorized and directed under the provisions of Ordinance No. 228 to adopt rules and regulations by resolution for the administration of the personnel system created in said Ordinance; and

WHEREAS, the City has adopted various components of a personnel system by various resolutions over the years; and

WHEREAS, the City has determined that it is in the best interests of the City and the City employees to compile all of the personnel system components into one comprehensive Personnel Handbook;

NOW THEREFORE THE COMMON COUNCIL FOR THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, RESOLVES AS FOLLOWS:

SECTION 1. Adoption of a Personnel Handbook. The Personnel Handbook attached to this Resolution as Exhibit A, is hereby adopted. A copy of the Personnel Handbook will be provided to each employee. Each employee is responsible for retaining and maintaining their handbook with updates provided by the City.

SECTION 2. Repealing Prior Resolutions. Resolutions No. 1041, 1062, 1101, and 1209 are hereby repealed.

SECTION 12. Effective Date. This resolution shall become effective upon adoption by the City Council and approval by the Mayor.

SECTION 13. Expiration. This resolution shall remain in effect until repealed by the City Council.

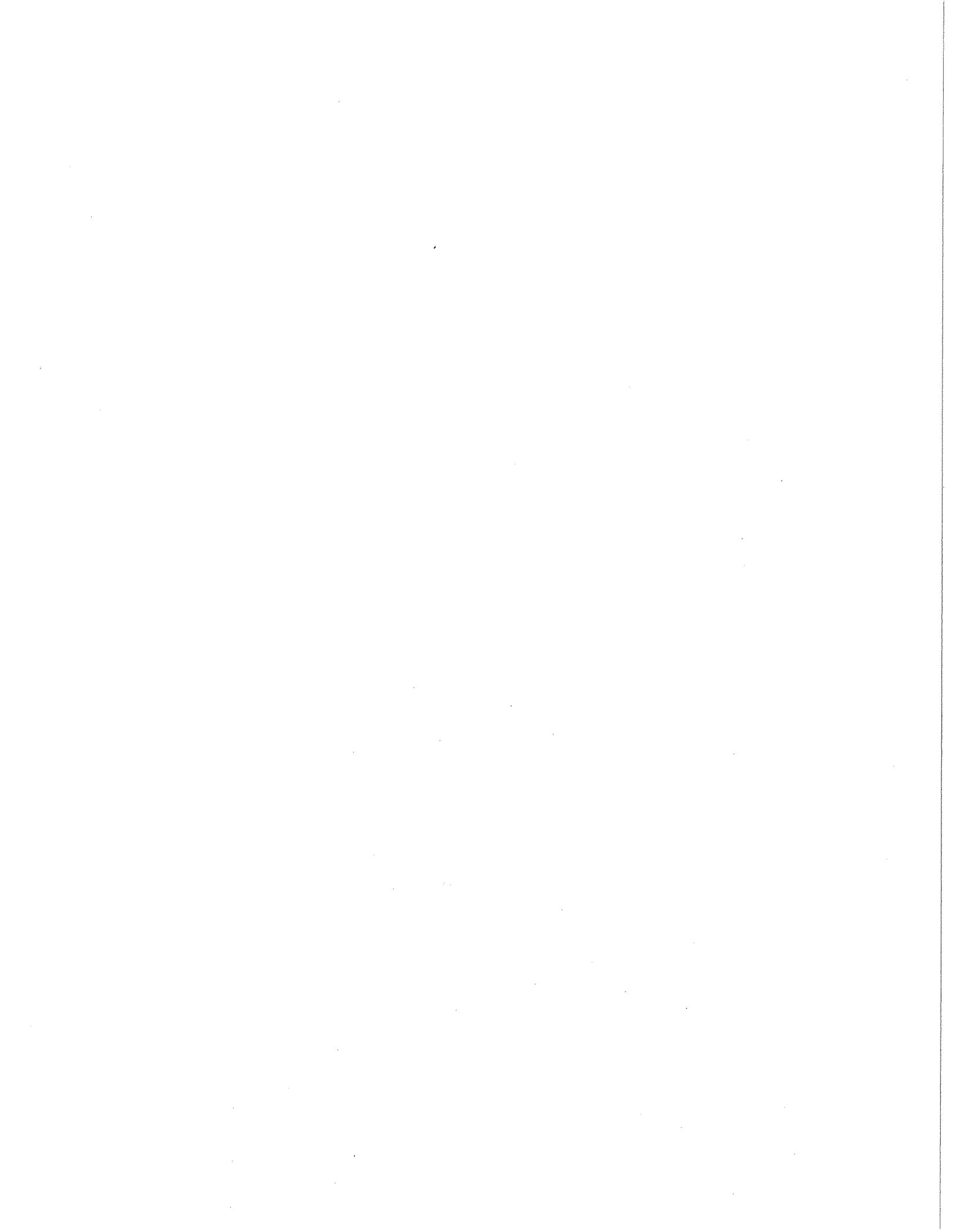
ADOPTED by the City Council this 25th day of January, 2016.

APPROVED by the Mayor this 25th day of January, 2016.

Tom Cramblett, Mayor

ATTEST:

Kathy Woosley, City Recorder



CITY OF CASCADE LOCKS

EMPLOYEE HANDBOOK

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INTRODUCTION

We have developed this Handbook to provide you with answers to questions that frequently arise regarding the City and our basic employment policies. We ask that you read the Handbook carefully and keep it for reference. The policies outlined cover all employees of the City of Cascade Locks including those employees who are appointed by and serve at the pleasure of the City Council. ***It does not apply to the Fire and Ambulance Volunteers except where noted as they are not City employees. Also these policies do not apply to any situation or benefit covered by a collective bargaining agreement. In any situation where there is a conflict between this manual and a collective bargaining agreement, the collective bargaining agreement shall control.*** This Handbook is organized into 2 sections: Section A – City Government and Section B – City Personnel Policies.

Your daily contact with the public has two effects: First, the perception that the public gains from your appearance and behavior that reflects on the City; Second, what you see and hear can be very useful to us in improving the public's perception of our City.

Improving the public perception of the services we provide and how well we provide them, in the long term, allows us to better compensate you for the part you play in getting the job done. That is, and should be, the ultimate goal all of us are striving to achieve.

Please read this Handbook with these ideas in mind. It is a synopsis and as such, cannot anticipate every situation that may arise while you work here. However, it does address the most common issues where questions have been raised in the past. If you have any questions about this Handbook, contact the City Administrator.

It is important that you understand that this Handbook is not intended to serve as a contract for employment or benefits. Because our ability to serve the public and provide employment to employees depends upon our ability to remain flexible, the City reserves the right to make changes in policies and practices that the City believes are necessary to ensure its efficient operation. Nothing in this Handbook should be construed as a guarantee of continued employment, but rather, employment with the City is on an at-will basis. This means that the employment relationship may be terminated by you or by the City for any reason not prohibited by law.

This Handbook was approved by the City Council at its regular meeting on January 25, 2016. It became effective on January 25, 2016. We want to avoid misunderstandings. Consequently, any past or future written or verbal statements contrary or in addition to the policies outlined in this Handbook must be approved in writing by the City Administrator and approved by the City Council in order to be valid.

CITY OF CASCADE LOCKS

EMPLOYEE HANDBOOK

SECTION A

CITY GOVERNMENT

MISSION STATEMENT

The City's mission is to maintain a safe and livable environment for its citizens and provide for the efficient delivery of public services. This is best achieved in a community where citizen participation, open communication, a strong sense of community, community pride, and the selection, training and retention of high quality employees is valued and encouraged by the City's residents, elected officials, and appointed officials.

The following criteria for excellence in service are adopted for guidance of the City Council and all City employees:

1. Maintain an orientation for action in solving problems.
2. Keep in close contact with the citizenry.
3. Look for creative solutions to problems and be willing to accept failure when they don't all work out.
4. Promote an orientation toward our employees that frees them to do the good job they want to do.
5. Reflect and express our values as City workers in ways that serve as sources of enthusiasm and inspiration.
6. Establish and work toward achievable goals.
7. Keep firm direction for the City while maintaining maximum autonomy for individual City workers.
8. Foster an open relationship between Council members and all City employees.
9. Have fun in conducting the serious business of running the City.

It is the responsibility of every City official and employee to keep these criteria in mind as the City's business is carried out. Any action you take and every decision you make will be measured against these criteria and the goals set annually by the City Council.

CITY OF CASCADE LOCKS ORGANIZATION AND HISTORY

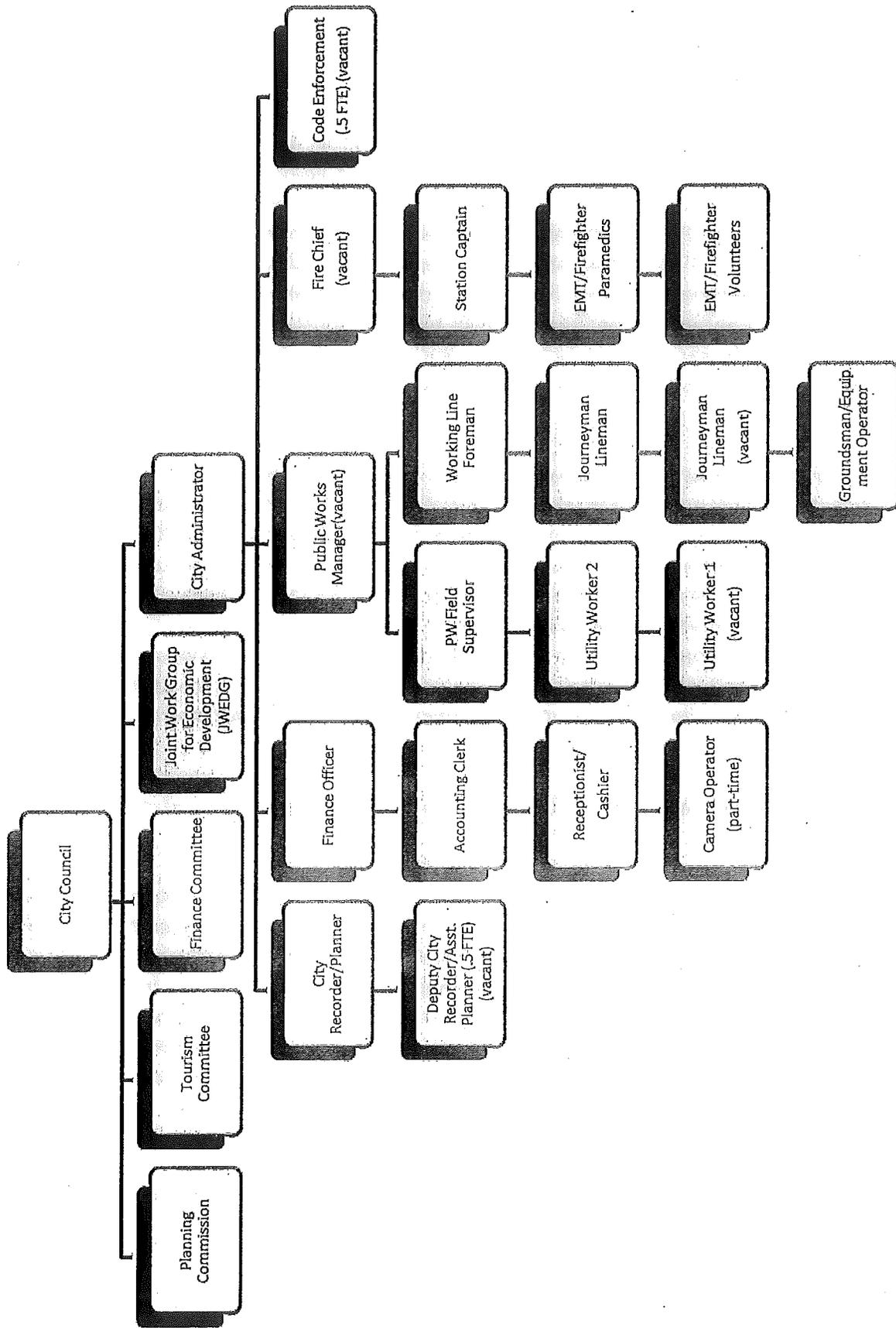
City Organization

The City of Cascade Locks has a Council-Administrator form of government. A City Administrator is appointed by the City Council to act as the administrative head of the City. This form of government is established by the City Charter, which was adopted at an election on April 28, 1995. The City Administrator has the authority to train and discipline any of the employees in the City. The Administrator shall report to the Mayor and City Council, for their action only, any recommendations for hiring or discharging employees; save and except that the Administrator is hereby granted the power to hire additional city employees who services are necessary to the public works and utilities departments in the event of an emergency. The specific duties and responsibilities of all of the elected officials of the City are set out in the City Charter.

The Mayor is elected at large for a two-year term. Six Council members are elected at large for four-year terms. Every two years at each general election at least three Council members are elected to a full term. At its first meeting in every odd numbered year, the Council elects a President from its membership. The Mayor presides over Council meetings, and appoints (with the advice and consent of the Council) committee members. The City Council enacts legislation and establishes overall City policies and priorities. The City Council meets at City Hall on the second and fourth Monday of every month. The President of the Council acts as Mayor in the Mayor's absence or inability to perform his or her duties. All meetings are open and accessible to the public. ***The Charter prohibits City employees from running for any of the elective offices.***

The current organization chart for the City with all of the departments and job titles is shown on the next page.

The City Administrator is responsible to the City Council for the day-to-day operations and has general supervision authority over all employees, volunteers and non-elected City officials, except the Municipal Judge. The Department Supervisors are responsible to the City Administrator for the operation of their departments and have supervisory authority over the employees within their departments. The Department Supervisors are responsible for their employees' annual performance evaluations and for making recommendations to the City Administrator regarding hiring, wages, promotions, disciplinary actions, and terminations of the employees in their departments.



CITY HISTORY

The history of Cascade Locks is closely linked to the Columbia River which flows past it. Lewis and Clark's Discovery Corps portaged (carried their boats) around the rapids (Cascades) here in 1805. Forty years later the pioneers traveling the water route on the Oregon Trail were forced to make the same portage. The small settlement that grew up on the banks of the Cascades was involved in helping early travelers on the river get around the rapids, first by foot and then by mule-drawn rail cars. The little Oregon Pony, the first steam engine east of the Mississippi River, carried passengers and freight past the rapids in 1864. ***The first sternwheeler in Oregon was registered in Cascade Locks.*** The navigational canal and locks at the site of the Cascade rapids was completed in 1896. Cascade Locks became an incorporated City in 1935 and in 1937 became the first customer to purchase power from the newly completed Bonneville Dam.

CITY BOARDS AND COMMITTEES

Budget Committee

The Budget Committee is comprised of the seven members of the City Council and seven citizens appointed by the Council for three-year terms. The Budget Committee reviews and recommends to the City Council the annual operating budget pursuant to state budget law.

Planning Commission

The Planning Commission is comprised of five residents appointed by the City Council for four year terms. This Commission makes recommendations to the Council on current development proposals and long-range planning.

Tourism Committee

The Tourism Committee is comprised of seven members appointed by the City Council for three-year terms. This Committee makes recommendations to the Council on plans and projects to encourage tourism in Cascade Locks.

Mayor's Committees

The Mayor may establish standing Committees by resolution and the powers and requirements for attendance, meetings, and minutes of each standing Committee are determined by the resolution that creates it.

CITY BUDGET PROCESS

The City's financial reports are prepared by the Finance Officer and City Administrator.

The City's fiscal (budget) year begins on July 1 and ends on June 30 of the following year. The City Administrator is the City's Budget Officer and is responsible for preparing a proposed budget each year. Beginning in January, each Department Supervisor, working with his or her staff, begins preparing a proposed department budget for the next fiscal year. The overall coordination for this budget preparation is led by the Budget Officer.

In April of each year, the Budget Committee meets to review and recommend a proposed budget for the next fiscal year. In May, the City Council holds a public hearing on the recommended budget. Prior to June 30, the City Council formally adopts the new budget, appropriates expenditures for the new fiscal year, and levies property taxes. On July 1, the new budget takes effect and by Oregon law, governs the City's expenditures throughout the year.

**CITY OF CASCADE LOCKS
EMPLOYEE HANDBOOK**

SECTION B

CITY PERSONNEL POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

The City of Cascade Locks is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, or any other classification protected by law. All employment requirements mandated by state and federal regulations will be observed.

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

In keeping with our philosophy and federal and state law, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: "Equal Opportunity Employer." Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship, ethnic background, or place of national origin. However, in conformity with the Immigration Reform and Control Act of 1986 (IRCA), our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

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

The City is an equal access provider of all of its utilities, programs and services.

HARASSMENT

The City will not tolerate conduct by any employee or non-employee such as elected officials, members of the community, or vendors, that harass, disrupt, or interfere with another's work performance or which creates an intimidating, offensive, or hostile environment. We want to maintain a working environment free from all forms of harassment, whether based upon race, color, religion, ancestry, national origin, gender, age, marital or veteran status, physical or mental disability, sexual orientation, on-the-job injury, disability, or any other legally protected characteristic or status.

Behavior such as telling ethnic jokes; making religious slurs; using offensive slang or other derogatory terms regarding a person's race, age, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Retaliating against or harassing individuals by making derogatory comments regarding protected status or characteristics, and any other words or conduct that might create a hostile or offensive working atmosphere are prohibited. Harassment based on any protected class characteristic, regardless of whether it occurs in the workplace and regardless of whether it comes from City employees or non-employees (including elected officials, citizens and vendors) is expressly prohibited.

While all forms of harassment are prohibited, it is our policy to emphasize that sexual harassment is specifically prohibited. Conduct is considered to be sexual harassment if:

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

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; inappropriate touching; and hugging or kissing is strictly prohibited and will not be tolerated.

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

This policy covers conduct in the workplace, at social functions sponsored by the City (holiday dinners or picnics), and at business functions (conferences, meetings and/or other related activities). Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of the City, you have the responsibility to immediately report any actions or words by a supervisor, co-worker, vendor, or other individual that you believe to be unwelcome harassment. You should report the incident immediately to your ~~manager~~/supervisor. You may also report the incident to the next level of management or to the City Administrator if the complaint involves your direct supervisor. Employees who, for whatever reason, feel uncomfortable with reporting to their supervisor or the City Administrator, should promptly report the harassment to the Mayor or the President of the City Council. The City will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by management, co-workers, or non-employees such as citizens, vendors, or contractors.

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

Nothing in this policy is intended to restrict an employee's right to file a complaint with the Bureau of Labor and Industries, or the Equal Employment Opportunity Commission, or to file a grievance under a union contract. However, notifying a union representative or other union official does not constitute filing a complaint with the City under the complaint procedure outlined in this policy.

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

BULLYING

The City of Cascade Locks strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City, 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 that can convey threatening messages.
4. Exclusion Bullying: socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, or supervisors or elected officials.

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 other employees and strictly adhering to the letter and spirit of this policy. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or the City Administrator, at any time if they have questions relating to the issues of discrimination, harassment, or bullying.

Employees are strongly encouraged to tell the harasser that the behavior is offensive and unwanted, and that they want it to stop. Employees who have experienced any harassment, discrimination, or bullying, are expected and required to bring the matter to the attention of Finance Officer or a supervisor or member of management as soon as possible.

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 City Administrator.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City of Cascade Lock's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, the City of Cascade Locks 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 Cascade Locks prohibits retaliation in any way against any employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) harassing, discriminatory, or bullying conduct, 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.

DISABILITY ACCOMMODATION POLICY

The City of Cascade Locks is committed to complying fully 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 Cascade Locks 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

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 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 to the City Administrator, 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.

NON-RETALIATION POLICY

The City of Cascade Locks policy prohibits the taking of any retaliatory action for reporting or inquiring about alleged improper or wrongful activity. All employees, supervisors and elected officials are encouraged to report in good faith all information regarding alleged improper or wrongful activity that may constitute:

- Discrimination or harassment;
- Fraud;
- Unethical or unprofessional business conduct;
- Noncompliance with policies/procedures;
- Circumstances of substantial, specific or imminent danger to an employee, supervisor, elected official or the public's health and/or safety;
- Violations of local, Oregon or federal laws and regulations; or
- Other illegal or improper practices or policies.

The City encourages timely disclosure of such concerns and prohibits retribution or retaliation against any employee (or member of the public) who, in good faith, reports such concerns. No employee or supervisor will be exempt from the consequences of misconduct or inadequate performance by reporting his or her own misconduct or inadequate performance.

Protection from Retaliation

Any employee, supervisor or elected official who, in good faith, reports such incidents as described above will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, discharge, or other discrimination including but not limited to discrimination in compensation or terms and conditions of employment that are directly related to the disclosure of such information. In addition, no employee may be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations.

Reporting Process

Employees should timely report evidence of alleged improper activity as described above by contacting their immediate supervisor, department head or City Administrator. Any instances of alleged retaliation or retribution should be reported in the same manner.

All reports will be handled as promptly and discreetly as possible, with facts made available only to those who need to know to investigate and resolve the matter.

RELIGIOUS ACCOMMODATION

The City may provide reasonable accommodation for religious observances or practices of employees, unless providing the accommodation would impose an undue hardship on the City; this may also include accommodating the wearing of religious clothing.

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

DRUG-FREE WORKPLACE

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

Any unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs or other controlled substances on the City's time, premises, off-site work premises, or while operating a vehicle on the job is strictly prohibited. In addition, any unauthorized possession or use of alcoholic beverages on the job is prohibited.

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

The City of Cascade Locks may use drug or alcohol testing as part of its investigation of an altercation, accident, (or near-miss incident), employee's irrational/inappropriate behavior, or on-the-job driving under the influence (DUI) as provided by law.

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

Marijuana

With the exception of medical marijuana, nothing in this rule is intended to prohibit the use of a drug taken under supervision by a licensed health care professional, where its use does not present a safety hazard or otherwise adversely impact an employee's performance or the City's operations.

The use of marijuana, which is a Schedule 1 controlled substance under federal law, is expressly prohibited under this policy, even if its medical use is authorized under state law. Employees who use medical marijuana in connection with a disability should discuss with their Supervisor other means of accommodating the disability in the workplace, as the City will not agree to allow an employee to use medical marijuana as an accommodation.

Reasonable Cause Testing

If there is reasonable cause to suspect that an employee is under the influence of controlled substances or alcohol during work hours, or has used drugs or alcohol in violation of this policy, the City may require the employee to undergo testing for controlled substances or alcohol.

As used in this policy, unless the context indicates otherwise:

- The terms "test" and "testing" shall be construed to mean job impairment field tests, laboratory tests, breathalyzer tests, psychoneurological examinations and other tests of saliva, blood and urine. No testing shall be performed under this rule without the approval of the City Administrator or the City Administrator's designee.
- "Reasonable cause" as used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol, or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:
 - a pattern of abnormal or erratic behavior;
 - information provided by a reliable and credible source;
 - a work-related accident;
 - direct observation of drug or alcohol use;
 - presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);
 - unexplained significant deterioration in individual job performance;
 - unexplained or suspicious absenteeism or tardiness;
 - employee admissions regarding drug or alcohol use; and
 - unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

Supervisors should detail in writing the specific facts, symptoms or observations that form the basis for their determination that reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Administrator. Whenever possible, supervisors should locate a second employee or witness to corroborate his/her "reasonable cause" findings.

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the City Administrator within three days. The letter of notification shall state the particular substance

identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.

Random Testing

All safety sensitive position employees including all positions in the Public Works Department, Electric Department, and Emergency Services Department of the City of Cascade Locks will be tested annually on a random basis. Because selection is from a common pool, it is possible for the same employee to be chosen for testing more than once a year. Seasonal part-time employees are subject to testing only when working.

Random testing will be performed without advance notice.

Random selection will be facilitated by computer generated random number selection. Each employee will have an equal chance of being selected, and will remain in the pool, even after the employee has been tested. These selections will be performed at least quarterly, but will not be at the same time during the quarter to assure unpredictability.

The number of covered employees selected will be in excess of the actual number required to enable the testing pool to reach the appropriate annualized rate despite absences due to sick leave, vacation, or other valid absences.

After the Finance Officer receives identification numbers for random screening, employees will be notified that they have been selected for random screening and must report to the collection site immediately for specimen collection.

Post-Accident Testing

Employees are subject to testing when they cause or contribute to accidents that damage any vehicle, machinery, equipment or property or result in an injury to themselves or another employee requiring offsite medical attention.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City may search the employee's possessions located on City property, including but not limited to, clothes, locker, lunchbox, toolbox, and desk. Employees should have no expectation of privacy in any items they bring on to City property, or in property, equipment or supplies provided by the City to employee.

Employee Refusal to Test/Search

An employee who refuses to consent to a search when there is reasonable cause to suspect that the employee has violated this policy is subject to disciplinary action up to and including

termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.

An employee who refuses to cooperate with any and all tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

PRE-EMPLOYMENT REQUIREMENTS

Passing a drug test is required as a condition of employment or establishment of Emergency Services volunteer status.

Passing pre-employment physical based on job duties is required as a condition of employment or establishment of volunteer status for Public Works, City Light, Fire, Police, or any other department where the crews are expected to do manual labor as part of their duties (not necessary for office personnel).

A criminal background check and DMV record review will be required for all City employees and committee volunteers whose duties include working with City funds or with children, and for all Emergency Services volunteers that will be working with City equipment or driving City vehicles.

EMPLOYMENT POLICIES

Application of Rules and Policies

These Personnel rules and policies shall apply to all employees of the City of Cascade Locks. While volunteer firefighters, ambulance volunteers and other committee volunteers are not employees of the City, they are required to follow the policies and rules pertaining to drug and alcohol use, conduct, and use of City property while functioning as volunteers.

All Emergency Services personnel and other volunteers are expected to comply with City policies relating to the use of City equipment; to reflect the professionalism of public services in their appearance and actions; to fully comply with the City's drug and alcohol policy; to fully comply with the City's harassment policy; and to conduct themselves in a safe and lawful manner.

General Workplace Rules

It is the responsibility of all our employees to use common sense, sound judgment, and to conscientiously perform their work duties while following our policies and management directives in the performance of their job. As a City of Cascade Locks employee, you should

familiarize yourself with our policies and keep yourself abreast of changes in those policies. When new or revised sections of this Handbook are issued, you are responsible for inserting those sections in your copy of the Handbook. Be sure to discard any sections that have been replaced.

In the event you have questions about your position, your employment status, your job requirements, or any other matter, please discuss your questions with your supervisor. If your supervisor is not available, ask the City Administrator.

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

General Rules:

1. All employees shall maintain a positive and cooperative working relationship with co-workers, other staff, citizens and any others who do business with the City.
2. Employees shall work and complete assignments that meet job standards.
3. Employees shall not neglect their job duties or responsibilities, nor refuse any assigned work, which is within or related to their job responsibilities.
4. Employees must fulfill their responsibilities to the City. No willful action, which detracts from the quality or quantity of work, service, safety and health or public image will be acceptable.
5. An employee must be available for work as scheduled. Normally, the schedule will not be changed except in case of emergency.
6. Employees are expected to be at their workstations at their scheduled starting time and comply with scheduled times for break and meal periods. Employees will not leave their scheduled workday early unless authorized by their supervisor.
7. Employees shall not gather on work premises to conduct personal business during their working time.
8. Employees shall be responsible for all organization property that has been placed in their custody.
9. Employees must immediately report all work-related injuries, accidents, or illnesses to their supervisor or other authorized personnel.
10. Employees are required to promptly notify the Finance Officer of any changes in personal status, such as name, address, or telephone number.
11. Employees are expected to comply with the established personal grooming and appropriate dress code.
12. Employees must display respectful and tolerant behavior of co-workers and citizens.

Examples of Offenses for Which Disciplinary Action May be Immediately Taken:

1. Failing to properly document time on own time records.
2. Interfering with the work of others, their ability to complete work assignments, or in the performance of their assigned duties.
3. Smoking in areas where smoking is not permitted.
4. Littering on premises.
5. Engaging in "horseplay" on City's premises or during work time.
6. Being late or absent without authorization. Any employee absent for three consecutive workdays without notifying the City or failing to return from an authorized leave of absence shall be considered to have voluntarily resigned.
7. Engaging in immoral conduct while on the job.
8. Abusing time allowed for rest breaks and meal periods.
9. Abusing the phones/computers or other equipment for personal use, or conducting personal business during working hours.
10. Soliciting for any purpose during working time, or distributing literature for any purpose during working time or in working areas without prior approval of the City Administrator.
11. Loitering while on duty or loitering on the premises while off duty.
12. Using abusive language while on premises.
13. Performing job duties in an unsafe or careless manner.

Examples of Offenses That May Result in Immediate Termination of Employment:

1. Bringing firearms or weapons of any kind, intoxicating beverages, drugs or chemicals not medically required onto the premises.
2. Use of alcohol or drugs or being under the influence of alcohol or drugs, or intoxicants of any type, or any criminal activity involving alcohol or drugs while at work. (Any employees on prescription or over-the-counter medication, which may affect performance, are required to notify their supervisor **prior** to beginning the work shift.)
3. Falsifying forms, reports, or records, including timecards.
4. Falsely stating or making claims of injury or illness.
5. Leaving work before the end of the shift without authorization of the supervisor.
6. Unauthorized removal of any City property, equipment, products, records or other materials, or property belonging to another employee or the City.
7. Striking out or hitting another employee, regardless of the reason. In addition, provoking another employee into striking or threatening another employee.
8. Destroying City property, tools, or equipment.
9. Willfully recording time on another employee's time records.
10. Insubordination and/or refusing to follow your supervisor's, or other authorized employee's directions or instructions.
11. Violating safety or health rules or practices, or engaging in conduct that creates a safety or health hazard.
12. Physical or verbal abuse of a citizen, vendor, other employee, or any other individual.

13. Engaging in any form of harassment, including sexual harassment, with another employee or visitor.
14. Sleeping while on duty.

This information regarding unacceptable practice/behavior is to provide guidance for employee actions. You are urged to use reasonable judgment and to seek supervisory advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, employee disciplinary issues should be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible. However, violations of workplace rules will result in corrective action, up to and including termination.

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

Attendance and Tardiness

Part of being a good employee is to be dependable. Your punctuality and regular attendance are essential for efficient operations. Remember, when you are absent, your co-workers often have to absorb extra work.

If you know in advance that you are going to be late or absent, clear it with your supervisor so that substitute arrangements can be made to cover your work in advance. If you are going to be unavoidably late or absent, you must notify your supervisor at least one (1) hour prior to the beginning of your starting time.

Employees who fail to report to work or call in are subject to disciplinary action, even on the first occurrence, unless it is determined that special circumstances existed to justify the lack of notice.

When you are off work due to an illness or injury, you must keep your supervisor informed of your condition and anticipated date of return to work on a daily basis, unless you receive approval from the City Administrator to be absent until a specific date. This will allow your supervisor to make staffing arrangements to meet the City's needs. The reporting policy for employees on a medical leave of absence, including employees off work on workers' compensation, is addressed under the Leaves of Absence section of this Handbook.

Cooperation and Teamwork

We believe that teamwork is the foundation of a successful employment relationship. As one member of our team, you can expect to be treated with courtesy and respect by other members of the team. Likewise, you are expected to be cooperative, polite and positive in relations with co-workers, supervisors, the public and others you come into contact with through your employment.

Remember that when an individual goes to work for the City of Cascade Locks, that person becomes a part of our collective team. We strongly endorse teamwork and cooperation as independent job requirements.

Ethical Practices and Honesty

The City of Cascade Locks conducts its affairs in compliance with all applicable laws and regulations including the guidelines and restrictions of the Oregon government ethics laws, including the regulations concerning conflicts of interest, prohibited activities, regulated activities, gifts and honoraria. We expect all our employees to strictly comply with this standard and to refrain from engaging in activities that are unlawful or unethical. Employees of the City of Cascade Locks are expected to maintain the highest standards of integrity, truthfulness, honesty and fortitude in all public activities to inspire public confidence and trust. Every employee is expected to meet the standards of ethics set by Oregon Statute and by the City. If in doubt, check with the City Administrator before you accept anything of value or engage in any activity that may raise any questions. In the event an employee feels that anyone on our staff is engaging in unlawful or unethical activities, we encourage them to immediately report their concerns to the City Administrator. We respect the right of our employees to raise such matters and will address any concerns reported.

Professionalism

All City employees are expected to reflect the professionalism of public service in their appearance and their actions. Employees should present themselves in a way that promotes the public trust and does not interfere with the efficient and effective performance of work at the City. Employees are expected to refrain from gossiping, using profane or abusive language, engaging in "horseplay" and other such unprofessional conduct while on duty or at their place of work, even if on a break or their own time.

Confidentiality

As a provider of public services, the business of the City often relates to personal information of members of the community. Information gained by City employees concerning individual citizens or other City employees, information in personnel files, or information relating to other agencies is confidential unless specifically designated otherwise. Discussion with anyone else concerning any of this confidential information will take place on a professional "need to know" basis only. This confidential information may only be disclosed or discussed by a City employee in accordance with this policy and as authorized by state law.

Appropriate Dress and Grooming

As a City of Cascade Locks employee, you are a representative of the City and a role model to the public. Although we do not have a formal dress code, you are required to be neatly

groomed and wear suitable clothing for your work environment and activity. Your supervisor shall be the final arbiter of what is suitable clothing.

Political Activity

Employees of the City cannot hold an elective City Council position and work for Cascade Locks simultaneously. The restrictions imposed by the law of the State of Oregon on political activities are that no City employee shall use such employment to solicit any money, influence, service or other thing of value, or otherwise aid or promote any political committee or ballot measure, or the nomination or election of any person to public office, while on the job or during working hours.

However, nothing in this section is intended to restrict the right of a public employee from expressing their personal political views, to vote in any election or to support candidates or ballot issues, outside of working hours.

Solicitation and Distribution

In order to prevent disruptions and interference with work we have established the following rules to govern solicitations and the distribution of literature on our premises:

Employees of the City - Solicitation by an employee of another employee is prohibited while either the person doing the soliciting or the person being solicited is on working time. Please limit solicitations to your meal and break periods. Also, employees may not distribute literature for any purpose during working time or in working areas.

Solicitation is verbal communication for the purpose of selling, political campaigning, organizing for civic activities or any other cause. Distribution is an exchange of printed materials such as handbills, letters, pamphlets for any sale, candidate or any cause.

Possession of Firearms and Explosives

The use or possession of any explosives, firearm or handgun by any employee without the prior knowledge and consent of the City Administrator on City premises or while off City premises on City business is strictly prohibited.

Outside Employment

Generally, the City has no objection to employees holding other jobs or being self-employed as long as the City Administrator determines:

- You are able to meet the performance, attendance, overtime and other requirements of your job with the City;
- Your off-duty work activities do not, in the City Administrator's view, interfere with or negatively reflect on the interests and reputation of the City; and

- You do not engage in off duty work activities which directly compete with the City or conflict with your duties or responsibilities as a City employee.

In order to avoid misunderstandings, employees are required to obtain advance written approval from the City Administrator for outside employment. Employees are required to conduct only City of Cascade Locks business related activities during scheduled hours unless approved by City Administrator in advance.

Electronic Smoking Devices, Tobacco Use and Smoking in the Workplace

The City believes that tobacco use and smoking is a danger to health and causes annoyance and discomfort to those who are present in the same or confined places.

“Tobacco use” includes using tobacco in a smokeless form, such as chewing, or with an electronic smoking device.

An “electronic smoking device” is any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use of inhalation of which simulates smoking. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or under any other product name of descriptor and any cartridge or other component of the device or related product.

As a result all of our buildings, equipment and vehicles are designated as non-smoking, non-tobacco use areas. Places outside the office may be designated as tobacco use and smoking areas during break times only. Electronic smoking devices, tobacco use and smoking on our premises is limited to these designated areas only. If any employee has a concern about the areas designated, he/she should speak with the City Administrator.

City of Cascade Locks Property

If, for any reason, you leave our employment, you must return any City property in your possession. These items should be returned no later than your last day of work. Our property may only be used in work related activities. No employee will take any City property into their private possession or control without written authorization approved by the employee's supervisor. This approval must be on file at the City Hall before taking possession of the property.

Use of City Vehicles

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 supervisor of any subsequent restrictions, limitations, or other change in their driving status as soon as possible.

City-owned vehicles are provided for business purposes of the City. Assignment of vehicles shall be at the discretion of the City Administrator in accordance with the operational needs of the City and for specific, justified needs arising because of work conditions. City employees, volunteers, and elected officials may be authorized by the City Administrator to operate a City-owned vehicle. All operators shall follow all of these guidelines when driving a City vehicle.

General Guidelines

1. City-owned vehicles may only be used for City business or uses that are incidental to City business. "City business" means an activity performed during regular work hours that are necessary to carry out one's duties and responsibilities with the City. Emergency responses by the Fire and Ambulance Departments and utility crew responses to interrupted or damaged City services systems during any hours are included. It may also include "off hours" meetings, conferences, classes, and training sessions, but only with the prior approval of the City Administrator. It does not include stops to conduct personal business, commuting to and from work or similar uses unless specifically authorized by the City Administrator.
2. Only passengers on business related to the City or those with the advance approval of the City Administrator may ride in City vehicles. Picking up hitchhikers is prohibited.
3. Persons riding in a City vehicle, including all passengers will wear seat belts.
4. No smoking is allowed in or near any City vehicle.
5. Travel more than 60 miles outside of the City will only be allowed with the prior approval of the City Administrator.
6. City vehicles will not be taken home without the prior approval of the City Administrator.
7. City vehicles may only be operated by persons over the age of 18 years who have a valid Oregon driver's license with a driving record acceptable to the City Administrator. Any City employee, elected official or volunteer who drives a City vehicle must immediately report to the City Administrator any suspension, revocation or restriction of driving privileges.
8. City-owned vehicles will not be returned with no gasoline and will be left in a clean enough condition for the next user. Debris and garbage will not be left in the vehicle.
9. No one will operate any vehicle that requires special training or skill (such as a bucket truck, backhoe, fire truck, etc.) without first obtaining the necessary certification and/or training.
10. The driver will operate the vehicle in a safe and legal manner. Any traffic and/or parking tickets will be the responsibility of the driver of the vehicle and will not be reimbursed by the City. Operators and passengers are expected to use the utmost care and judgment while the City-owned vehicle is in their care and possession.

11. Except in an emergency, out-of-town purchases of gasoline, oil, or other expenses of operating the City-owned vehicle should be avoided without the prior consent of the City Administrator. A City credit card should be requested in advance of any trip that is likely to require out-of-town purchases. Users of City vehicles will only be reimbursed for out-of-pocket expenses which, in the judgment of the City Administrator, were reasonable and necessary to accomplish the City's business in the most cost-effective way.
12. Any citations, arrests or accidents connected in any way with the use of a City-owned vehicle must be reported immediately to the City Administrator.
13. If involved in an accident while operating a City-owned vehicle, the driver of the City's vehicle shall take the following steps:
 - a. Stop.
 - b. Arrange for emergency response for any injured persons.
 - c. Ask the local police to file a police report.
 - d. Obtain complete information (preferably with the assistance of a police officer) from the other parties, including a description of the other vehicle(s), the driver's license of the other vehicle(s), and insurance information.
 - e. Notify the City Administrator as soon as possible.
 - f. Cooperate with investigating authorities. Furnish required information, but do not discuss the accident, who was at fault or the cause of the accident. (Note: all vehicular accidents which sustain \$1,500 damage, or more, to the property of any one person must file a DMV form 735-32 within 72 hours of the accident. It is the driver's responsibility to obtain and complete this form.). A copy of any reports or forms filled out in connection with any accident involving a City vehicle shall be given to the City Administrator.
 - g. Arrange for the removal of the City vehicle if it cannot be operated.
 - h. Upon returning to work, fill out any and all reports required by the City Administrator or the City's insurer.
 - i. If the vehicle breaks down, park it in a safe place and attempt to contact the City Administrator. It is the responsibility of anyone operating a City-owned vehicle out of the City limits to have access to the City Administrator's office and pager numbers. Except in an emergency or it is necessary for the operator's or the public's safety, the car will not be towed without the City Administrator's prior approval. Repairs must be approved by the City Administrator.

Persons who may not operate city vehicles

Permission to drive City-owned vehicles may be withdrawn by the City Administrator from:

1. Anyone who fails to strictly and completely follow these guidelines.
2. Persons with driving histories that are unacceptable to the City Administrator.
3. Anyone deemed by the City Administrator to be physically incapable of driving.
4. Anyone who is refused coverage by the City's insurer.
5. Anyone who uses the City's vehicle for personal or private purposes.

No City property shall be used or given into the possession of anyone other than a City employee without the approval of the appropriate Department Supervisor or the City Administrator. Also, no one other than a City employee shall be given access to any City property, building or office, in any way other than the normal and customary access available to any member of the public.

Social and Recreational Activities

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

Emergency Closing

Except for regularly scheduled holidays, the City offices will be open for business Monday through Friday during normal business hours. We know that there may be circumstances beyond our control, such as inclement weather, national crises, or other emergencies that may affect our hours of operation. On these occasions, the City offices may close for all or part of a regularly scheduled workday. In such an event, the City will try to have supervisors contact all employees. You may also contact your supervisor.

If the City determines that the offices should be closed and directs the employees not to come to work, there will be no charge against the employee's accrued leave. However, if the employee determines that they will not come to work due to inclement weather or other events, the time will be charged to the employee's accrued compensatory time, vacation or personal leave.

Off Duty Conduct

As a general rule, the City of Cascade Locks regards the off-duty activities of employees to be their own personal matter. However, there are certain types of off-duty activities that are of concern because of the potential negative impact on the City's reputation within the community we serve. For that reason, employees who either engage in, or are associated with, criminal acts, or other conduct, the nature of which adversely affects the City of Cascade Locks or their own ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including termination.

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

Criminal Acts

Employees are required to report if they are arrested and/or convicted of any misdemeanor or felony, including a DUII. Upon conviction, the employee must report the matter to the City Administrator within two business days and must submit documentation concerning the conviction.

Conviction of a crime is not an automatic bar to continued employment. The City of Cascade Locks will review the underlying facts of the matter; any action taken will be on a case-by-case basis, taking into account the totality of the circumstances. At the City's discretion, actions may range from no action to disciplinary action including termination.

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

Employees who are unavailable to report for work due to incarceration may be subject to disciplinary action, including termination.

Work-Place Privacy and Confidentiality

The City of Cascade Locks recognizes our employees' right to privacy. In achieving this goal, the City adopts these basic principles:

1. The collection of employee information typically is limited to information the City of Cascade Locks needs for business and legal purposes.
2. Personal information and information in confidential records ordinarily will not be disclosed, except as permitted or required by law, or as authorized by the employee.
3. Verifications of employment dates, job title, and wages may be provided without written approval.
4. Internal access to employee records will be limited to those employees having an authorized need-to-know.
5. You are permitted to review your personnel file, except for exceptions listed below the City (such as background screening information), and you may correct inaccurate factual information or submit written comments in disagreement with any material contained in your personnel records.
6. All employees have a responsibility not to accidentally disclose information about employees through overheard conversations, mislaid documentation, and faxes, e-mails and hard copies of correspondence sent to a wrong destination. Unauthorized communication of confidential information is regarded as a serious matter.
7. The City of Cascade Locks Finance Department maintains reasonable safeguards to ensure the security, confidentiality, and integrity of personal identifying information stored in the City's systems.

8. All employees are required to follow these principles, as well as any other city policy or practice related to confidential information. Violations of this may result in corrective action, up to and including termination.

Entity

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

Background Screening

The City of Cascade Locks stores background screening information in access-protected files. This file is not considered part of your personnel file, so it is not available to employees for review.

Medical Records

The City of Cascade Locks stores employee medical records in access-protected folders, separate from master personnel files.

Generally, employees “own” their medical information, which means that without the employee’s permission, the City does not typically inform other employees of an individual’s medical condition(s).

Social Security Numbers

Social security numbers may not be printed on materials that will be mailed, unless an employee has requested the mailing and all but the last four digits have been removed. This does not apply to records required by state or federal law (examples: W2s, 1099s, etc.).

Also, social security numbers may not be printed on a card used to access products or services, nor will the City of *Cascade Locks* publicly post or display employees’ Social Security numbers, such as on a website.

If computer files containing this personal information have been subject to a breach, then the City of Cascade Locks will notify you as soon as we are reasonably able to do so.

Communications

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

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

COMMUNICATIONS AND SOFTWARE SYSTEMS

Electronic Communications Systems

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

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

These systems and any other informational, storage, or retrieval services that the City provides are City tools and are to be used for City purposes only.

The use of these systems is not private or confidential. All communications are considered to be public record and subject to disclosure. The City, within the bounds of current and future laws, reserves and intends to exercise the right to review, audit, intercept, access, and search these systems at will, monitor data and messages within them at any time for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the City.

These systems shall not be used to receive copyrighted materials, trade secrets, proprietary information, or similar materials from outside the City without prior authorization.

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

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

Electronic Mail System

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

You should know that even when a message is erased through e-mail it is still possible to retrieve and read that message. We expect employees to respect others' privacy, and not retrieve or read electronic messages unintended for them unless authorized to do so. The use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to the Finance Officer.

City Personal Computers

To protect the integrity of our systems, all software used on City computers must be registered with the Finance Officer. Personal or downloaded software for business purposes may only be installed after written authorization. A virus check of all such software must be made immediately before it is installed on any City computer. A virus check must also be made of any disk originating or used on any computer outside of the City prior to use on a City computer. Copy or transfer of City-owned software may occur only with the written authorization of the City Administrator.

Telephone Usage

The City realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be held to a minimum, and should impact your work as little as possible. Unauthorized, excessive or improper use of the telephone, including City provided cell phones, and charging long distance calls to the City, will result in corrective action, up to and including termination.

Cell Phone Usage

The City may choose to provide employees with a cellular phone stipend to obtain a personal cellular telephone to be used for City-related business and for the employee's personal use during non-business hours. The amount of stipend may be adjusted periodically by the City Administrator unless set by employment contract or collective bargaining agreement. Cellular phone stipends are considered income to the employee as defined by the Internal Revenue Service and the Oregon Ethics Commission. The City may include the cellular phone stipend amount as a taxable portion of the employee's monthly paycheck.

Employees accepting cellular phone stipends are responsible for obtaining their own usage plan, phone, and for the care and maintenance of their telephone equipment. Employees are also responsible for notifying the City if their cellular plan is cancelled or terminated. In the event the employee's usage for business purposes exceeds the stipend amount, the employee may request reimbursement for such additional expenses.

Use of any cellular phone at any time should be done in a safe, common sense manner. Use of a cellular phone while operating a vehicle on City business is not allowed except as provided in ORS 811.507.

Voice Mail System

The voice mail system at the City office belongs to the City and is provided for use in conducting City business. All communications and information transmitted by, received from, or stored in this system are City records. The voice mail system is to be used for City business only and use of the system for personal purposes is prohibited. You have no right of personal privacy in any matter stored in, created, received, or sent over the voice mail system. The City, at its discretion, reserves and may exercise the right to monitor, access, retrieve, and delete any matter stored in, created, received, or sent over the system, for any reason and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the City Administrator. Please remember that messages on the voicemail system are subject to public record and disclosure laws.

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 Cascade Locks, 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 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 any City policy, including no-harassment and no-discrimination policies, or 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 city-maintained website without identifying yourself as a City employee.

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

DISPUTE RESOLUTION PROCEDURE

The City is committed to providing a work environment free from harassment, discrimination and workplace violence. We have made available an Employee Assistance Program (EAP) for employees to use as a tool to resolve workplace conflicts working with Reliant Behavioral Health (RBH). We have also developed a dispute resolution procedure for immediately reporting to management any incidents involving unlawful actions. You are also encouraged to use this procedure to resolve any other workplace issues or problems that cannot be resolved by first going directly to the person you have the problem with, the EAP or through an informal discussion with your supervisor. Our policy is to resolve less serious problems and misunderstandings informally at the lowest level possible and to provide employees an opportunity to clarify any misunderstandings that may arise between them, any co-workers, their supervisors or the City.

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships and dissatisfaction with working conditions. The City has made available to its employees the option of utilizing the Employee Assistance Program to attempt to resolve issues at the lowest level possible. The EAP is a free confidential counseling service available to employees to assist in resolving workplace conflicts. ***Your EAP contact phone number is 1-866-750-1327.***

If the above processes do not take care of your concern, the City has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint, and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Incidents of Harassment, Discrimination or Violence in the Workplace

If you believe that you have been harassed, have witnessed harassment or discrimination, violence at work, or suspect any violation of our policies, you must immediately report the matter to your supervisor or to the City Administrator. The City Administrator is responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. You may not necessarily be informed about the outcome of the investigation or any disciplinary actions. We feel that discipline is between the City and the employee and is considered confidential.

Reporting all Other Issues

Any other questions or concerns you may have should be discussed with your immediate supervisor as soon as you are aware there is a problem or have a question. If the situation involves your supervisor, or if you are uncomfortable discussing the matter with your immediate supervisor, you should discuss the matter with the City Administrator. You will be provided with a written response to your concern within seven (7) days.

The City cannot promise that an employee's point of view will always be accepted, but supervisors and the City Administrator will listen and make every effort to ensure that problems are resolved fairly and in the public interest. This procedure is intended to provide you a fair and objective review of any concern. All issues will be dealt with without prejudice or retaliation. This policy in no way limits any employee's recourse to any civil or legal process. All cases will be reviewed on an individual basis and without regard to precedent value.

Open Door Policy

Generally, a satisfactory solution to workplace problems can be worked out provided the City knows about the problem. A satisfactory solution to the employee's problem will not result if the employee merely discusses it with his fellow employees, friends or family. The City can only deal effectively with problems or complaints of which it is made aware.

Therefore, to provide an effective and acceptable means for employees to bring problems and complaints to the City's attention, we have established the following dispute resolution and grievance procedure.

The City shall promptly consider and equitably adjust employee grievances relating to employment conditions and relationships. Furthermore, the City desires to adjust the causes of grievances informally; both supervisors and employees are expected to talk through and resolve problems as they arise.

Step 1 – Report to Supervisor

Employees should discuss their problem verbally with their Supervisor as soon as possible after the event prompting the complaint. The Supervisor will review the matter and attempt to respond within ten (10) workdays.

Step 2 – Report to City Administrator

In the event the employee is not satisfied with the resolution offered by their supervisor, employees should discuss their problem verbally with the City Administrator as soon as possible after receiving notice of the resolution offered by their supervisor. The City Administrator will

review the matter and attempt to respond within ten (10) workdays. The decision of the City Administrator shall be final.

Represented employees should also refer to their collective bargaining agreement for any applicable grievance procedures.

EMPLOYEE CLASSIFICATIONS AND DEFINITIONS

Probationary Period Employees

The probationary period for new employees who are hired for regular employment is six (6) continuous calendar months. During this period you will have an opportunity to evaluate whether the work for which you were hired, the people with whom you work, and the general atmosphere and conditions at the City meet your expectations. At the same time, we will evaluate your performance. The attitude and aptitude you show in your work habits during the probationary period, in particular, attendance, punctuality, ability to learn, and ability to get along with people, will be primary factors used in determining whether you will be assigned to regular employment status.

Successful completion of probationary service is not intended to provide an employee with any particular job rights or guarantees. You should also understand that you have no obligation to stay for the probationary period and the City has no obligation to retain you as an employee for this entire period if, in our view, your performance or other business considerations warrant termination of your employment.

At the end of the probationary period, your supervisor will evaluate you and either extend the probationary period for a time not to exceed an additional three (3) months, terminate your employment, or recommend you be designated as a regular employee.

Probationary period employees are not eligible for City benefits, except as specifically set forth in this Handbook.

Regular Employees

Regular employees are employees who have been appointed or hired for employment in a position established in the annual budget and who have completed their probationary period.

A regular full-time employee is one who has completed his/her probationary period who regularly and consistently works at least 40 hours a week. Regular full-time employees are eligible to receive all the employee benefits outlined in this Handbook if they meet the eligibility requirements.

A regular part-time employee is one who has completed his/her probationary period who regularly works less than 40 hours a week, but a minimum of an average of 20 hours a week.

Regular part-time employees are eligible to receive employee benefits as specifically set forth in this Handbook or required by law. Regular part-time employees with employee benefits from another source may opt out of the City's benefit plan if this opt out is permitted by the City's Plan Provider.

Temporary and Casual Employees

Temporary and casual employees are those who perform services on a relief or on-call basis or as needed for short-term employment who work an average of less than 20 hours per week. Temporary and casual employees are not eligible for employee benefits, except as set forth in this Handbook or as required by law.

New Hires

The City Administrator shall determine how and where job recruitment will take place, however, the City will always recruit within the City for all job openings. All things being equal, the City will give preference to applicants who reside within the City of Cascade Locks, but will always hire the most qualified applicant for each job.

Promotions

To be eligible for promotion, an employee must meet the minimum requirements of the higher level position and must have a current satisfactory performance rating in the present position. While all job vacancies whenever possible will be filled by promoting qualified employees within the City service, final decisions whether to promote a current employee or hire someone outside resides solely with the City Administrator. The City Administrator shall determine how and where job recruitment will take place. However, the City will always recruit within the City for all job openings. In case of promotional appointments, the promoted employee may be demoted at any time during the probationary period without appeal, provided that the probationary employee is reinstated in the class designation from which he was promoted, even though this necessitates the layoff of the employee occupying the position.

Transfers

Employees may be transferred from one position to another with approval of the City Administrator, provided such transfer is at the same salary level, and minimum qualifications for the new position are met.

Temporary Assignment

The City has the right to temporarily assign an employee to any position, in any department, when it is deemed by the City Administrator to be in the best interest of the City.

Residency Requirements

The City Administrator and Department Supervisors are required to live within the Cascade Locks city limits, unless a specific waiver is granted by the Council. Compliance to the above requirements must be accomplished within six months of hire. Residence of other employees within the corporate limits of the City is encouraged but not required. Employees living outside the City limits will not be allowed to live at such a distance from the City as to seriously impair their accessibility in case of emergency need of their services. Public Works and City Light Department employees must reside within a 20 minute response time for emergency call outs.

Employment of Relatives

The City will not refuse to employ or will not discriminate against an individual in terms, conditions, or privileges of employment because another member of the individual's family is an employee of the City or an elected official in the City. The City will not employ family members where an employee would be in a supervisory relationship over a member of that individual's family, or where there are other bona fide business reasons not to employ a member of an employee's family. The employment of relatives will be considered on a case-by-case basis according to the facts which arise in each situation, and will be submitted to the City Administrator for approval, prior to a commitment to hire. Whenever family members are employed, neither will be responsible for conducting performance evaluations for the other.

For the purposes of this section, "a member of an individual's family" includes the spouse, domestic partners, children, parents, brothers and sisters, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent or step-child of the individual, and any person residing in the same household with the individual.

In the event two employees become married, domestic partners, or move into the same household and a supervisory relationship exists, they must disclose this change to the City. The City may choose to take appropriate action, including reassigning one of the employees, if there is an open position for which the employee is qualified. If there is no open position, then one of the employees shall be required to resign.

Layoffs

It is our goal to provide stable employment to our employees by operating the City effectively and efficiently. However, change of duties in the organization, lack of work, lack of funds, or other changes may affect our employment needs. In the event we decide that it is necessary to eliminate or consolidate jobs or otherwise curtail staff, layoffs may be necessary. The decision of which individuals to be laid off will be made by the City Administrator based on an evaluation of the comparative work performance of the employees affected, as well as the skills and abilities of those employees to perform the work remaining. In the event we feel the

performance, skills and abilities of the employees we are considering for layoff are relatively equal, preference will be given to the employee with the longest length of service with the City. In the event the position from which the employee was laid off becomes available within twelve (12) months after the effective date of the layoff, the employee will be rehired provided they are in good standing with the most recent performance evaluation being satisfactory, and they accept the position within five (5) days notice by the City that the position is available. Notice of the position vacancy shall be sent to the employee's last known address by certified mail, return receipt requested.

Termination of Employment

To resign in good standing, an employee shall give the City Administrator not less than ten working days prior notice of such resignation unless the Administrator agrees to permit a shorter period of notice because of extenuating circumstances. The notice of resignation shall be in writing and shall contain the reasons for leaving the City service. Failure to comply with this section shall be entered in the employee's service record and may be cause for denying future employment by the City.

The supervisor and/or the City Administrator will attempt to conduct an exit interview and everyone leaving the City's employ is expected to participate in the exit interview and complete any exit forms.

References

Employees who leave our employment will be given the option of authorizing us to release information regarding their work performance, attendance, inter-personal relations, etc. or information limited to their length of employment, position and pay rate. When employees leave our employment without giving us written authorization to release more detailed information we will, as a general practice, release only information about their length of employment, position and pay rate. All reference requests must be directed to the City Administrator for response.

PERFORMANCE REVIEWS

All 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.

The City's goal is to provide an employee with his/her first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City 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 are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

CORRECTIVE ACTION

Our high performance expectations reflect our belief that everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the City and its employees. It is the philosophy of the City to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining the policy and the necessity of corrective action to avoid other disciplinary actions. You will be informed of the facts and observations leading to the decision to take corrective action as well as the proposed corrective action measures to be taken. You will be given the opportunity to provide additional information for consideration or to clarify any misunderstandings before corrective action is taken.

Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation. Although the seriousness of a particular violation may warrant skipping any of these steps, the process may be administered in the following order:

1. Verbal counseling with you for minor offenses. The counseling will be conducted in private, as soon as possible after the offense has occurred. It will be confirmed in writing by your supervisor for your personnel file.
2. Written warning for more serious violations or when an employee has had a previous verbal warning for minor offenses and has repeated them or fails to take the necessary corrective action. Written documentation will contain the facts surrounding the offense, previous verbal counseling, if any, plan of action for correcting the offense, and reference to the fact that further disciplinary action will be necessary if the offense is not corrected. The employee will be asked to sign a copy of the documentation before it is placed in the personnel file. Employees are given a copy of all written warnings.
3. A letter of expectation may be presented to the employee that clearly outlines changes to be made and what the specific expectations are to be met and by when.

4. Referral to the Employee Assistance Program (EAP) may be another tool used in lieu of other forms of discipline. In some cases the EAP may be used in conjunction with other discipline to elicit the change in performance or behavior or to perform an assessment of the employee upon which the City may make personnel decisions.
5. Suspension will be used for major violations of policy or when previous verbal counseling and written warning have been ineffective in correcting the offense(s). Suspension may also be used to remove an employee from City premises during an investigation to determine appropriate disciplinary action. This may be the final step in the disciplinary procedure before discharge. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file and you will receive a copy.
6. In certain instances a "Last-Chance Agreement" may be put into place to offer one last chance to comply with City standards, behavior or other area of correction. This agreement is signed by both the employee and City Administrator that signifies that if compliance is not met, the employee will be terminated. This agreement usually accompanied by a "Letter of Expectations" to clearly outline expectations of compliance with the agreement.
7. Termination for violations of a nature that warrant it, or when previous disciplinary action has not been effective. Supervisors are required to obtain written approval prior to initiating any termination action. All documentation and decisions must be reviewed and approved by the City Administrator prior to termination. Termination decisions are confirmed in writing for the personnel file. The terminated employee also receives a copy.

The corrective action process will not always commence with verbal counseling or include each step. A referral to the Employee Assistance Program (EAP) may be considered one of the steps taken in lieu of other discipline. The above options are not to be seen as a process in which one step always follows another as your employment remains at-will. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, your intent and motivation to change the performance, and the environment in which the offense took place.

The City supports use of the Dispute Resolution Procedure described earlier in this Manual Employee Handbook if you feel you have been unfairly treated or unjustly disciplined. Represented employees should also refer to their collective bargaining agreement for applicable disciplinary processes.

HOURS AND WORK SCHEDULES

Schedules

The workweek for all employees, unless the City Administrator and your supervisor establish a different one, begins on Saturday and ends on Friday. A normal workweek for full-time employees is 40 hours, or more, per week, excluding meal periods. If you have any questions about your work schedule or meal and break periods, ask the Finance Officer/Recorder or the City Administrator for clarification.

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

Reporting for Work

You are expected to report for work in sufficient time to begin working at the scheduled starting time. You are also expected to continue working during your regular work schedule, except meal periods and breaks, unless otherwise approved by the City Administrator. If it is necessary for you to leave work during working time, be sure to obtain prior approval.

Changes in Work Schedules and Hours

The City needs to remain flexible in order to respond to the changing public needs. Consequently, we reserve the right to change the schedules and hours of all or any part of our work force to provide for efficient and uninterrupted service. Although we are interested in providing our employees with a stable work schedule, our ability to do so depends on our assessment of work needs and financial conditions. Nothing in this Handbook is intended to be a guarantee of employment for a specified number of hours per week or day. Employee hours may be reduced if the City believes it is necessary due to lack of work, interruptions in workflow, or other business reasons.

Overtime

Employees are classified as exempt or non-exempt for overtime purposes. Exempt employees are not entitled to overtime pay. An employee who receives a pre-determined amount of compensation on a weekly or monthly basis is "salaried". Other employees are compensated on an hourly basis. Non-exempt employees will be paid overtime at time and one-half (1.5) their regular hourly rate for hours in excess of 40 hours in a workweek.

A non-exempt employee may elect to earn compensatory time off at a rate of 1.5 times the number of hours of overtime actually worked, rather than be paid for overtime worked. Compensatory time accumulation shall not exceed forty (40) hours. Once this maximum accumulation has been reached, all overtime compensation earned by the employee shall automatically be paid at the overtime rate.

Work performed by the Public Works crew on weekend days or holidays, excepting regular "duty" tasks, shall be compensated by the greater of the following:

1. Minimum payment for two hours at the employee's regular pay rate or two hours of compensatory time off; or

2. Payment for the actual number of hours worked at one and one-half (1.5) times the employee's regular rate of pay or compensatory time off at one and one-half (1.5) times the actual time worked.

All overtime must be authorized by your supervisor before it is worked, unless emergency circumstances prevent prior approval. Unauthorized overtime will result in a written warning or termination as is deemed appropriate.

Employees are expected to perform overtime work when it is required. If the assignment of overtime work presents a hardship for you, discuss your concern with your supervisor. The City will consider a particular employee's needs and desires to the extent the City believes it is practical and fair to your co-workers.

Paid hours not actually worked (for example, vacation, holidays, etc.) will not be counted toward the 40 hours per workweek required to receive overtime pay.

On-Call "Duty" Employees

City Light employees are required to be on-call and are scheduled for after-hours "duty" on a rotating basis. The terms and compensation for this "duty" is set forth and controlled by the Collective Bargaining Agreement between the City and the City Light employees.

Public Works employees are also required to be on-call and scheduled on a rotating basis for after-hours "duty." One Public Works employee will be the "duty" employee from 5:00 PM each Friday until 7:00 AM the following Monday. During that time, the Public Works "duty" employee shall perform the work assigned by the Public Works Superintendent and respond to any system alerts or emergencies. The Public Works "duty" person must carry a pager or cell phone at all times during the "duty" period. The pager or cell phone must be kept on and kept charged. The "duty" employee must respond immediately whenever paged or called out, day or night. The Public Works "duty" employee must also stay within a one-hour drive of the City to ensure a prompt response to any emergency. The Public Works "duty" employee will be compensated for this after-hours duty by the greater of the following:

1. Payment for two hours at the employee's regular pay rate or two hours of compensatory time off for every 24 hour "duty day";
2. Payment for the actual number of hours worked during the "duty" time at one and one-half (1.5) times the employee's regular rate of pay or compensatory time off at one and one-half (1.5) times the actual time worked.

Time Records

We want to be sure our employees are paid for all the work they perform. To accomplish this, we must have an accurate record of time worked. All employees are required to accurately and fully report hours worked on their time sheets and sign the time sheets. All absences must be

noted on the time sheet. In fulfilling this responsibility you should report your hours starting from the time you begin working and ending when you stop working, excluding your meal period. Employees will document their time on a daily basis and will submit those records to their supervisors. Supervisors will verify the time records and submit the required forms to the Finance Officer for payroll as required by the Finance Officer.

Non-exempt employees should not start working before their scheduled starting time or work beyond their scheduled quitting time without the knowledge and consent of their supervisor. Similarly, non-exempt employees are fully relieved of all work responsibilities during their meal periods. If you are a non-exempt employee we do not want you to perform even incidental duties, like telephone answering, during your meal period. Your lunch period is to be used only to eat or attend to non-work related matters.

Meals

During any period in which you work five hours or more, an unpaid meal period of at least 30 minutes will be arranged by your supervisor. Your supervisor will make every effort to schedule your meal period so that you will enjoy a full, uninterrupted break. The meal period shall be scheduled so that it will not disrupt work or interfere with normal duties. If you are asked to perform work or return to duty during your meal period, you will be paid for that meal period. You should also report the occurrence and circumstances to your supervisor to ensure proper payment for your meal period and any necessary adjustments to scheduling.

Flex Time

Employees may vary their work schedule with the approval of their supervisor and the City Administrator. For example, an employee may be allowed to work four (4) days per week, ten (10) hours per day if it is determined by the supervisor and City Administrator to be in the best interests of the City.

Rest Breaks for Expression of Breast Milk

The City of Cascade Locks will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If feasible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods that are otherwise provided to the employee. If not feasible, the employee is entitled to take reasonable time as needed to express breast milk.

The City will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the City may, at the discretion of the employee's supervisor, allow the employee to work before or after her normal shift to make up the amount

of time used during the unpaid rest periods. The City will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this rule.

The City will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee's work area, the City will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee's break period.

Notice

An employee who intends to express milk during work hours must give their supervisor or City Administrator reasonable oral or written notice of her intention to do so in order to allow the City time to make any preparations necessary for compliance with this rule.

Storage

Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

COMPENSATION

The City Light Department wages are negotiated and set by union contract.

Compensation for non-represented or non-contract employees shall be increased each July 1 by the annual CPI-U (US City Average) for the preceding January published in the February issue of the LGPI Newsletter as a minimum, unless a different recommendation is made by the City Administrator and approved by the City Council.

Paydays

Paychecks are issued every other Friday for the two-week period ending on the Friday before the payday. If a regular Friday payday falls on a holiday, then paychecks will be issued the day before the holiday. Paychecks will be made available to the employees no later than 3:00 PM on each designated pay date.

If you want your paycheck released to your spouse or another person, you must sign a statement authorizing release of your check to that person.

Payroll Deductions

Deductions from your paycheck fall into two categories: legally required deductions and voluntary deductions. Legally required deductions, such as FICA, federal and state taxes, etc. are automatically deducted. Other items you wish to have deducted from your paycheck, such as insurance contributions, etc. will be deducted only upon written authorization from you.

Corrections

If you have questions or feel your paycheck is not accurate, promptly notify your supervisor. We do not want to make mistakes in paying our employees. By bringing mistakes in payment of your wages to our attention as soon as possible, you will help us make sure you are properly paid for all the work you perform.

Final Paycheck

While we request that you give us at least 10 working days advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days or on our next regularly scheduled payday, whichever occurs first. If you are discharged, your final paycheck will be paid no later than the end of the next business day. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits (excluding PERS) that are due and payable at separation. Checks can be picked up at City Hall or mailed to the current home address if requested in writing by the terminating employee.

Exempt employees who terminate employment prior to the last day in the pay period in which they terminate, will be paid at an hourly rate of pay for all hours worked. Exempt employees, who normally are scheduled to work less than 40 hours per week, will be paid their normal pro-rated holiday hours for any holidays that fall during the final month of employment with the City of Cascade Locks.

TRAVEL EXPENSES

When employees are required to travel outside the City on City business, reimbursement for expenses incurred shall be determined as follows:

- Prior to traveling outside the City, the employee will obtain approval for the trip and the mode of travel from his/her supervisor.
- If the employee is authorized to use a private vehicle, mileage will be paid in accordance with City policy. This rate includes all travel and insurance of the vehicle. The City will reimburse its employees at the rate used at the time by the federal government for their

employees. The employee assumes all liability when using their personal vehicle for City business. Your auto insurance will be primary. You will be responsible for your vehicle upkeep, premiums and deductibles related to its use.

- Employees using personal vehicles for City business may be required to furnish the City proof of personal insurance coverage. The City Council may set the levels of such required coverage from time to time, provided it shall not create an excessive burden on the employee. The employee assumes all liability when using their personal vehicle for City business. Your auto insurance will be primary. You will be responsible for your vehicle upkeep, premiums and deductibles related to its use.
- When travel by City-owned vehicle is authorized, employees should not use such vehicles for personal reasons. Travel between home and work using City-owned vehicles IS STRICTLY PROHIBITED.
- Reimbursement for subsistence on official trips will be the amount of actual and reasonable expense incurred during the performance of official duty as a City Employee for the City's benefit. Receipts for the expenditures will be submitted along with the expense report for reimbursement. Employees shall be cost-conscious when obtaining rooms and meals. Rooms should be obtained at or near the destination facility.

PUBLIC WORKS CLOTHING BENEFIT

The City shall provide Public Works employees with work clothing consisting of a supply of pants, shirts, jackets, hats, and boots, within annual budget limitations. The City will comply with all IRS regulations regarding taxable fringe benefits and reimbursements.

HOLIDAYS

Recognized Holidays

All regular full-time employees are eligible to receive holiday pay. Regular part-time employees are eligible to receive holiday pay in proportion to the number of hours worked in that payroll period. Part-time employees who work an average of less than 20 hours a week are not eligible to receive holiday pay. Volunteers are not eligible to receive holiday pay.

The City of Cascade Locks observes the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving

Christmas Day
Employee's Birthday Personal Floating Holiday; and
One Additional Personal Floating Holiday to be taken during each calendar year.

When a holiday falls on Sunday, the following Monday shall be observed as the holiday. When a holiday falls on Saturday, the previous Friday shall be observed as a holiday.

No future holidays or personal holidays will be considered accrued and will not be paid upon termination of employment.

An employee who is an honorably discharged veteran who is scheduled to work on Veteran's Day may request Veteran's Day off if the employee makes a written request with the employee's supervisor at least 21 days prior to the holiday. The supervisor may deny the request if doing so creates an undue hardship for the City, but the employee will be given an alternate day off within the same year.

VACATION

All regular full-time employees are eligible to accrue vacation according to the following schedule. Vacation benefits for regular part-time employees shall be prorated based on the number of hours worked on a monthly basis. Volunteers are not employees of the City and are not eligible to accrue vacation leave.

Probationary period employees will not accrue vacation time. However, upon successful completion of the trial period and appointment as a regular employee, 20 hours of vacation (one-half of the hours allowed for the first year) will be awarded.

Part-time employees who work an average of less than 20 hours a week are not eligible to accrue vacation or receive vacation pay.

Employees are not allowed to take paid vacation that has not been accrued. Generally, leave time should not exceed two weeks at a time. However, the City Administrator may allow longer periods of leave if it does not interfere with the operations of the City. We believe that it is important for you to use your vacation time to relax or engage in recreational activities.

Vacation leave shall accrue at the following rates:

1 yr	–	40 hours	(1 week)
2 yr through 5 yr	–	80 hours	(2 weeks)
6 yr through 10 yr	–	120 hours	(3 weeks)
11 yr through 15 yr	–	160 hours	(4 weeks)
16 yr and after	–	200 hours	(5 weeks)

Vacation Scheduling

Vacations must be scheduled in a way that allows the City to meet the needs of our operations. Consequently, requests for vacation time must be approved at least two weeks in advance by your supervisor and the City Administrator.

If two or more employees request vacation time and it is determined by the supervisor or the City Administrator that approving the time off will result in under-staffing, the employee whose request was received by the supervisor first will be given preference. The City reserves the right to deny any requests for vacation time if it is determined that time off will be disruptive to its operations. Vacation hours can be taken at a minimum of four hours at a time.

Vacation Accumulation and Carryover

After an employee accumulates 240 hours of vacation pay, they will stop earning and accruing any vacation pay. Consequently, it is important for employees to take vacation time off to avoid reaching the maximum.

Vacation Payment Upon Termination

When a regular full-time or part-time employee who was eligible for vacation benefits is discharged, resigns, or the employment relationship is otherwise terminated, the employee will be paid for all vacation benefits earned and accrued that have not been used or forfeited. Probationary employees do not accrue vacation benefits until they have successfully completed the probationary period and attain regular employee status, so will not be eligible for vacation benefit payment. Volunteers are not eligible to receive vacation accrual or vacation payment.

SICK PAY

Eligibility for Benefits

Regular employees, probationary employees, and temporary employees are entitled to sick pay after the first 40 hours of employment. Sick leave shall accrue at the rate of eight (8) hours for each full month of service, to a maximum accrual of 1200 hours. Probationary employees will accrue and may use sick leave during their probationary period. Volunteers are not City employees and are not eligible for sick leave benefits.

Accumulation and Payment of Unused Sick Leave

Sick leave benefits accumulate to a maximum accrual of 1200 hours and are carried forward from one calendar year to the next. However, after an employee accumulates 1200 hours of sick leave, they will stop earning and accruing any sick pay.

Use of Sick Leave

Sick leave will be used in amounts of not less than one-half (.5) hour increments. All employees may use accrued sick leave when unable to perform their work by reason of:

- Personal business that cannot be conducted outside work hours like DMV, voting, mental health, attorney, school meeting, funeral, and children, but only with the prior knowledge and consent of your supervisor.
- Personal illness or injury.
- Personal medical or dental care.
- Exposure to contagious disease under circumstances by which the health of the public or fellow employees would be endangered.
- Caring for an injured or ill immediate family member (spouse, child, parent, or any other person approved in writing by your supervisor or the City Administrator.)
- Any other reason allowed under Oregon law.

If an employee is receiving compensation under Workers Compensation, and is on sick leave from the City, the pay that the employee receives from the City shall be the difference, if any, between the disability payments and his/her regular rate of pay. This will continue until the employee's accrued sick leave, vacation, and compensatory time hours are depleted, at which time the City will discontinue any additional compensation.

Payment of Sick Leave

Sick leave benefits are paid only for the hours when an employee would normally be scheduled to work. Employees who are unable to report for work after depleting all accrued sick leave may be eligible for a medical leave of absence. For further information, refer to the Leaves of Absence section of this Handbook.

Sick Leave Abuse and Verification

Abuse of sick leave is considered a serious matter. If your supervisor or the City Administrator have questions or concerns about an employee's absentee patterns or use of sick leave, verification of illness or injury may be required as a condition of payment. If the City Administrator determines an employee has abused sick leave, the employee will be subject to termination.

In some circumstances, whenever it is deemed necessary by the City Administrator or supervisor, a medical fitness for duty report may be required before an employee is allowed to return to work from an absence due to injury or illness.

Payment Upon Termination

Sick leave benefits are not vested. There is no payment of unused sick leave benefits when employment with the City is terminated, however, in some circumstances a percentage of sick leave may be contributed to a PERS account. Compensation for accrued sick leave is authorized for those employees when they retire (PERS Tier 1 only). Thus, one-half (1/2) of all unused sick leave for those Tier 1 employees can be applied toward their retirement benefits.

INSURANCE

The City recognizes the influence employment benefits have on employees' economic and personal welfare. The City paid portion of the cost of providing the benefit program described in this Manual and other documents is a significant supplement to your pay and should be viewed as additional compensation.

The City of Cascade Locks provides a group health insurance plan covering medical, dental, vision, and prescription drugs for regular full-time and part-time employees who are regularly scheduled to work at least 20 hours per week. New employees are eligible for this coverage on the first day of the first calendar month following their first sixty (60) days of employment.

If the City's plan provider allows employees to opt out of benefit coverage, an eligible employee who chooses not to enroll in the insurance plan is not entitled to any other form of compensation in lieu of coverage and is required to sign a written waiver of participation.

Benefit Proration and Employee Cost Sharing

If you are a regular part-time employee, some of your benefits are determined on a prorated amount of hours according to your benefit accrual rate. For example, you will accrue insurance, vacation and sick leave benefits at a lower rate than a full time employee. Regular part-time employees that work at least an average of 20 hours per week are eligible for employee only medical, dental and vision benefits.

Discretionary employment benefits not mandated by state or federal law are selected and controlled by the City. Decisions to provide and continue providing these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. Where costs of discretionary insurance benefit plans exceed the City's interest, ability, or willingness to pay the full premium rate to maintain the current benefit level, you may have to share in the cost to continue the insurance plan coverage or they may be discontinued by the City.

Under the current plan, the City pays a portion of the premium on behalf of eligible full-time employees and their dependents, including qualifying domestic partners, and for part-time employees only, based on budget limitations. The employees may be required to pay a portion of their own medical, dental and vision premiums to make up any difference. Part-time employees may choose to purchase coverage for their dependents at their own expense. Union employees are provided group health insurance covering medical, dental, vision, and prescription drugs as set forth by collective bargaining agreement. Volunteers are not employees of the City and are not eligible for any City insurance benefits.

Employee Assistance Program

The City recognizes that employees and their family members may, from time to time, face personal issues that affect their careers and personal lives, or both. Solutions to some of these problems may not be readily apparent. To this end, we offer, at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as working relationships, family relationships, substance abuse, finance management, etc. You or a member of your family may consult with these professionals on a confidential basis at no cost. Literature describing plan provisions and how to contact our providers is available in the Finance Officer's office.

NOTE: CIS' EAP is Reliant Behavioral Health (RBH) and they can be reached at 1-866-750-1327. Other resources can be found on the Internet at: www.myrbh.com.

On termination for any reason, employees are entitled only to those benefits that are offered at the time separation takes place. Any benefits discussed in this handbook apply only so long as the handbook is current. They do not provide vested rights.

Eligibility Requirements

Insurance coverage for eligible employees will begin on the first day of the month following sixty (60) days of employment.

Eligible employees must complete enrollment as soon as possible after their hire date in order to have coverage as soon as they are eligible. It is an employee's responsibility to complete enrollment on a timely basis. Failure to do so could result in delays or denial of coverage by our insurance carrier, so be sure to plan ahead.

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

Termination of Coverage

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

You, your spouse, and/or dependents may continue group health insurance for a certain period of time at your own expense. However, continuation does not occur automatically. You must notify us in writing within 60 days after the date a covered family member will lose coverage or the covered family member will permanently lose the right to continuation coverage. Election of coverage and payment of the premium must then occur within a specified time limit for coverage to continue. You and any covered dependent will receive information about the provisions of the law when you enroll and again if a qualifying event occurs.

Portability/Conversion of Health Plan

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

Changes in Status

Be sure to advise the City's designated Plan Administrator if there is a change in your family status, including address changes, so that you can maintain the proper amount of health insurance coverage. After you leave employment with the City, you may continue to receive the group health benefits for a time by paying the cost of the insurance yourself. See the Finance Officer for details as to the cost and duration of this continuation of coverage for former employees, their spouses and dependents.

Changes in Coverage

Employees, except those covered by a collective bargaining agreement, should note that it may become necessary to change insurance carriers or plans at any time. You will be notified prior to any such change. You should also recognize that the City's obligation extends only to the requirement to pay contributions to eligible employees after any necessary enrollment procedures and eligibility requirements have been satisfied and submitted. Disputes regarding

scope of benefits, etc. should be directed to the respective provider of the specific benefit. Summaries of benefits are available through the City Administrator, or you can refer to your summary plan.

Life Insurance and AD&D Insurance

For all full-time employees earning \$40,000 or more annually, the Life and AD&D benefit will be 100% of Annual Earnings, with a \$75,000 maximum. For all full-time employees earning less than \$40,000 annually, the Life and AD&D benefit will be \$40,000. \$10,000 Statutory Life insurance will be provided for volunteer firefighters.

125 Cafeteria Plan

The City allows employees to voluntarily participate in a 125 Cafeteria Plan in two ways. Details on these options will be provided at the time of eligibility each year.

Medical premiums withheld from employee wages for the City's medical/dental/vision plans, and any eligible plan premiums will not be subject to FICA or federal or state taxes.

Employees may participate in a Flexible Spending Plan and have a designated amount of money withheld from each paycheck on a pre-tax basis that can be used by the employee throughout the year for eligible medical expenses not covered by the benefit plans.

OTHER BENEFITS

Retirement

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

Industrial Accidents & Illnesses

All employees of the City are covered from their initial date of hire by Workers' Compensation Insurance. Premiums for this protection are paid by the City.

Workers' Compensation benefits are paid while an employee is disabled from an injury suffered while on the job from the 3rd day of disability. If disability continues beyond the 14th day, benefits are paid from the date of the disability.

Employees must follow specific procedures in the event of job related accidents resulting in injury to employees. Information and forms to initiate the claims process can be obtained from individual departments or the Finance Department. Failure of an employee to report an accident or injury may result in delay or denial of coverage.

The City will continue to make contributions toward health insurance on behalf of an employee receiving Workers' Compensation benefits for a work related injury to the extent permitted by the City's health insurance administrator guidelines, after which the employee may be required to obtain COBRA coverage in order to continue to receive benefits. Leave benefits do not continue to accrue beyond 30 days of disability.

During the remainder of the employee's injury period, the City will advance 2/3 of the employee's regular salary to the employee at normal intervals. No taxes will be removed from this advance and no PERS will be credited. If the workers compensation claim is denied, the City will utilize accumulated sick leave, vacation, and compensatory time necessary to cover the advance by the City.

Employees may elect to be compensated for the 1/3 of a day not covered by Workers Compensation. If this option is chosen, the employee's sick leave, then compensatory time and then vacation time will be utilized to cover the disbursement.

When the injured employee receives payment from Workers Compensation, the employee will be required to sign over the check to the City to cover the advance. The difference between the amount advanced to the employee and payment from Workers Compensation signed over to the City will be reconciled on the employee's next pay check, and may be deducted from accumulated sick leave, vacation, and compensatory time if necessary to cover the advances.

Return to Work

If you require workers' compensation leave, the City will strive to reemploy you to the most suitable vacant position available. However, you must first submit documentation from a health care provider who is familiar with your condition demonstrating your ability to return to work and perform the essential functions of the 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. These are only examples and all reinstatement/reemployment decisions are subject to Oregon law and the terms of any applicable collective bargaining agreement. The City does not discriminate against employees who suffer a workplace injury or illness.

Conferences & Conventions

Decisions concerning employee attendance at conferences, conventions, or other meetings, at City expense, shall be made by your supervisor or the City Administrator. Permission may be granted on the basis of an employee's required participation in the meeting in order to maintain updated knowledge and skill levels, or as an officer of the organization, or in order to gain required continuing education credits to maintain any certifications or professional designations. Members of professional organizations may be granted permission to attend meetings of their organization, when such attendance is considered to be in the best interest of the City.

Educational Aid and Training

If the City pays for an employee's registration, mileage, lodging, etc., in order for that employee to attend classes, workshops or conferences, the employee will reimburse the City in full for all costs if that employee fails to attend or, if applicable, fails to satisfactorily complete and pass all tests, or fails to receive any certifications that should be attainable after completion of the class. Under extenuating circumstances, this requirement may be waived by the City Administrator.

The City encourages training opportunities for employees in order that services rendered to the City will be more effective. At the discretion of the City, training sessions may be conducted during regular work hours. Overtime will not be paid for hours beyond the employee's regularly scheduled work hours during training.

The City will pay 100% of an employee's tuition cost upon successful completion of a job related course, provided, however, written approval must be granted by the City Administrator prior to enrollment and the employee must be actively employed on the date reimbursement is to be made.

Payment in advance by the City may be authorized in writing by the City Administrator.

When attendance is required by the City, 100% of the cost will be paid by the City. In such cases, all educational materials provided to the employee shall become the property of the City. Public Works employees are encouraged to study for and obtain state certification for water and wastewater. Whenever such training is approved in advance by the supervisor or City Administrator, it will be paid by the City.

However, the City will not pay for any training or classes beyond those necessary to achieve a Level 1 certification for either water or waste water unless and until the employee provides assurance in a form satisfactory to the City Administrator and the City Attorney to ensure that the City will be reimbursed for the training if the employee does not continue his or her

employment with the City for at least three (3) years after the completion of the class or training.

Worker's Compensation for Volunteers

The City of Cascade Locks will provide worker's compensation coverage to volunteer workers.

1. An assumed monthly wage set by resolution will be used for public safety volunteers; and
2. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
3. Court-mandated community service workers/inmates on work release may be covered for Workers' Compensation benefits by the sentencing court. Coverage will be determined prior to work inception and stipulated to in writing between the City of Cascade Locks and the respective sentencing court. Court-mandated volunteers will keep track of their hours and have their assumed payroll reported in Class Code 7720V using Oregon minimum wage; and
4. A roster of active volunteers (public safety, non-public safety, and community service workers/inmates on work release) will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services may request copies of these rosters during year-end audit; and
5. Unanticipated volunteer projects or exposure not addressed herein will be added onto the City of Cascade Locks' coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

LEAVES OF ABSENCE

The City of Cascade Locks is not covered by the State Family Leave Act (OFLA) or Family Medical Leave Act (FMLA) under the terms of Federal and State statutes. Certain other leave statutes do apply to the City. At the present time, the City allows the following leaves:

Unpaid Personal Leave

The City Administrator may grant an unpaid leave of absence at the request of an employee, if the Administrator finds that: (1) the employee's proposed absence will not cause a hardship to the City, (2) a temporary employee can perform the employee's job in his or her absence at a cost acceptable to the City Administrator, and (3) the proposed leave is for a purpose promoting a public interest, which may include retention of skilled and experienced employees.

Definition of Serious Health Condition

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. **Hospital Care:** Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.
2. **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:
 - a) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or
 - b) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.
3. **Pregnancy:** Any period of incapacity due to pregnancy, or for prenatal care,
4. **Chronic Conditions Requiring Treatments**
A chronic condition which:
 - a) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
 - b) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - c) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
5. **Permanent/Long-term Conditions Requiring Supervision**
A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
6. **Multiple Treatments (Non-Chronic Conditions)**
Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

"Incapacity" means the inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefor, or recovery therefrom.

"Treatment" includes examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

A regimen of "continuing treatment" includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of treatment does not include the taking of over the counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider.

Other Requirements

Employees seeking a medical leave of absence will be required to provide the following:

- Thirty (30) days advance notice of the need to take medical leave when the need is foreseeable;
- Medical verification of the need for leave due to a serious health condition affecting the employee or an immediate family member;
- Medical verification of the need for leave to care for an ill or injured child that requires home care if you are absent for more than three (3) workdays in a one year period for this purpose;
- Second or third medical opinions (at the employer's expense), periodic recertification and fitness for duty reports; and
- Weekly reports during medical leave regarding the employee's status and intent to return to work.

When an employee gives notice of any leave of absence, the City shall give the employee specific information on what is required of the employee and what might occur in certain circumstances, such as if the employee fails to return to work after such leave.

General Provisions Applying to Unpaid Personal Leave

When employees are hired, it is expected that they will work continuously as needed. We do, however, recognize that uncontrollable conditions do arise, which require employees to take a temporary absence from employment. Leaves of absence shall be considered after all accrued vacation has been used and all but 173.33 sick hours have been depleted.

There must be a compelling personal reason for an unpaid personal leave, such as:

- For the birth or placement of a child for adoption or foster care;

- To care for an immediate family member (spouse, child or parent), with a serious health condition; or
- To care for a parent-in-law with a serious health condition.

Other Requirements

- Requests for personal leaves of absence must specify a starting and ending date;
- A leave will not be granted to work another job or seek employment or career opportunities elsewhere.

During any leave of absence, no wages or benefits are accrued or paid, unless specifically stated in this Handbook or required by law. Leaves of absence must be requested by the employee in writing as far in advance as possible and approved in writing by the City Administrator in order to allow us to make arrangements for proper staffing during your absence. Employees who do not notify the City and obtain approval for leaves of absence will be considered absent without authorization.

To be eligible for an unpaid personal leave of absence, employee must have worked for the City a total of twelve months and worked a minimum of 1,040 hours over the previous twelve months. Employees desiring any health-based leave of absence is required to submit demonstrating the need for such an absence.

Health Insurance Coverage During Unpaid Personal Leave

The City may elect to continue contributions to maintain group health insurance coverage for an employee on an unpaid personal leave for a period of 12 weeks whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee must petition the City Administrator to continue the health insurance coverage during the personal leave. If the City Administrator does approve such coverage, at the end of this 12 week period, arrangements will need to be made for employees to pay their health insurance premiums while on leave. The City may recover premiums paid to maintain health coverage for an employee who fails to return to work from leave.

Reinstatement Following Personal Leave

Employees returning from unpaid personal leaves of absence are not guaranteed reemployment. Reemployment is subject to the availability of a position that the City Administrator determines is suited to an employee's skills, qualifications and experience. In order to have reinstatement rights when you are returning from leave, you must request reinstatement promptly upon the expiration of leave. If you make a timely request for reinstatement and comply with other requirements, you will be reinstated to your former position. If you cannot be reinstated to your former position because that position no longer exists, you will be reinstated to an available equivalent position in accordance with applicable

law. If there is not an available equivalent position, you must continue to submit written requests for extensions of your leave until a suitable job becomes available. Otherwise, the City will assume that you are no longer interested in employment and your employment will be terminated.

Jury Duty Leave

Employees who are required to be absent from work due to jury duty will, upon proper verification, be granted time off to serve. If you receive a jury duty summons, notify your supervisor as soon as possible. If you are called for jury duty, you will not suffer any loss of your regular City compensation during such absence; however, you will be required to transfer any compensation you receive for the performance of such duty to the City. Payment to you for mileage to and from jury duty does not transfer to the City. Time not worked because of such duty shall not affect vacation or sick leave accrued.

If you are excused from jury service during working hours at a time that reasonably permits your return to report for work, you are required to call in to see if you should report to work that day.

Bereavement Leave

In the event of a terminal illness or death in the employee's family (spouse, child, parent, or any other person approved in writing by your supervisor or the City Administrator), an employee may be granted leave of absence with pay, not to exceed five days per relative or other approved person. The City Administrator may approve the use of sick leave to extend bereavement leave.

When possible, the City will also grant vacation leave, compensatory time leave or unpaid leave for the funerals of other relatives or friends who do not meet the definition of family.

Requests for bereavement leave should be directed to your supervisor.

Military Leave

Upon entry into the U.S. Armed Forces, National Guard or Reserves, employees are granted an unpaid leave of absence for the period of their military services in accordance with applicable law.

Military leave will be granted to an employee who is absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Act (USERRA) and the Oregon Military Leave and Reemployment Rights Act. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Military leave without pay will apply to any employee called to active duty during the period of active duty. Military leave with pay will apply only when an employee is on temporary active or training duty, but will not be paid if the employee does not return to work immediately following the end of the temporary duty or training.

All employees who are members of the Oregon National Guard or any reserve component of the armed forces of the United States are entitled to a paid leave of absence for up to 15 days in any federal fiscal year (October 1 to September 30) for training, provided the employee has been employed by the City at least six months prior to the leave. This provision does not apply to weekend duty.

Continuation of health and dental insurance benefits is available as required by USERRA based on the length of leave and subject to terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

An employee on military leave for up to 30 days is required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA.

An employee returning from military leave that did not exceed 90 days will be placed in their former position. If the military leave exceeded 90 days, the employee will be returned to a position they would have attained had they remained continuously employed in a comparable position depending on the length of military service in accordance with USERRA. The employee will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Employees who have not completed their probationary period prior to the time the military leave commences must complete the remainder of the probationary period upon return.

Oregon Military Family Leave Act Leave

During a period of military conflict, as defined by law, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces ("Military Spouse"), and who has been notified of an impending call or order to active duty (or who has been deployed) is entitled to a total of 14 days of unpaid leave per deployment after the Military Spouse has been notified of an impending call or order to active duty and before deployment and when the Military Spouse is on leave from deployment. To be an eligible employee and entitled to this leave, the employee must have worked an average of 20 hours per week prior to beginning the requested leave.

Domestic Violence Leave

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, sick leave 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 the City Administrator as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City 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. Please contact the City Administrator immediately with requests for reasonable safety accommodations.

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 the City Administrator 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 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.

Search and Rescue Leave

A full-time employee, with approval, is entitled to leave his/her duties without loss of time, pay, or other leave benefits when the employee is requested by an appropriate agency to participate in a search and rescue operation or disaster relief assistance, are eligible for leave with pay for a period not to exceed five (5) regular work days, for each such operation (incident), provided the employee fully complies with ORS 652.250.

Religious Observances Leave and Accommodation

The City of Cascade Locks 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 business. 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. Requests for religious leave or accommodation should be made to the City Administrator.

Other Leaves

The City will comply with other applicable laws regarding leaves of absence.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

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

Your personnel file is available for review by making advance arrangements with the City Administrator. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Employees also may review their medical records, which are kept in a separate locked file. Although all medical information is confidential, the City complies with the Health Insurance Portability Administration Act (HIPAA) when allowing access to employee medical records. All requests must be made in writing and signed and dated by the employee wishing to review their own medical file.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, it is your responsibility to notify Finance Officer:

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Person to be notified in case of emergency
- Job related physical or other limitations that impact employment
- Changes in status of driver's license or CDL if required to drive for the (Entity)
- Changes in job related professional licenses
- Other information having a bearing on your employment

All changes in personal information must be made in writing and signed/dated by the employee who the changes affect.

EMPLOYEE HEALTH AND SAFETY

The City is committed to providing our employees with a safe and healthful work environment. To accomplish this goal, both management and employees must make diligent efforts to promote safety.

We develop and implement safety rules and regulations through our managers, supervisors and safety committees. This process is ongoing and requires periodic review. Safety audits are undertaken to determine the necessity and feasibility of providing devices, work practices, policies or other safeguards to make the workplace safe and healthful. We also provide training for our employees regarding workplace hazards and the proper and safe methods to use in performing their job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing and equipment, attending all training sessions related to your job, and following the directions of supervisory personnel. Safety rules and regulations will be issued or modified from time to time and will be effective immediately upon communication. General safety rules and regulations will be distributed to you and posted on the employee bulletin boards. Departments will have specific job/task related rules and procedures that you will be expected to know and follow.

Accident Investigation and Reporting

All job-related injuries or illnesses should be reported to your supervisor immediately, regardless of severity. (In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made). Failure to report an on-the-job injury or illness may preclude or delay the payment of any benefits you may be eligible for and could subject the City to fines and penalties.

The City Administrator shall be notified of all accidents involving City employees, City vehicles or City equipment as soon as possible and not later than one (1) hour after any accident involving personal injury or property damage.

If the City Administrator is not available, the Department Supervisor (or employee if the Department Supervisor is not available) shall notify the Mayor within one (1) hour, and notify the City Administrator as soon as possible.

OR-OSHA requires each employer to investigate the cause of every time-loss accident and determine the means in which to prevent recurrence. Employers are required to install any safeguards or take corrective measures indicated or found advisable. (OAR 437-001-0760). (See sample investigation form - Appendix E)

Safety committees are responsible for establishing procedures to investigate all safety related incidents. This doesn't mean that they take the responsibility away from supervisors for the actual investigation. However, committees should evaluate the cause, look for any trends or identify tools, equipment, procedures or training that will serve to prevent the accident/injury from recurring. (OAR 437-001-0765 (6)(g))

The City is responsible to report "Occupational Fatalities" to OR-OSHA within 8-hours of the fatality or 24-hours for any "Occupational Catastrophe" that results in an employee being admitted for an overnight stay in a hospital. [Call OR-OSHA to report at: 503-378-3272]

If an injury occurs:

1. Take immediate actions and/or render remedial first aid.
2. Seek emergency medical care if necessary – call 9-1-1.
3. Report the injury to your (or a) supervisor as soon as possible. Report any accidents involving personal injury or property damage in excess of \$200.00 to the City Administrator within one (1) hour.

Employee responsibilities:

4. Fill out the accident report form.
5. Cooperate in an accident investigation.
6. Complete the 801 Form if medical attend is sought.
7. Provide supervisor with a medical release from doctor/medical provider.
8. Review the incident with the supervisor/manager.
9. Discuss ability to return to a temporary modified job (if possible) and job restrictions.

Supervisor responsibilities:

10. Conduct an investigation into the cause of the injury or illness
11. Send the completed 801 Form (for medical treatment) investigation and current job description to your workers' compensation claims examiner, through the Finance Officer.
12. Locate temporary light duty for the injured worker as soon as they are released.
13. Monitor light duty to assure that worker stays within the restrictions and co-workers support injured worker on completing job tasks.
14. Continue to communicate and cooperate with claims manager.

Early Return-to-Work Program

Our Return-to-Work program provides guidelines and procedures for returning employees who become ill or injured, to meaningful employment as soon as possible. The program is not intended to be a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability, nor is it intended to deny time off rights under any family or medical leave laws.

Our Return-to-Work program for work related injuries/illness consists of a team effort by supervisors, injured workers and their treating physicians, management, and our workers' compensation claims staff. All team members will take an active role in returning injured employees to productive work.

Participating in this program helps our employees to recover and return to full employment as soon as their medical condition permits. This Return-to-Work program is a transitional program designed to help ease employees back into their full duties or full work shift. It is not intended to become a replacement for a regular job.

If you are injured on the job and your doctor determines that you are able to perform temporary modified work, the City will attempt to provide available and suitable temporary work until you are able to resume your regular duties for up to 90 days, except where provided as an accommodation for a disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect your workers' compensation time loss benefits.

Not all light duty jobs will be in the department at injury. You may be asked to do other work in another department such as file, enter data, answer phones or complete a chemical inventory in another department.

Employees returning from a work injury or illness will be required to provide their supervisor a doctors certificate prior to resuming work or temporary light duty. The certificate will specify whether the employee may resume full duties or has any restriction and the length of any restrictions. An employee returning to work following a non-work absence of more than 3 days is required to provide a doctor's note stating the date the employee is able to return as well as any applicable restrictions. Although we will make every effort to find suitable work if you are temporarily unable to perform your normal job duties, preference for available work is given to employees who have incurred an on-the-job injury or illness. Our ability to do so is dependent upon your restrictions as well as available work.

If suitable temporary modified work is not available, employees may be placed on medical or personal leave running concurrently with applicable family medical leave laws. If there is work available and the employee chooses not to take the light duty work that is offered, the employee may take personal leave. However, the injured employee will not be eligible for workers' compensation wage reimbursement, if this is a work related injury.

INTERPRETATION OF HANDBOOK PROVISIONS

All words and phrases used in this handbook will be construed according to their common usage. If the handbook is ambiguous or silent as to a particular personnel policy, the City Administrator shall interpret the language or supply the missing policy consistent with this

handbook and state and federal law. Any such interpretation shall be final and binding on all employees.

VARIANCES

The City Administrator shall have the power to vary or modify the strict application of the provisions of this Handbook in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships.

**City of Cascade Locks
Personnel Handbook
Receipt Acknowledgment Form**

NOTE: This signed form should be inserted in the employee's personnel file.

As an employee of the **City of Cascade Locks**, I acknowledge the following:

I have received a copy of the Employee Handbook. I understand that the Handbook contains important information about the City's policies, work rules, and my benefits. I also understand that the Handbook outlines my responsibilities as an employee of the City. I understand that I have the responsibility to read, understand and comply with the information in the Handbook, and to ask my supervisor for clarification of any information I do not understand.

I understand that this Handbook is not a contract of employment or a guarantee of specific treatment in specific situations. Except for any supplemental safety policies and rules that apply to employees in certain jobs or work areas, or otherwise stated in a written employment contract or a collective bargaining agreement, I understand that this Handbook supersedes all prior Handbooks, policies, and understandings on the subjects contained in it.

I understand that unless stated in an employment contract or collective bargaining agreement, the City has the right to change, modify, add to, substitute, eliminate, interpret, and apply in its sole judgment, the policies, rules, and benefits described in this Handbook. I understand that should the content be changed in any way, the City will require an additional signed acknowledgement from me to indicate that I am aware of the changes.

Unless otherwise stated in a written employment contract or collective bargaining agreement, I understand that my employment relationship with the City is at-will – either the City or I can terminate the relationship at any time, with or without reason or notice.

I understand that City Administrator is the only person who is authorized to make changes in the policies, rules, and benefits described in this Manual and that all such changes must be in writing to be valid. I also understand that he/she is the only person who will ever have the authority to enter into an employment contract, and that all such contracts must be in writing and signed by both parties to be valid.

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

Print Employee's Full Name _____

Employee Signature

Date

Supervisor Signature

Date

EMPLOYEE HANDBOOK APPENDIX B

Name: _____ Pay Date: _____ **TIME SHEET**

Pay Period _____ to _____ **ADMINISTRATION TIME SHEET**

Circle Dates Worked	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		TOTALS
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Regular																	
Overtime																	
Holiday																	
Personal Holiday																	
Vacation																	
Sick																	
Comp Taken																	
Comp Earned																	
Comp/Vac Cash Out																	
TOTALS																	

Employee Signature: _____

Date: _____

EMPLOYEE HANDBOOK APPENDIX C

REQUEST FOR LEAVE

Employee's Name _____

Requesting to be absent from work for _____ hours (number of hrs)

from _____ on _____, _____
(time) (weekday) (date)

to _____ on _____, _____
(time) (weekday) (date)

The absence will be recorded as: ____ Vacation; ____ Sick Leave; ____ Comp Time Off

Other (explain: Floater, Jury Duty, etc.) _____

Employee Signature _____

Leave **authorized / denied** _____ and/or _____
(circle one above) Department Supervisor City Administrator

Request Submitted	
_____ (time)	_____ (date)
to	
_____ (Dept Supervisor Signature)	

EMPLOYEE HANDBOOK APPENDIX D

**City of Cascade Locks
Travel & Training Reimbursement Agreement**

Please print legibly.

Name: _____

Department: _____

Please carefully read the statement below. Please sign and date to signify that you understand and accept the statement.

If the City pays for my registration, mileage, lodging, etc., so that I may attend classes, workshops or conferences, I agree to reimburse the City **in full for all costs** if I fail to attend or fail to satisfactorily complete the class, workshop or conference, unless waived by the City Administrator.

I have read and understand the statement above, and agree to comply with this policy.

Signature

Date

Please return this executed document to
the City Recorder's office at City Hall.

EMPLOYEE HANDBOOK APPENDIX E

ACCIDENT INVESTIGATION CHECK LIST

(Please use this list as a way to verify that you have completed all parts of this accident investigation form that pertain to this occupational accident/illness.)

MINOR INJURY INVESTIGATION

SERIOUS INJURY INVESTIGATION

DOCUMENTATION

- Time and date of injury
- Date notified supervisor
- Time and date left work
- Time Lost from Work

SCENE

- Diagram
- Photos
- Measurements
- Time and date returned to work

WORKER

- Name
- Home address and phone number
- Age
- Job Title
- Length of Employment
- received Training
- Department

EQUIPMENT and SITE

- Layout of operation
- General condition
- Make, serial and model
- Manufacturer's Information
- Maintenance information and records
- Suitability and adequacy of equipment

INFORMATION FROM WITNESSES

- How supervised
- Personal Protective Gear
- Body Part Injured
- Previous Injury to this body part
- One-on-one interview with witness
- Nature of Injury listed (strain, Cut Bruise, Etc.)
- Department where injury occurred noted
- Witness Name
- Witness residence address & phone
- Recollection of accident

EMPLOYER

- Location where worker records are kept
- Safety Training relating to chemicals, equipment or use of PPE involved in the accident

EMPLOYEE HANDBOOK APPENDIX F

Exit Interview Form

Name: _____

Position: _____

Supervisor: _____

Hire date: _____

Termination Date: _____

What made you decide to leave your current job? (Check all that apply)

Primary Secondary

- | | | |
|--------------------------|--------------------------|---------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Secured Better Job |
| <input type="checkbox"/> | <input type="checkbox"/> | Professional level of job |
| <input type="checkbox"/> | <input type="checkbox"/> | Return to School |
| <input type="checkbox"/> | <input type="checkbox"/> | Family |
| <input type="checkbox"/> | <input type="checkbox"/> | Issues with Supervisor |
| <input type="checkbox"/> | <input type="checkbox"/> | Problems with Hours |
| <input type="checkbox"/> | <input type="checkbox"/> | Not satisfied with Wages |
| <input type="checkbox"/> | <input type="checkbox"/> | Disliked type of work |
| <input type="checkbox"/> | <input type="checkbox"/> | Problems with co-workers |
| <input type="checkbox"/> | <input type="checkbox"/> | Quantity of Work |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical Condition |
| <input type="checkbox"/> | <input type="checkbox"/> | Working Conditions |
| <input type="checkbox"/> | <input type="checkbox"/> | Transportation Problems |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

What did you like most about your job? _____

What did you like least about your job? _____

Do you feel appropriate training opportunities were made available to you?

Yes No Comments _____

Do you think your current supervisor was fair and reasonable? If not, please explain.

Yes No Comments _____

Do you believe you were given access to and realistic consideration for promotional opportunities within the organization?

Yes No Comments _____

Did you feel your contributions were appreciated by your supervisor and others?

Yes No Comments _____

Did you have the appropriate equipment and resources necessary to perform your job?

Yes No Comments _____

Was your salary satisfactory for the job you were performing?

Yes No Comments _____

Were you satisfied with the employee benefits provided?

Yes No Comments _____

Was the physical working environment comfortable and conducive to productivity?

Yes No Comments _____

Was the job realistically presented to you when you were hired or most recently changed positions?

Yes No Comments _____

Do you have any suggestions for improvement? _____

Are there any changes or conditions that could have been made to prevent you from leaving this organization? _____

Other comments, if any: _____

Date Discussed: _____

Interviewed by: _____

Information to be discussed with the employee prior to departure:

	Yes	No	Not Applicable
Medical Benefits/COBRA	_____	_____	_____
Life Insurance Forms	_____	_____	_____
Severance Pay	_____	_____	_____
Vacation Pay Due	_____	_____	_____
PERS Forms	_____	_____	_____
Medical/Flexible Spending Accounts	_____	_____	_____
Life Insurance	_____	_____	_____
Expense Reports/Other Reimbursements	_____	_____	_____
Unemployment Compensation (if applicable)	_____	_____	_____
Computer Security Process	_____	_____	_____
Education Assistance Reimbursements	_____	_____	_____
Procedure for providing references	_____	_____	_____
Eligibility for reemployment	_____	_____	_____
Process for receiving final paycheck	_____	_____	_____
Direct deposit	_____	_____	_____

Items to be returned by employee:

	Returned	Not Applicable
Key(s) - building/office/file cabinets/cars	_____	_____
Security Pass/ID Card	_____	_____
Parking Pass/Access Key	_____	_____
Credit Card(s)	_____	_____
Phone Calling Card	_____	_____
Pager	_____	_____
Cellular Phone	_____	_____
Laptop/other computer, including disks	_____	_____
Fax Machine	_____	_____
Tools/Other Equipment	_____	_____
Employee Handbook/Company Information	_____	_____
Uniform(s)	_____	_____
Other _____	_____	_____
Other _____	_____	_____

Other procedures to follow:

	Completed	Not Applicable
Notify payroll and obtain/send final paycheck	_____	_____
Notify PERS Office	_____	_____
Notify credit union/bank/others	_____	_____
Notify health insurance provider	_____	_____
Notify life insurance provider	_____	_____
Process other pension/savings forms	_____	_____
Review and close out personnel file	_____	_____
Modify information system records	_____	_____

Reference Checks

I agree to allow (Entity) to release the following language and information to be used for reference checks by any and all future employers:

Employee Signature: _____

Supervisor Signature: _____

Date Signed: _____

Place a copy of this form in the employee file.

**City of Cascade Locks
Employee Accident/Incident Report**

All overnight hospitalizations must be reported to OR-OSHA within 24 hours. Any fatality or catastrophes involving 3 or more hospitalizations must be reported within 8 hours. Contact OR-OSHA at (800) 922-2689.

PLEASE COMPLETE ALL OF THE FOLLOWING INFORMATION:

Employee Name: _____ Incident RPT #: _____
Dept: _____ Job Title: _____

To Be Completed By Employee: (Attach second page if more space is required)

When did the Incident Occur? Date: _____ Time: _____ a.m. p.m.

Accident/Incident Location: _____

When was Incident Reported?: Date _____ To Whom : _____

Witnesses Information:

Witness #1 (Name, Phone): _____

Witness #2 (Name, Phone): _____

List all Parts of the Body Affected: _____ Left side Right side

Type of Injury/Illness/Exposure: (i.e. strain, cut): _____

What were you doing just before the Incident occurred? _____

Describe what happened (include sequence of events; equipment, materials, and substances being used; and environment – PLEASE BE SPECIFIC): _____

Was the Incident caused by defective equipment, another person, or during training? Yes No

If yes, equipment info, name of person (suspect) or instructor name: _____

Reporting information (If known and applicable): Vehicle #: _____ Case#: _____

Have you injured this part(s) of your body previously or is there any pre-existing condition that could affect the injury? Yes _____ No _____ (if yes, please explain): _____

What do you think can be done to prevent this Incident from reoccurring? _____

If seeking medical attention or unable to return-to-work, complete form 801 (Report of Job or Illness for Workers' Compensation Claim).

Employee's Signature: _____ Date: _____

To Be Completed By Employee's Site Supervisor:

What was the Root Cause of this Incident?

Lack of Training Supervision Rule Enforcement Maintenance Other _____

What was the Surface Cause of this Incident?

Unguarded Machine Broken Tools Defective PPE Horseplay Fails to Enforce
 Other _____

Did worker report incident within 24 hours? Yes No

Supervisor Review of Incident and Findings: _____

What could have been done, or should be done, to prevent this accident/incident?: _____

Site Supervisor's Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Safety Committee Evaluation of Accident/Incident:

Corrective Action Needed: _____

Committee Recommendations: _____

Estimated cost: \$ _____

Safety Committee Chair Signature: _____ Date: _____

Administrator Signature of Approval: _____ Date: _____

Comments: _____

Safety Committee Follow-up:

Corrective Action Assigned To (if applicable): _____

Date Completed: _____

**CITY OF CASCADE LOCKS
INCIDENT REPORT**

DATE: _____ SUPERVISOR NAME: _____

EMPLOYEE NAME: _____ TITLE/POSITION: _____

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____ LOCATION: _____

EQUIPMENT/PROPERTY INVOLVED: _____

INCIDENT DESCRIPTION: _____

EMPLOYEE EXPLANATION: _____

WITNESSES: _____

SUPERVISORY ACTIONS TO BE TAKEN:

_____ VERBAL WARNING _____ PROBATION _____ TERMINATION _____ NONE
_____ WRITTEN WARNING _____ SUSPENSION _____ OTHER

EXPLAIN: _____

By signing this document you acknowledge that you have read and understand the information contained herein.

EMPLOYEE

SUPERVISOR

DATE

DATE

