

AGENDA ITEM FOR ADMINISTRATIVE MEETING

() Discussion only

(X) Action

FROM (DEPT/ DIVISION): Human Resources

SUBJECT: Personnel Policy Update

<p>Background:</p> <p>Human Resources has made a periodic review of several of the county personnel policies. A number of the policies are before the Board for review and approval. The review has resulted in a few proposed changes.</p>	<p>Requested Action:</p> <p>Approve Personnel Policies 2.1; 2.2; 2.3; 2.4; 3.1; 3.2; 3.3; 3.5; 3.6; 3.7; 3.8; 3.9; 3.12; 3.13; 3.14</p>
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ATTACHMENTS: Proposed Policies

*****For Internal Use Only*****

Checkoffs:

- () Dept. Head (copy)
- () Human Resources (copy)
- () Fiscal
- (X) Legal (copy)
- () (Other - List:)

To be notified of Meeting:
Jennifer Blake

Needed at Meeting:

Scheduled for meeting on: March 2, 2022

Action taken:

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: MANAGEMENT RIGHTS

POLICY NUMBER: 2.1

EFFECTIVE: 2022

REVIEWED: 1984, 1997, 2012, 2017, 2022

Umatilla County shall have the exclusive prerogatives, functions and rights for management as follows:

- 1) Determination of the services rendered to the citizens of the County.
- 2) Determination of the County's financial, budgetary and accounting procedures.
- 3) Direction and supervision of all operations, functions, and policies of County Departments/Divisions.
- 4) The closing or liquidation of any office, branch operations, facilities, combination of facilities, relocation, reorganization or combination of work in divisions, offices, branches, operations, or facilities for budgetary or other reasons.
- 5) Management and direction of the work force; determination of methods, processes and manner of performing work; hiring, promotion and transferring in pay ranges and retention of employees; designation of lay-offs; abolishment of positions, reorganization of departments or divisions; determination of work schedules; purchasing, disposing of and assigning of equipment or supplies.
- 6) Determination of a need for a reduction or increase in work force and implementation of any decision with regard to such.
- 7) Establishment, revision and implementation of standards for hiring, classification, promotions, work quality, safety, materials, equipment, appearance, methods and procedures.
- 8) Implementation of, revision of or to discard, completely or partially, old methods, procedures, materials, equipment, facilities, and standards.
- 9) Assignment of distribution of work and work duties.
- 10) Assignment of shifts, workdays, hours of work and work locations.
- 11) Establishing and maintaining accurate and current position descriptions for each position and employee.
- 12) Introduction of new duties and revision of job classifications.
- 13) Determination of the need for and the qualifications of new employees, transfers and promotions.
- 14) Implementation of disciplinary actions that are not arbitrary, capricious, in bad faith or without just cause.
- 15) Determination of the need for education courses, training programs, on-the-job training and cross training and the assignment of employees to such.
- 16) Determination of the need to contract or sub-contract work as necessary and the implementation of such.
- 17) Determination of the need for unpaid furloughs.
- 18) Establishing, revising, or rescinding policies and procedures to accomplish the above objectives.

Management rights not covered by the above shall be dealt with on a case-by-case basis.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: Employee Status Definitions, Benefits

POLICY NUMBER: 2.2

EFFECTIVE: 2022

REVIEWED: 1997, 2022

FULL-TIME EMPLOYEES: employees whose regularly scheduled work week consists of forty (40) hours per week. These employees earn full benefits.

Less than Full-time Employees: Employees whose regularly scheduled work week consists of less than forty (40) hour per week (example: 3/4 FTE), **Benefits:** They shall receive pro-rated benefits including vacation, holidays, and sick leave.

Health Insurance: Employees whose regularly scheduled work week consists of not less than thirty-two (32) hours per week shall receive full County medical/dental/life insurance benefits, not to exceed the current County contribution.

PART-TIME EMPLOYEES: Employees whose regularly scheduled work week consists of not less than twenty (20) hours per week. These employees earn half (1/2) benefits.

Benefits: Employees whose regularly scheduled work week consists of not less than twenty (20) hours per week (example: 25 hours per week), shall receive pro-rated benefits including vacation, holidays, and sick leave.

Health Insurance: Employees whose regularly scheduled work week consists of not less than twenty (20) hours per week, but less than thirty-two (32) hours per week; shall receive Umatilla County medical/dental/life insurance benefits, not to exceed half (1/2) the current County contribution.

TEMPORARY EMPLOYEES: Shall fill any vacancy not classified as a regular position except in the case of fill-in during an employee's temporary absence such as Family Medical Leave or Worker's Compensation disability leave. No temporary positions shall exist longer than six (6) months for General Fund positions and nine (9) months for Road Department/Public Works positions. Unless they are "special-temporary" positions created by grant funding for a specified period of time. Should a vacant position be filled with a temporary employee said employee shall be paid on an hourly basis and shall receive no benefits such as vacation leave, comp time or health insurance. Sick leave shall be accrued according to Oregon Law. PERS shall only be paid for those eligible by PERS regulations. Employees in this status will self-pay the employee portion of their PERS.

Any other usage of temporary employees shall by Board of Commissioner's written approval after application by the appropriate department head.

ON-CALL EMPLOYEES Shall not work a regularly scheduled work week and shall not ordinarily be scheduled work in excess of nineteen (19) hours per week. On-Call employees shall be paid on an hourly basis at a rate that is the minimum for the established pay range and shall receive no benefits such as vacation leave, comp time or health insurance. Sick leave shall be accrued according to Oregon Law. PERS shall only be paid for those eligible by PERS regulations. Eligible employees in this status will self-pay the employee portion their PERS.

SEASONAL EMPLOYEES: Shall not be hired to fill any vacancy classified as a regular position. No seasonal position shall be filled in any given year longer than six (6) months

except in the Public Works Department which may hire seasonal employees for up to nine (9) months. Seasonal employees shall be paid on an hourly basis and shall receive no other benefits such as vacation leave, comp time or health insurance. Sick leave shall be accrued according to Oregon Law. PERS shall only be paid for those eligible by PERS regulations. Eligible employees in this status will self-pay the employee portion of their PERS.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: Non-Discrimination and Retaliation Policy

POLICY NUMBER: 2.3

EFFECTIVE: 2022

REVIEWED: 2002, 2012, 2022

The County is, and will continue to be, in compliance with the Civil Rights Act, Equal Pay Act, Age Discrimination in Employment Act, Rehabilitation Act of 1973 (Sections 503 and 504), Vietnam Era Veterans Readjustment Act of 1974, Genetic Information Non-discrimination Act (GINA) OF 2009, Americans with Disabilities Act, Executive Order 11246 and subsequent federal and state legislation with respect to any subject of Civil Rights or Disabled individuals.

Equal Employment Opportunity

Umatilla County is an equal opportunity employer and does not discriminate against any employee or applicant for employment with respect to any aspect of recruitment, selection, employment, advancement, discipline or discharge on the basis of age; race; color; national origin; sex; sexual orientation; gender identity; religion; marital status; family relationship; physical or mental disability (provided reasonable accommodation can be made for any such disability); political affiliation; being a victim of domestic abuse, sexual assault or stalking; service in a uniformed service; association with a protected class; or any other classification protected by State or Federal law.

Americans with Disabilities Act

The Americans with Disabilities Act (ADA) is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities. Individuals must be “qualified” for the job and not pose a “direct threat”. The ADA also prohibits discrimination on the basis of an individual’s relationship (parent, sibling, child, spouse/significant to someone with a disability).

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

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

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

Temporary, non-chronic impairments of short duration, with little or no residual effects usually are not considered disabilities under ADA.

The County will afford reasonable accommodation to qualified applicants and employees with a known disability or for an employee’s religious beliefs, unless to provide such accommodation creates an undue hardship on the operation of the County.

Invitation to Self-Identify Physical and Mental Disabilities Any employee who is a disabled person may voluntarily inform the Department Head or Human Resources Director of any physical or mental disability and may suggest methods of reasonable accommodation. This information is confidential and will be used only to evaluate reasonable accommodation

alternatives to permit the employee to perform the essential functions of the job in a safe and efficient manner. Refusal to volunteer this information will not subject an employee to any adverse treatment or penalty.

Job Performance Any employee who believes that he/she is having difficulty in continuing to meet the performance requirements of the job due to a physical or mental disability is encouraged to advise the Department Head or Human Resources Director regarding the nature of the disability, the work limitations covered by the disability and any suggested reasonable accommodation.

Grievance Procedure in Event of Complaint of Discrimination due to Disabilities

Umatilla County has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Health and Human Services regulations (45 C.F.R. Part 84), implementing Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794). Section 504 states, in part, that "no otherwise qualified disabled individual... shall solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...." The law and regulation may be examined in the office of the Director of Human Resources, Room 106, (541) 278-6207, who has been designated to coordinate the efforts of Umatilla County to comply with the regulations. Any person having a complaint of such discrimination may file a grievance as follows:

1. A complaint should be in writing, contain the name and address of the person filing it, and briefly describe the discriminatory act.
2. A complaint should be filed in the office of Human Resources, designated as the Section 504 Coordinator, within 30 calendar days after the person filing the complaint becomes aware of the alleged discriminatory act.
3. Human Resources or its designee will investigate the complaint. The investigation will be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to the complaint.
4. The Board of Commissioners, shall issue a written decision determining the validity of the complaint no later than 30 work days after its filing.
5. The Section 504 coordinator shall maintain the files and records relating to all complaints filed. The Section 504 coordinator may assist persons with the preparation and filing of complaints, participate in the investigation of complaints, and advise the Board of Commissioners concerning their resolution.
6. An individual who files a complaint may pursue other remedies. This includes filing with: Office for Civil Rights, U.S. Department of Health and Human Services, 2201 Sixth Avenue - Suite 900, Seattle, Washington 98121-1831, Voice Phone (206)615-2287, FAX (206)615-2297, TDD (206)615-2296
7. These rules shall be liberally construed to protect the substantial rights of interested persons to meet appropriate due process standards and assure Umatilla County's compliance with Section 504 and the regulations.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: Pre-employment Drug Testing/Screening & Criminal History Records Check

POLICY NUMBER: 2.4

EFFECTIVE: 2019

REVIEWED: 1994, 1997, 2019, 2022

Pre-Employment Drug Testing/Screening

Umatilla County has always had a strong commitment to its citizens and employees to provide a safe, drug-free work environment to promote high standards of employee health and performance. Consistent with the spirit and intent of these commitments, we have established this **PRE-EMPLOYMENT DRUG TESTING/SCREENING POLICY FOR ALL SAFETY SENSITIVE POSITIONS.**

Finalists for all safety sensitive employment opportunities within Umatilla County which are posted by Human Resources shall be required to submit to pre-employment drug testing/screening. Any offer of employment would be contingent upon successfully passing the pre-employment drug test/screening. Anyone testing positive after review of our Medical Review Officer (MRO), is considered to have failed the contingent criteria of the employment offer and will no longer be considered for employment to that position. The laboratory/facility and MRO will be chosen by Umatilla County and the cost of such testing shall be paid for by the County. Such drug screening/test methods will consist of either urinalysis or hair testing.

Anyone who tests positive will have the right to retest the same split sample at a laboratory/facility which meets or exceeds the standards of the laboratory/facility which conducted the original testing/screening. Anyone requesting a retest shall be responsible for the cost of such retest.

Criminal History Records Check:

Upon conditional job offer candidates for employment and appointed volunteers with Umatilla County will be required to authorize the County to conduct a criminal offender information check through the OSP LEDS System. This authorization form will be maintained by the Human Resources Division and will be placed in the Personnel File of a selected applicant or volunteer. The authorization forms for unselected applicants will be kept in the recruitment file and be kept for three (3) years in accordance with Administrative Rules.

Candidates for employment that have a criminal history will require a detailed review of the OSP record of offense(s), a positive recommendation by the selecting official and the approval of the Board of Commissioners prior to employment/appointment.

ANY OFFER OF EMPLOYMENT WILL BE CONTINGENT UPON SUCCESSFUL COMPLETION AND APPROVAL OF BOTH A PRE-EMPLOYMENT DRUG TEST AND CRIMINAL HISTORY CHECK.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: General Rules of Conduct for County Employees

POLICY NUMBER: 3.1

EFFECTIVE: 2022

REVIEW: 1984, 1997, 2022

It is the policy of Umatilla County that all employees shall conduct themselves in a manner appropriate to the trust of public employment. Specifically, such conduct shall include but is not limited to the following:

1. Employees shall obey and follow the law and all County policies while engaged in their employment. Employees shall be presumed to reasonably know and understand the law and County policies as a condition of their employment. Employees shall also obey and follow all departmental policies known to them or brought to their attention.
2. Employees shall be respectful of and obey the orders and reasonable directions of their supervisors. In the event an employee believes the supervisor to be incorrect or the direction improper, the employee shall immediately bring the matter to the attention to the next level supervisor or to the Board of Commissioners. Disobedience or non-compliance shall be at the risk of the employee. Grievance procedures are also available if an employee feels he/she has been wronged.
3. County employees shall at all times be mutually respectful of other employees and of the public. Disagreements shall be handled in a non-confrontive, professional manner. Serious disputes shall be promptly brought to the attention of a supervisor or the Board of Commissioners. Employees shall not resort to "self-help" nor escalate disagreements.
4. Dress and behavior of County employees while on duty shall reflect creditably upon the County
5. County employees shall perform their duties in a safe manner at all times.
6. Discreditable or disruptive behavior, violation of orders, rules or policies, dishonesty, lack of integrity, insubordination, acts of violence shall not be tolerated.
7. Employees shall faithfully perform the duties of their position while at work.
8. Other actions or behavior shall not be such as to bring the employee into disrespect by fellow employees or the public nor create any unreasonable disturbance nor interfere with other employees' performance of duty nor interfere with any governmental function.
9. The County has adopted additional rules and policies governing employees as set forth in this policy manual and will from time to time adopt other rules or revise some of these rules. Knowledge of and understanding shall be the responsibility of each employee as a condition of continuing employment.

Any conduct which falls below acceptable standards, including but not limited to, failure to conform to the standards listed above, may be grounds for discipline including termination.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: Causes for Disciplinary Actions

POLICY NUMBER: 3.2

EFFECTIVE: 2022

REVIEWED: 1997, 2022

When an employee's conduct or job performance falls below desirable standards, or when an employee engages in other forms of inappropriate misconduct, he/she may be subject to disciplinary action. Disciplinary action may include oral or written reprimands, probation, suspension, demotion and termination from employment, depending upon the severity of the offense as well as the number of frequencies of any previous acts of misconduct as determined by the County.

General reasons for which an employee may be disciplined include but are not limited to:

- A. Drinking intoxicating beverages or use of illegal drugs on the job or arriving on the job under the influence of intoxicating beverages or drugs. Any use or possession whatsoever of a controlled substance, including marijuana, which has not been prescribed by a medical doctor, shall be considered cause for disciplinary action up to and including termination.
- B. Violation of a lawful directive.
- C. Insubordination.
- D. Disrespect.
- E. Breach of discipline.
- F. Being absent from work without first notifying and securing permission from the employee's supervisor.
- G. Being habitually absent or tardy.
- H. Conviction of a felony or misdemeanor involving moral turpitude.
- I. Using religious, political or fraternal influence while on official duty.
- J. Accepting fees, gifts, or other valuable items in the performance of the employee's official duties for the county.
- K. Failure or refusal to perform the assigned job.
- L. Violation of professional standards or ethics applicable to the employee's department.
- M. Being disruptive or disorderly in the workplace.
- N. Using County property for other than official County purposes.
- O. Violating the law while on the job or performing County business.
- P. Violation of any Rules of Conduct or failure to follow County Policy.
- Q. Lack of truthfulness/honesty.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: placeholder

POLICY NUMBER: 3.3

EFFECTIVE: 2022

REVIEWED: 1997, 2022

[Policy deleted March 2, 2022]

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: OUTSIDE ADDITIONAL EMPLOYMENT

POLICY NUMBER: 3.5

EFFECTIVE: 2022

REVIEWED: 1997, 2006, 2008, 2022

The County recognizes that some employees have various types of outside or additional employment. Therefore, in order to maintain County services, outside employment must not:

- 1) Detract in any way from the efficiency of the employee in the performance of his or her County work;
- 2) Conflict in any way with the interests of the County;
- 3) Discredit the County in any way;
- 4) Engage in any unethical practice that would impact on the employee's ability to conduct County business;
- 5) Receive compensations for services provided where such services constitute a part of the employee's job duties;
- 6) Use County equipment or copyrighted publications obtained with public funds for employment outside of County government; or
- 7) Cause a real or perceived conflict of interest. (See Policy 3.14).

Employment of any sort or duration with or for a County Department/Division other than an employee's regular department/division is prohibited unless such additional employment is first authorized in writing by the County Commissioners. It shall be the responsibility of the employee to seek and gain such prior written authorization, otherwise termination of all County employment may result. In no event will an employee be allowed to perform work for pay in a second department/division if such employment would result in the employee working more than forty (40) hours for the County in any work-week.

Any outside employment of more than ten (10) hours a week must be brought to the attention of the supervisor in writing. Such notice shall include the name and address of the employer, a schedule of work hours and days and a general description of the work duties. The supervisor shall acknowledge the notice and have it placed in the employee's Personnel File.

Some departments/divisions may impose additional limitations on non-County, outside employment for reasons of public safety, health and welfare. Such policies must be brought to all departmental/divisional employee's attention upon hire and periodically thereafter. Failure to follow such policies can result in discipline, including termination of County employment.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: SMOKING REGULATIONS

POLICY NUMBER: 3.6

EFFECTIVE: 2022

REVIEWED: 2010, 2013, 2014, 2022

It is the policy of Umatilla County to provide a smoke/tobacco free environment for its employees and the public on all county owned or controlled property. Under no circumstances shall non-smoking employees or public individuals be subjected to a smoke filled environment within Umatilla County facilities. The Oregon Indoor Clean Air Act (ORS 433.835 to 433.875) provides that no person shall smoke or carry any lighted smoking instrument in public places except in areas designated pursuant to ORS 433.850.

Scope: This policy applies to all Umatilla County employees, volunteers, interns, clients, visitors, vendors and contractors on property owned or controlled by Umatilla County.

Definitions: For the purpose of this policy the following definitions shall apply:

1. Smoking instruments: including but not limited to cigarettes, cigars, pipes, hookahs, electronic cigarettes, vaporizers, and any other tobacco delivery devices
2. Tobacco products: including but not limited to dip, chew, snuff, snus, or any other smokeless tobacco products and nicotine delivery devices. Excludes FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation.

In compliance with the Oregon Indoor Clean Air Act and Umatilla County Ordinance No. 2013-11 the following regulation shall be in effect:

Tobacco/Smoke-Free Facilities and Grounds: The use of all tobacco products and the smoking of tobacco or any other substances is not permitted at any time within any interior space of facilities owned or controlled by Umatilla County; on all outdoor property or grounds, parks, and natural areas owned or occupied by Umatilla County, including parking areas; in private vehicles while on Umatilla County properties, on all walkways or sidewalks adjacent to Umatilla County properties; and in vehicles, including water craft owned by Umatilla County. Carrying or smoking any lighted smoking instrument on or within 25 feet of Umatilla County property is also prohibited.

No ashtrays or ash receptacles will be placed on County property and all smoking and use of any smoking instruments are prohibited.

Use of all tobacco products on County property is prohibited.

Umatilla County is committed to providing tobacco cessation support to all Umatilla County employees who wish to stop using tobacco products. Cessation resource information will be provided to any employee who expresses an interest in seeking help to stop using tobacco products. Umatilla County volunteers, contractors, clients, and visitors may be referred to the Oregon Tobacco Quit Line (1-800-QUIT-NOW [English] or 1-855.Dejelo-Ya [Spanish]), which is a free tobacco cessation resource.

Violation of this Smoking Policy shall be cause for discipline.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: USE OF COUNTY OWNED RESOURCES

POLICY NUMBER: 3.7

EFFECTIVE: 2022

REVIEWED: 1998, 2010, 2022

Use of County Property: Use of public property must be confined to proper public purposes. The use by employees of all County property, including motor vehicles, must comply with all federal and state laws and regulations. Oregon government standards and practices law applies to all County officers, full and part time employees and volunteers. Types of activities that are prohibited include, but are not limited to:

- 1) Purchase of personal items or services at County discount rates or using County contracts or credit.
- 2) Use of County owned facilities, tools, or equipment for personal purposes, at work or at home.
- 3) Use of County owned copiers, fax machines, telephones, or computers for personal use, unless the particular piece of equipment is also available for use by the general public (such as the PBX fax machine at cost). County employees may occasionally make incidental local telephone calls on county telephones, but all long-distance calls must be paid for with a credit card or billed to a third party.
- 4) Use of County employees on County time for personal projects.
- 5) Use of County owned/provided cellular phones will be used solely for County business. No employee shall be allowed to make personal calls on the cellular phones even if the employee intends to or has in the past reimbursed the County for such use. No employee shall be allowed to purchase or enter into a contract for a cellular phone under the umbrella of any County discounted rates.
- 6) All County employees will utilize County owned and provided computer resources PCS solely for the public purposes of engaging in County employment. Activities such as the introduction of personal software programs on such PCS, or playing "games", or the access to and use of on-line data or information exchange systems (other than for public purposes related to duties of employment) are prohibited, regardless of whether or not such activity occurs while on-duty or while off-duty. All managers and supervisors shall ensure that employees are aware of this Policy and enforce compliance. All employees are personally responsible for compliance. (Computer Information Services personnel shall examine and remove any prohibited software from County PCS before distribution of any newly acquired or reallocated PCS.)

All County employees use public property with the clear understanding that it is for public purposes and that there is NO right nor expectation of privacy created in such use (desks, PCS, e-mail, etc). Specifically, supervisors and appropriate staff (i.e. it) shall have access to all locked areas, pass-word protected files, etc. to conduct public business and ensure adherence to County Policies.

County officers, employees and volunteers can use county resources on the same terms as other non-county employed citizens, otherwise no County property may be loaned, borrowed, or used by anyone for other than lawful and authorized County public purpose.

Other than as specifically permitted by state law for salary, reimbursement of expenses and certain type of statutorily permitted gifts, awards, and honoraria, no county employee, officer, or volunteer may use their official position or office to obtain a financial gain or avoid a cost that

would not otherwise be available but for their County position. Violation of this policy shall be grounds of disciplinary action in addition to any penalties under state law that may be applicable.

Costs of use or correcting violations or damage to any County equipment caused by violation of this Policy may be allocated to the individual responsible.

Personal items in County owned buildings and vehicles will be at the risk of the employee and the County will not be responsible for the damage, theft, or loss of an employee's personal belongings/items. Any and all claims for reimbursement will be denied. This does not apply to situations where employees are required by management to use their own equipment on the job.

Use of mobile communication devices, including a text messaging / data device or a wireless, two-way communication device designed to receive and transmit voice, text, and/or data communication, is prohibited while operating a County owned vehicle on a highway, except as authorized by state law.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: POLITICAL ACTIVITY

POLICY NUMBER: 3.8

EFFECTIVE: 2022

REVIEWED: 1997, 1984, 2022

No County employee shall solicit any money, influence, service or other thing of value or otherwise aid or promote any political committee or aid, promote or oppose the nomination or election of a candidate, the adoption of a measure or the recall of a public office holder while on the job during working hours. Otherwise any County employee shall have the right to express personal political views unless otherwise restricted by law. See ORS 260.432.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: **Selling and Peddling**

POLICY NUMBER: **3.9**

EFFECTIVE: **2022**

REVIEWED: **1984, 1997, 2022**

No peddling, soliciting or selling for school, fund raising, charitable or other purposes shall be allowed among or by employees during working hours without the approval of the Board of Commissioners. Peddling and soliciting by any outside source on County property will not be allowed. A copy of this policy shall be posted for the information of the public. Any person attempting to sell in violation of this policy will be informed of it and advised to desist.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: STRIKES

POLICY NUMBER: 3.12

EFFECTIVE: 2022

REVIEWED: 1984, 1997, 1998, 2022

County employees, acting either as an individual or as a group, will not initiate, cause, participate or join in any strike, work stoppage, slow-down, picketing or any other restriction of work at any location in the County, if such action is in violation of an existing collective bargaining agreement or state law.

Disciplinary action, including discharge, may be taken by the County against any employee or employees engaged in a violation of this section. Employees shall honor the terms and provisions of this section at all times and shall not “slow-down”, “sit-down” or “walk-out” in sympathy with any labor dispute involving third parties, or a dispute between the County and any employee or group of employees, or honor any picket line established by any such employee or group of employees. In the event of a strike, work stoppage, slow-down, picketing or other restriction of work in any form the Board of Commissioners will attempt to secure an immediate and orderly return to work.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: WORK-TIME VOLUNTEERING BY EMPLOYEES

POLICY NUMBER: 3.13

EFFECTIVE: 2022

REVIEWED: 2001, 2022

PURPOSE: Umatilla County recognizes and acknowledges the volunteer efforts of its employees as good citizens donating their time and talents by participating in the social, religious, civic and philanthropic activities of their communities as well as professional affiliation activities within their professional organizations. Generally, such efforts are expected to occur during non-work times or while the employee is on approved leave. Public resources and employee time should not be used in support of such private volunteer efforts. Occasionally, however, an employee will need/want to take off normal work time to engage in certain volunteer activities that due to their nature, occur during the normal work day. This policy is designed to provide supervisors and employees with general guidance regarding such activities and requests for time to perform them.

POLICY:

1. Public employees are allowed to donate their time to charitable or professional activities of their choice so long as the time off does not disrupt or unduly interfere with the accomplishment of the organizational mission of the employee's work place.
2. Other than as specifically approved by the Board of Commissioners, public resources, work sites, or funds, including payroll, should not be used to further charitable purposes that are not directly in support of approved, budgeted public service activities of the County.
3. Supervisors are permitted to approve requests for use of vacation time or compensatory time off by employees in support of charitable or professional activities so long as no other public funds or resources are involved.
4. All requests for time off, including those involving volunteer activities, must be made to the supervisor in accordance with departmental and County policies regarding use of vacation or comp time.
5. Any exception to this policy that would allow use of other paid time (such as duty time or Administrative time) or use of County resources for volunteer activities must be forwarded with a departmental recommendation to the liaison Commissioner for approval. Approval will only be considered if the activity is deemed in the general public interest and is consistent with furthering a specific interest that the County feels merits its direct public resource support.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED

UMATILLA COUNTY PERSONNEL POLICIES

POLICY TITLE: CONFLICT OF INTEREST

POLICY NUMBER: 3.14

EFFECTIVE: 2022

REVIEWED: 2006, 2022

Policy. County employees shall not engage in any personal or business transactions with county clients or patients, except as set out in this policy.

This policy applies to:

- Professional relationships.
- Outside employment.
- Expert witness compensation.
- Honoraria.
- Gifts.
- Use of information for personal gain.

1.0 Clients or Patients

Employees shall notify their supervisor:

- When they are working with a client or patient of County that they have or have had a personal or family relationship.
- If a family member or person with whom the employee has a personal relationship, is, or becomes a client or patient of County, and the employee has case related responsibility.

2.0 Professional Relationships.

A. Employees shall not use their position in County to:

- Gain favors or other personal consideration from any client, patient, family member of a client or patient, or provider.
- Grant special favors or unwarranted benefits.
- Establish a personal relationship with a client or patient for whom the employee has case responsibility or provides services.

B. Employees must obtain written approval from the Board of Commissioners prior to becoming:

- Employee of an agency that contracts with County.
- An authorized representative or payee for a client or patient.

3.0 Outside Employment

County employees shall not receive compensation from a public or private agency, business, individual, organization or other group that contracts or conducts business with County without first declaring a potential conflict of interest and receiving written approval from the Board of Commissioners. The employee shall also comply with Policy Number 3.5 regarding any outside employment.

4.0 Board Membership

Employees may serve as a board member or officer if:

- Position is unpaid or voluntary.
- They notify their supervisor of a potential conflict of interest.
- They may not represent County on volunteer boards or commissions unless it has

been approved by the Board of Commissioners.

Employee must notify the board or commissioner that they do not represent County unless it has been approved.

5.0 Expert Witness Fees

- A. Employees shall not make themselves available as an expert witness without the consent of their supervisor in any case involving County government.
- B. Employees may be compensated as an expert witness provided no element of this policy is violated.
- C. Employees shall turn over to County money paid in connection with their appearance as an expert witness in matters involving the employee's work.

6.0 Honoraria

Employees may retain honoraria provided the time spent in preparation and presentation is on the employee's own time and the employee is not acting as an agent of the county.

7.0 Gifts

- A. Employees shall not:
 - Accept gifts of monetary value from clients, patients, members of the public or vendors, which would not be extended to other public officials or relatives of public officials.
 - Accept gifts that imply forgiveness of a debt or creating an expectation of special service or benefits that would not otherwise be provided.
 - Accept gifts that would generate income or revenue for clients or patients.
- B. Examples of acceptable gifts include items that would customarily be viewed as a courteous gesture of thanks or appreciation or official awards for service or performance that are earned and provided to all employees.

8.0 Client or Patient Transactions

County employees shall not:

- Sell, buy, trade, negotiate, or accept any services or items from a client or patient of County except when doing so is in accordance with the client or patient's treatment or service plan.
- Use information about a client or patient that was gained during employment with County to further the employee's personal gain.
- Use information about a client or patient that was gained during employment with a privately-owned living facility, treatment resource, or a private practice with an employee or family member, or affiliated facility without declaring a potential conflict of interest and receiving written approval from the appointing authority.

BOARD OF COMMISSIONERS BY
JOHN M. SHAFER, CHAIR

DATE ADOPTED