



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

**AGENDA
CITY OF CONDON
REGULAR MEETING
128 SOUTH MAIN STREET, CITY HALL, CONDON, OREGON
Wednesday, January 6, 2021, 7:00 PM**

1. ZOOM INFORMATION/LINK

1.1. Join Zoom Meeting

<https://us02web.zoom.us/j/81982789404?pwd=dzhCdk1KMhd5UTFnSDRKSzFrd2hnUT09>

Meeting ID: 819 8278 9404

Passcode: 382973

One tap mobile

+12532158782,,81982789404#,,,,,0#,,382973# US (Tacoma)

+13462487799,,81982789404#,,,,,0#,,382973# US (Houston)

2. CALL REGULAR MEETING TO ORDER

3. OATH OF OFFICE

3.1. Mayor Jim Hassing, Councilor Tom Fatland, Councilor Donald Jamieson & Councilor Jeremy Kirby

4. APPOINT CITY COUNCIL VACANCY

4.1. Review Letters of Interest for City Council Vacancy

5. ROLL CALL

6. ADDITIONS TO AGENDA

7. PUBLIC COMMENT

7.1. The Council may hear discussion of unannounced items from the floor and the comments on the agenda items. Comments are limited to five (5) minutes.

8. CONSENT AGENDA

8.1. Review & Approve the December 2, 2020 Regular City Council Meeting Minutes

8.2. Review the December Accounts Payable

8.3. Review VISA Statements

9. OLD BUSINESS

9.1. Housing Project Update & RFP for Developer

9.2. Review & Approve Employee Handbook

10. NEW BUSINESS



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- 10.1. **Appoint Council Committees**
- 10.2. **Appoint Budget Officer - Kathryn Greiner**
- 10.3. **Appoint Budget Committee Members for 2 Year Term - Dan Schott, Stephanie Carter, Cheryl Baker & Derek Hiser**
- 10.4. **Designate the Newspaper of Record - The Times-Journal**
- 10.5. **Designate City of Condon Depositories - Bank of Eastern Oregon & Oregon State Local Government Investment Fund**
- 10.6. **Designate Consulting Engineer of Record - David Wildman, PE of Anderson, Perry & Associates**
- 10.7. **Review & Approve the City of Condon Budget Calendar and City Calendar for 2021**
- 10.8. **Receive Mayor Jim Hassing's Annual Report**
- 10.9. **Discuss Water Rates and Usage**
11. **STAFF REPORTS**
 - 11.1. **Public Works - Public Works Superintendent Gibb Wilkins**
 - 11.2. **Police - Gilliam County Sheriff Gary Bettencourt**
 - 11.3. **Administration - City Administrator Kathryn Greiner**
12. **COUNCIL INFORMATION**
 - 12.1. **Condon Grade School Property Deed**
13. **NEXT REGULAR MEETING DATE**
 - 13.1. **Next Regular Condon City Council Meeting, Wednesday, February 3, 2021, 7 p.m.**
14. **ADJOURN REGULAR MEETING**

If necessary, Executive Session may be held in accordance with ORS 192.660(2)(). As this is a regular meeting of the Condon City Council, other matters may be addressed as deemed appropriate by the Council. Assisted listening device is available for persons with impaired hearing and should be scheduled for council meetings three working days prior to the Council meeting. The City of Condon is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to City of Condon Administrator, PO Box 445, Condon, OR 97823

Agenda prepared and distributed December 24, 2020

UNITED STATE OF AMERICA, }
STATE OF OREGON, }
COUNTY OF GILLIAM }

I, Jim Hassing, do solemnly swear that I will support the Constitution of the United States, Laws of the State of Oregon, and the Ordinances of the City of Condon and that I will, to the best of my ability, faithfully perform the duties of the office of Mayor for the City of Condon during my continuance therein, so help me God.

Jim Hassing

Subscribed and sworn to before me this 6^h day of January 2021

Kathryn Greiner, City Administrator



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City of Condon Regular Council Meeting Minutes Wednesday, December 2, 2020 7:00 PM

1. Zoom Link

1.1. Join Zoom Meeting

<https://us02web.zoom.us/j/84401043723?pwd=c0Z2V1JXZjdMVkpxcVhnYlZlajhrUT09>

Meeting ID: 844 0104 3723

Passcode: 825633

One tap mobile

+12532158782,,84401043723#,,,,,0#,,825633# US (Tacoma)

+13462487799,,84401043723#,,,,,0#,,825633# US (Houston)

2. CALL REGULAR MEETING TO ORDER

Mayor Jim Hassing called the meeting to order over Zoom at 7 p.m.

3. ROLL CALL

Present: Mayor Jim Hassing, Councilors Donald Jamieson, Tom Fatland, Jan Stinchfield, Michael Cronk and Dawn Parm; Staff - Public Works Superintendent Gibb Wilkins, City Administrator Kathryn Greiner and Gilliam County Sheriff Gary Bettencourt.

Absent: Councilor Brian Barnett

4. ADDITIONS TO AGENDA

4.1. ** Addition - GIS Jumpstart & Asset Inventory - Anderson, Perry & Associates

4.2. ** Resignation of Councilor Brian Barnett

5. PUBLIC COMMENT

5.1. The Council may hear discussion of unannounced items from the floor and the comments on the agenda items.
Comments are limited to five (5) minutes.

None.

6. CONSENT AGENDA



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6.1. Review & Approve the November 4, 2020 Regular City Council Meeting Minutes

Councilor Fatland asked that the minutes of the November 4 meeting be corrected that Councilor Stinchfield met with Nichole Schott regarding the swimming pool and he did not.

A motion was made by Councilor Stinchfield to approve the November 4 regular City Council meeting with correction. The motion was seconded by Councilor Fatland and approved unanimously.

6.2. Review November 2020 Accounts Payable

Councilor Fatland asked about the check to the Condon Chamber of Commerce from Lecia for \$1000. CA Greiner stated that it is a lease payment for a GPS radio on the top of the City Shop that the Council agreed several years ago to pass through to the Condon Chamber of Commerce. Councilor Fatland asked if the DTen payment was for the new conferencing system, which CA Greiner confirmed that was for that expense.

6.3. Review VISA Statements

No comments.

7. OLD BUSINESS

7.1. COVID Update

CA Greiner stated that a check for \$1,000 was sent to the Condon Food Pantry for residential assistance as approved last month. She added that Gilliam County is set to receive over \$500,000 for business COVID relief that the Condon Chamber of Commerce was going to administer and distribute, therefore another round of water/sewer assistance was not needed at this time.

7.2. Fiber Update

No update until the RFPs are received in January 2021.

7.3. Review & Approve the Employee Handbook

CA Greiner asked the Councilors to review the handbook and pay specific attention the certain areas which had the most changes -- employee leave on page 12, Section III; She will follow up on benefit s for part time employees under Section IV; the drug/alcohol policy that was selected was for "no impairment" instead of the "zero tolerance" under Section V; and the cell phone policy on page 14. She noted that the alcohol policy reflects that employees could have alcohol on city premises after work hours are completed such as the annual Christmas party in the Memorial Hall. The way that the policy was written by CIS appeared to not allow alcohol for employees on any city property.

CA Greiner asked if the Councilors had any questions or revisions to get them to her prior to the January meeting so she could get changes to CIS to format the handbook and return ready for distribution. The Council be asked to approve the handbook at the January 6, 2021 meeting retroactive to January 1, 2021.

8. NEW BUSINESS

8.1. ODOT Sidewalk Project - Tank Removal Discussion - Bob Townsend & Ryan Franklin

PW Wilkins stated that during the North Main Street sidewalk project with ODOT that three underground storage tanks were located. They believe two are in the City's rights-of-way (ROW) one on the west and one on the east side of Main Street, and one that may be on the owner's property. A picture of a building owned by Wayne Standiford was shown with a pipe on the north exterior wall that ODOT and PW Wilkins believe may be into a fuel tank. Chris Cheng, ODOT project manager stated that a geo-tech person would come in and do an evaluation and if they find that the tanks are contaminated they will then be required to contact DEQ to determine how to abate the tanks. The Council was asked if they want to proceed because once they started the process with the geo-tech and found any contamination they could not stop the project, but must proceed. CA



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Greiner asked if Cheng knew if there was brownfield grant funds available? Cheng said that he would inquire if this was available. PW Wilkins said that it is estimated that worst case scenario is approximately \$25,000 for the three storage tanks. Councilor Fatland asked why this would be the city's responsibility and PW Wilkins replied that two of them are in the City's ROW and if the third is partially in the sidewalk project area, it too needs to be abated. Mayor Hassing asked if the Public Works crew could use their locator to determine where the tank that is connected to Standiford's building may be located. PW Wilkins said that it would not be accurate to find the tank nor know what may be in it. Councilor Fatland asked if Standiford had been contacted of problem and Cheng said that Standiford was aware of the issue.

Cheng stated that the tank was estimated to be 600 gallons by Standiford's building and cost to remove may be approximately \$10,000. He added that ODOT was at a crossroads of how to proceed. Councilor Stinchfield asked what the timeline was to make the decision and bring in the geo-tech engineer. Cheng said that they had about three weeks and if they Council did not want to proceed, ODOT would have to determine a work-around this area or look at other options. He added that they still hoped to start construction in 2021 of these sidewalks. Councilor Stinchfield stated that she recommended going forward which was agreed to by Councilor Parm. It was the consensus of the Council to have ODOT move forward with the geo-tech survey and to get the project completed.

8.2. Community Swimming Pool Committee Update

CA Greiner said that the first swimming pool committee meeting is scheduled for Monday, December 7, 4 p.m. at City Hall. Members committed to participate are Mayor Hassing, Councilor Fatland, K'Lynn Lane, Steve Shaffer and Ashleigh McIntosh. She stated that the agenda was online and if anyone else was interested to invite them to the meeting on Monday.

8.3. Review & Approve Engineering Contracts with Anderson, Perry & Associates - Housing and Golf Course Projects

CA Greiner had attached the two agreements for the engineering of the Ball Field Housing and the Golf Course Water Project. She explained that the Ball Field project is for approximately \$60,000 that included engineering the water, sewer and street and surveying and platting the new block. She stated that the total project is estimated \$316,000 but due to the new requirements of eliminating property lines, the platting costs may increase. The Golf Course agreement was for engineering for \$19,000 that also included bid packets. Both project are estimated to be ready to go out to bid late February or early March.

A motion was made by Councilor Fatland to approve the Anderson, Perry & Associate agreements for engineering of the Ball Field Housing and Golf Course Irrigation agreements. The motion was seconded by Councilor Stinchfield and approved unanimously.

8.4. 2019-20 Audit Presentation - Accuity CPAs LLC

Glen Kearns, CPA with Accuity CPAs LLC said that the final audit and opinions would be completed and went through the draft that the Councilors received in their packet. He stated that there were no issues with the audit and the City would receive a qualified opinion, meaning that there were no modifications to be done to the City's financial statements. Kearns added that the financial health of the City was strong with \$4.4 million in cash reserves at June 30, 2020 and enough in reserves for the General Fund to operate for a year. It is usual to have operational reserves for 3-6 months if disaster struck, so the City was on solid ground. He stated that the City had complied with state laws which included public contracting and budgeting.

Kearns noted that the City has two issues in the management letter which includes lack of segregation of duties. The City will continue to have this finding due to its size and lack of financial staff. He noted that the Council has some review processes in place for oversight of administrative tasks, but not enough staff to spread the duties around. The other issue was with housekeeping that included insufficient documentation with the VISA statements. Although not a major concern, this item needs to show improvement. He added that the City staff does a great job and has no major concerns with the City's records or finances.

8.5. Condon Chamber of Commerce Update - K'Lynn Lane, Executive Director

K'Lynn Lane, Condon Chamber of Commerce Executive Director was present to an update to the Council on the Chamber's activities. She thanked the City for the continued support of the chamber, financially and the assistance of the Public Works staff. She noted that they currently have 278 members of the Chamber and he is involved with the John Day River Territory, Eastern Oregon Visitors Association, the Governor's Regional Equity and Recovery Council and is administering COVID fund grants for Gilliam County. Lane said that the Chamber is committed to bringing educational and training opportunities to



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Condon's businesses and their goal is regional growth and sustainability. Several projects of the Chamber in the last year include new decorations on the Main Street light posts, Mountain Identifier pedestal project, community bulletin board and new trash receptacles on Main Street. Other projects she is working on include the Condon swimming pool committee, school advisory committee, Pauling Airfield improvement plan, photography page/Instagram scavenger hunt, Hello JDRT front line training program for staff in hospitality businesses, local drive itineraries, expanding outreach to serve larger region and the Welcome to Condon sign on the east entrance. She also invited the Councilors to participate in the light parade that is scheduled for this Saturday.

The Council thanked Lane for her work for the Chamber and in the City of Condon. Councilor Stinchfield asked Lane to explain how she was expanding the region and she said that the Chamber is working on rebranded and would include helping other communities do what Condon has done with it's Main Street. She has spoken with other cities and the Sherman County court to participate in Chamber activities. Councilor Stinchfield asked if the other entities are contributing financially which Lane replied that she is working on others having an equal buy-in to the Chamber's promotion.

8.6. Approve Gilliam County Capital Investment Grant Agreement

A motion was made by Councilor Jamieson to approve the Gilliam County Capital Investment grant agreement for the Ball Field Housing development. The motion was seconded by Councilor Fatland and approved unanimously.

8.7. ** GIS Jumpstart & Asset Inventory - Anderson, Perry & Associates

PW Wilkins presented the Council with a project that will compile a digital map of the City's water and wastewater system thought a GIS program through Anderson, Perry & Associates. The GIS system would allow the City's infrastructure to the Gilliam County assessor's maps and be able to access all meters, hydrants and other system pieces by phone or computer. It may eliminate the need of construction surveying for infrastructure projects. PW said that the cost if \$35,976 if paid in full up front, or \$41,034 if paid over three years. CA Greiner reported that there was approximately \$135,000 of the \$3 million in Gilliam County infrastructure grant that could pay for this project and get the City's system online. Councilor Fatland asked if this was a one time charge with PW Wilkins stating for installation this is a one-time charge but there will be an annual support fee of \$800. He added that it would be phenomenal to have, but not necessary for their system. Councilors Jamieson, Stinchfield and Cronk indicated that this would be a good investment for the City.

A motion was made by Councilor Fatland to enter into the agreement for GIS Jumpstart and Asset Inventory from Anderson, Perry & Associates with funds from the Gilliam County grant. The motion was seconded by Councilor Jamieson and approved unanimously.

8.8. Resignation of Councilor Brian Barnett

Council received a letter of resignation from Councilor Brian Barnett dated October 5, 2020, but received December 2, 2020. The Council expressed appreciation for Barnett's time on Council.

A motion was made by Councilor Fatland to accept Councilor Brian Barnett's resignation from the Council. The motion was seconded by Councilor Donald Jamieson and approved unanimously.

Councilor Jamieson asked for clarification of the charter on appointment. Mayor Hassing stated that he had appointed the last Councilor based on letters received. CA Greiner asked if Councilor Stinchfield would like to be appointed in the interim as her term ends at the end of the month. It was the consensus of the Council to review the charter and appoint a Councilor at the next meeting based on what the Charter determines the process.

9. STAFF REPORTS

9.1. Public Works - Public Works Superintendent Gibb Wilkins

PW Wilkins stated that 2.1 million gallons of water were pumped for November and that the white goods and scrap metal has been removed from the Transfer Station. He is working on an RFP for integrator of record for the telemetry system and that employee Aaron Fitzsimmons is working on maintenance of machinery.



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9.2. Police - Gilliam County Sheriff Gary Bettencourt

Sheriff Bettencourt reported that they are working on a form to address abandoned vehicles in Condon. He is keeping CA Greiner informed of the process and forms that will be used. Councilor Jamieson asked what defines abandoned vehicles, and Sheriff Bettencourt said it was described in Oregon Statutes and in the City of Condon's Code of Ordinances of non-licensed or vehicles in disrepair. He is using this tool to get clean-up with fines and fees.

9.3. Administration - City Administrator Kathryn Greiner

CA Greiner reported that as a board member of GEODC they are trying to inform communities that there are loan funds and some grant funds available to assist with COVID disruption to businesses. She noted that Lane is also helping communicate the programs through the Chamber. She said that she has been asked to be on the City County Insurance board of directors as a representatives of cities. She noted that she researched the time required and has accepted to represent small cities and Eastern Oregon. She will begin her four-year term in January 2021. CA Greiner stated that they were unsuccessful with the Safe Routes to School grant and is participating in a Zoom meeting to determine where the City's application may have missed the requirements. She noted that prior to applying for this grant again the school district must have a Safe Routes to School Plan in place and she is working with them and ODOT to start this plan. She noted that the Planning Commission had met the previous evening and had approved the school's site plan with conditions. Due to the Council being the appealing body, she was not able to discuss the project until the 15-day notice of appeal has been completed. There may be a parking issue for the Council to discuss regarding the site plan, but since the plan was approved by PW Wilkins and City Engineer of Record Dave Wildman, she did not think there would an issue for the Council. She added that the new City Hall doors are to be installed next week and upon their completion she can submit for the final CARES Act funds of \$16,000 in the next three weeks.

10. COUNCIL INFORMATION

10.1. Portland State University Census Information

10.2. Election Certification

10.3. Gilliam County Assessor - Road Tax Letter

Councilor Stinchfield asked what the road tax revenue has been in the past several years with CA Greiner stating that at the most it was \$17,000 and has been down to approximately \$12,000.

10.4. Recorded Deed of School Property

11. NEXT REGULAR MEETING DATE

11.1. The next regular Condon City Council meeting will be Wednesday, January 6, 2021, 7 p.m.

12. ADJOURN REGULAR MEETING

Mayor Hassing adjourned the meeting at 8:06 p.m.

Date _____
Jim Hassing, Mayor



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ATTEST: _____ Date _____
Kathryn Greiner City Administrator

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ANDERSON, PERRY, & ASSOC.							
112	ANDERSON, PERRY, & ASSOC.	69499	General Services	11/24/2020	725.00	.00	
112	ANDERSON, PERRY, & ASSOC.	69500	General Services - School Project	11/24/2020	2,425.00	.00	
Total ANDERSON, PERRY, & ASSOC.:					3,150.00	.00	
ARAMARK UNIFORM SERVICES							
115	ARAMARK UNIFORM SERVICES	DEC 2020	Admin Janitorial	11/30/2020	372.86	.00	
Total ARAMARK UNIFORM SERVICES:					372.86	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	872564008X11	PW Cell Phone	11/06/2020	7.18	.00	
599	AT&T MOBILITY	872564008X11	PHONE	11/06/2020	7.17	.00	
Total AT&T MOBILITY:					14.35	.00	
BARNETT, BRIAN							
907	BARNETT, BRIAN	DEC 2020	Stipend	12/09/2020	125.00	.00	
Total BARNETT, BRIAN:					125.00	.00	
BAUM SMITH LLC							
831	BAUM SMITH LLC	26665	Admin Legal	11/23/2020	150.00	.00	
831	BAUM SMITH LLC	26665	PLANNING	11/23/2020	517.50	.00	
Total BAUM SMITH LLC:					667.50	.00	
BENNETT'S POINT S TIRE & AUTO							
859	BENNETT'S POINT S TIRE & AU	1043918	GOLF VEHICLE	11/30/2020	15.60	.00	
859	BENNETT'S POINT S TIRE & AU	1044041	VEHICLE EXPENSE	12/08/2020	622.64	.00	
859	BENNETT'S POINT S TIRE & AU	1044041	VEHICLE EXPENSE	12/08/2020	622.64	.00	
Total BENNETT'S POINT S TIRE & AUTO:					1,260.88	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	A-64601	Park Restroom	11/25/2020	150.00	.00	
Total BISHOP SANITATION:					150.00	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	80899	Copier Charge	11/30/2020	18.59	.00	
Total BOHN'S PRINTING:					18.59	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	X043849	Biochemical Oxygen	11/16/2020	99.00	.00	
151	BOX R WATER ANALYSIS LAB	X043855	E coli Coliform Testing	11/16/2020	63.50	.00	
Total BOX R WATER ANALYSIS LAB:					162.50	.00	
CASCADIA TECHNOLOGY LLC							
1515	CASCADIA TECHNOLOGY LLC	29	CITY HALL NETWORKING AND I	12/07/2020	1,665.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total CASCADIA TECHNOLOGY LLC:					1,665.00	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	DEC 2020	City HALL	11/24/2020	259.06	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	MAIN ST PARK	11/24/2020	32.01	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	Memorial Hall	11/24/2020	47.46	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	Golf Course	11/24/2020	34.32	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	Sewer Plant w pivot	11/24/2020	104.77	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	Disposal	11/24/2020	555.83	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	City Farm	11/24/2020	301.64	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	Street Lights	11/24/2020	1,444.25	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	City Farm	11/24/2020	41.01	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	Swimming Pool	11/24/2020	95.15	.00	
169	COLUMBIA BASIN ELECTRIC	DEC 2020	Library	11/24/2020	261.56	.00	
Total COLUMBIA BASIN ELECTRIC:					3,177.06	.00	
CONDON FOOD PANTRY							
829	CONDON FOOD PANTRY	DEC 2020	W/S DEPOSIT REFUND T. CHRI	12/09/2020	71.24	.00	
829	CONDON FOOD PANTRY	DEC 2020	W/S DEPOSIT REFUND J. MART	12/09/2020	150.00	.00	
829	CONDON FOOD PANTRY	DEC 2020	W/S DEPOSIT REFUND A. FENN	12/09/2020	70.48	.00	
Total CONDON FOOD PANTRY:					291.72	.00	
CONDON HIGH SCHOOL							
183	CONDON HIGH SCHOOL	NOV 2020	Wreath	11/30/2020	25.00	.00	
Total CONDON HIGH SCHOOL:					25.00	.00	
COUNTRY FLOWERS							
204	COUNTRY FLOWERS	DEC 2020	VOLUNTEER/EMPLOYEE HOLID	12/09/2020	250.00	.00	
Total COUNTRY FLOWERS:					250.00	.00	
CRONK, MICHAEL							
792	CRONK, MICHAEL	DEC 2020	Stipend	12/09/2020	125.00	.00	
Total CRONK, MICHAEL:					125.00	.00	
D & A AUTO BODY							
216	D & A AUTO BODY	DEC 2020	05 CHEV REPAIR	11/19/2020	93.27	.00	
216	D & A AUTO BODY	DEC 2020	05 CHEV REPAIR	11/19/2020	93.27	.00	
Total D & A AUTO BODY:					186.54	.00	
DAILY JOURNAL OF COMMERCE							
226	DAILY JOURNAL OF COMMERC	744878892	BIDS - RFP FIBER	11/11/2020	200.90	.00	
Total DAILY JOURNAL OF COMMERCE:					200.90	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	CL58999	Water Fuel	11/30/2020	114.66	.00	
224	DEVIN OIL COMPANY	CL58999	Sewer Fuel	11/30/2020	114.66	.00	
224	DEVIN OIL COMPANY	DEC 2020	Water Fuel	11/30/2020	114.66	.00	
224	DEVIN OIL COMPANY	DEC 2020	Sewer Fuel	11/30/2020	114.66	.00	
224	DEVIN OIL COMPANY	DEC 2020	Water	11/30/2020	241.26	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total DEVIN OIL COMPANY:					699.90	.00	
DONALD JAMIESON							
231	DONALD JAMIESON	DEC 2020	Stipend	12/09/2020	125.00	.00	
Total DONALD JAMIESON:					125.00	.00	
FERGUSON ENTERPRISES							
254	FERGUSON ENTERPRISES	934460	Water Supplies	11/16/2020	310.76	.00	
Total FERGUSON ENTERPRISES:					310.76	.00	
HASSING, JIM							
761	HASSING, JIM	DEC. 2020	Stipend	12/09/2020	300.00	.00	
Total HASSING, JIM:					300.00	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	CL95798	Golf Fuel	11/30/2020	63.63	.00	
304	HATTENHAUER DIST.	CL95798	Water	11/30/2020	44.18	.00	
304	HATTENHAUER DIST.	CL95798	Sewer	11/30/2020	44.19	.00	
Total HATTENHAUER DIST.:					152.00	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	DEC 2020	Administration	12/01/2020	134.19	.00	
766	HOME TELEPHONE COMPANY	DEC 2020	Water	12/01/2020	147.64	.00	
766	HOME TELEPHONE COMPANY	DEC 2020	Sewer	12/01/2020	164.57	.00	
Total HOME TELEPHONE COMPANY:					446.40	.00	
INLAND CHEMICAL SERVICE							
324	INLAND CHEMICAL SERVICE	112020004	Golf Supplies/Fertilizer	11/30/2020	1,992.55	.00	
Total INLAND CHEMICAL SERVICE:					1,992.55	.00	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	DEC 2020	MRC Fiber Project	12/01/2020	2,000.00	.00	
Total INLAND DEVELOPMENT CORPORATION:					2,000.00	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	DEC 2020	Water Supplies	11/25/2020	30.90	.00	
Total JAMIESON & MARSHALL:					30.90	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	DEC 2020	Sewer	11/30/2020	2.94	.00	
371	M & A AUTO PARTS	DEC 2020	Water	11/30/2020	18.98	.00	
371	M & A AUTO PARTS	DEC 2020	SUPPLIES	11/30/2020	27.62	.00	
371	M & A AUTO PARTS	DEC 2020	Water	11/30/2020	21.75	.00	
371	M & A AUTO PARTS	DEC 2020	Sewer	11/30/2020	21.74	.00	
371	M & A AUTO PARTS	DEC 2020	Water	11/30/2020	926.35	.00	
371	M & A AUTO PARTS	DEC 2020	Sewer	11/30/2020	926.36	.00	
371	M & A AUTO PARTS	DEC 2020	Water	11/30/2020	189.54	.00	
371	M & A AUTO PARTS	DEC 2020	Sewer	11/30/2020	189.53	.00	
371	M & A AUTO PARTS	DEC 2020	TIRE SEALANT	11/30/2020	21.99	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
371	M & A AUTO PARTS	DEC 2020	Water	11/30/2020	6.25	.00	
371	M & A AUTO PARTS	DEC 2020	Sewer	11/30/2020	6.24	.00	
371	M & A AUTO PARTS	DEC 2020	Water	11/30/2020	2.25	.00	
Total M & A AUTO PARTS:					2,361.54	.00	
MELANIE'S SUCH & SUCH							
380	MELANIE'S SUCH & SUCH	3660	Recycle Depot Banners	11/25/2020	120.00	.00	
380	MELANIE'S SUCH & SUCH	3671	VOLUNTEER/EMPLOYEE HOLID	12/08/2020	250.00	.00	
Total MELANIE'S SUCH & SUCH:					370.00	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	DEC 2020	Sewer Plant Propane	11/30/2020	133.36	.00	
377	MORROW COUNTY GRAIN GRO	DEC 2020	City Hall Propane	11/30/2020	276.91	.00	
377	MORROW COUNTY GRAIN GRO	DEC 2020	PROPANE SERVICE - MEMORIA	11/30/2020	346.37	.00	
Total MORROW COUNTY GRAIN GROW.:					756.64	.00	
MURRAY'S CONDON PHARMACY							
394	MURRAY'S CONDON PHARMAC	DEC 2020	VOLUNTEER/EMPLOYEE HOLID	12/09/2020	250.00	.00	
Total MURRAY'S CONDON PHARMACY:					250.00	.00	
NOLAND DOOR CO. INC.							
1516	NOLAND DOOR CO. INC.	49637	CH SIDE DOORS	10/23/2020	2,606.00	.00	
Total NOLAND DOOR CO. INC.:					2,606.00	.00	
OFFICE DEPOT							
427	OFFICE DEPOT	133811029001	FLOOR MAT FOR CONFERENC	11/04/2020	53.59	.00	
Total OFFICE DEPOT:					53.59	.00	
OHA- DRINKING WATER PROGRAM							
625	OHA- DRINKING WATER PROG	DEC 2020	FITZSIMMONS 2021-2022 A-K R	12/09/2020	195.00	.00	
625	OHA- DRINKING WATER PROG	DEC 2020	Fitzsimmons D-6909 Operator Ce	12/09/2020	140.00	.00	
Total OHA- DRINKING WATER PROGRAM:					335.00	.00	
OPEN COUNTRY FARM							
433	OPEN COUNTRY FARM	12-19363	Water Supplies	11/25/2020	7.99	.00	
433	OPEN COUNTRY FARM	12-19363	Sewer Repairs	11/25/2020	8.00	.00	
Total OPEN COUNTRY FARM:					15.99	.00	
OREGON SECRETARY OF STATE							
800	OREGON SECRETARY OF STAT	DEC 2020 AUD	Audit Filing Fee	12/09/2020	250.00	.00	
Total OREGON SECRETARY OF STATE:					250.00	.00	
PARM, DAWN							
908	PARM, DAWN	DEC 2020	Stipend	12/09/2020	125.00	.00	
Total PARM, DAWN:					125.00	.00	
POST MASTER							
463	POST MASTER	DEC 2020	Postage Trust Account	12/09/2020	250.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
463	POST MASTER	DEC 2020	Postage Trust Account	12/09/2020	250.00	.00	
463	POST MASTER	DEC 2020	Postage Trust Account	12/09/2020	250.00	.00	
Total POST MASTER:					750.00	.00	
ROOTX							
487	ROOTX	61077	Sewer Supplies	09/18/2020	493.95	.00	
Total ROOTX:					493.95	.00	
STINCHFIELD, JAN							
709	STINCHFIELD, JAN	DEC 2020	Stipend	12/09/2020	125.00	.00	
Total STINCHFIELD, JAN:					125.00	.00	
THE DRIVE IN							
853	THE DRIVE IN	DEC. 2020	VOLUNTEER/EMPLOYEE HOLID	12/09/2000	120.00	.00	
Total THE DRIVE IN:					120.00	.00	
THE TIMES-JOURNAL							
540	THE TIMES-JOURNAL	DEC 2020	City Hall Legal FIBER RFP	12/02/2020	198.00	.00	
Total THE TIMES-JOURNAL:					198.00	.00	
THOMAS FATLAND							
252	THOMAS FATLAND	DEC 2020	Stipend	12/09/2020	125.00	.00	
Total THOMAS FATLAND:					125.00	.00	
THYSSENKRUPP ELEVATOR							
773	THYSSENKRUPP ELEVATOR	3005628825	Lift Chair	12/01/2020	247.88	.00	
Total THYSSENKRUPP ELEVATOR:					247.88	.00	
TMG SERVICES							
913	TMG SERVICES	45955-IN	Water Supplies	11/18/2020	1,826.79	.00	
913	TMG SERVICES	45956-IN	Sewer Supplies	11/18/2020	1,684.57	.00	
Total TMG SERVICES:					3,511.36	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	DEC 2020	Meeting-Office Supplies	11/25/2020	17.94	.00	
Total TWO BOYS MEAT & GROCERY:					17.94	.00	
USDA							
554	USDA	DEC 2020 LOA	Loan 92-01 - Principal	11/18/2020	16,352.00	.00	
554	USDA	DEC 2020 LOA	Loan 92-01 - Interest	11/18/2020	19,737.00	.00	
554	USDA	DEC 2020 LOA	Loan #92-03 - Principal	11/18/2020	8,131.00	.00	
554	USDA	DEC 2020 LOA	Loan #92-03 - Interest	11/18/2020	14,880.00	.00	
Total USDA:					59,100.00	.00	
VISA							
559	VISA	DEC 2020 691	MH WEATHER STRIPPING	11/22/2020	7.59	.00	
559	VISA	DEC 2020 691	MAT CONFERENCE HALL	11/22/2020	41.81	.00	
559	VISA	DEC 2020 691	APPT BOOK CALENDAR	11/22/2020	18.49	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
559	VISA	DEC 2020 691	BACKFLOW TESTS	11/22/2020	2,262.73	.00	
559	VISA	DEC 2020 857	MONTHLY EMAIL CHARGE	11/22/2020	80.00	.00	
Total VISA:					2,410.62	.00	
Grand Totals:					92,123.92	.00	

Dated: _____

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

RECEIVED

DEC - 1 2020

Account Summary

Billing Cycle **11/22/20**
Days In Billing Cycle **31**
Previous Balance \$1,066.90
Purchases + 2,330.62
Cash + 0.00
Special + \$0.00
Balance Transfers + \$0.00
Credits - \$0.00
Payments - \$1,066.90
Other Charges + \$0.00
Finance Charges + 0.00

NEW BALANCE \$2,330.62

Credit Summary

Total Credit Line \$10,000.00
Available Credit Line \$7,669.00
Available Cash \$0.00
Amount Over Credit Line \$0.00
Amount Past Due **\$0.00**
Disputed Amount \$0.00

Important Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT SERVICE, NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

Account Inquiries

 **Customer Service:** (800) 423-7503
Report Lost or Stolen Card: (727) 570-4881

 **Visit us on the web at:**
www.MyCardStatement.com

 Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$2,330.62
MINIMUM PAYMENT	\$2330.62
PAYMENT DUE DATE	12/16/2020

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
11/09/20	11/09/20	5942	24692160314100289761813	AMZN Mktp US*287LQ97C0 Weatherstripping mth	\$7.59 A40
				Amzn.com/bill WA	
11/12/20	11/12/20	6010	1 0317121664000210	PAYMENT - THANK YOU	\$1,066.90 -
11/12/20	11/13/20	5942	24692160317100963570586	Amazon.com*208UR54V0 Door Mat - CH	\$41.81 A40
				Amzn.com/bill WA	
11/15/20	11/16/20	5942	24431060320083730794296	AMAZON.COM*204NZ2TP0 AMZN appt. book calendar	\$18.49 A10
				AMZN.COM/BILL WA	

Account Number: ##### 6910

Closing Date: 11/22/20

Credit Limit: \$10,000.00 Available Credit: \$7,669.00

Page 3 of 4

Cardholder Account Summary Continued

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
11/18/20	11/19/20	5734	24492150323637469159708	OREGON BACKFLOW <i>Backflow tests</i> 5034919402 OR	\$2,262.73 <i>W 300</i>

Additional Information About Your Account

Interest Charge Calculation/Plan Level Information

Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	G	\$ 0.00	1.3200%	15.84%	\$ 0.00	
CASH	F	\$ 0.00	1.3200%	15.84%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				0.00%	\$ 0.00	\$ 2,330.62

¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.

² Your Annual Percentage Rate (APR) is the annual interest rate on your account.

(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

RECEIVED

DEC - 1 2020

Account Summary

Billing Cycle **11/22/20**
Days In Billing Cycle **31**
Previous Balance \$191.87
Purchases + 80.00
Cash + 0.00
Special + 0.00
Balance Transfers + 0.00
Credits - 0.00
Payments - 191.87
Other Charges + 0.00
Finance Charges + 0.00

NEW BALANCE \$80.00

Credit Summary

Total Credit Line \$10,000.00
Available Credit Line \$9,920.00
Available Cash \$0.00
Amount Over Credit Line \$0.00
Amount Past Due **\$0.00**
Disputed Amount \$0.00

Important Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT SERVICE, NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

Cardholder Account Summary

Trans Date	Post Date	MCC Code	Reference Number	Description	Amount
10/23/20	10/23/20	5045	24430990297400817000371	MSFT * E0500CKU18 <i>Monthly email</i>	\$80.00 <i>A150</i>
11/12/20	11/12/20	6010	1 0317121664000200	800-642-7676 WA PAYMENT - THANK YOU	\$191.87 -

Additional Information About Your Account

Account Inquiries



Customer Service: (800) 423-7503
Report Lost or Stolen Card: (727) 570-4881



Visit us on the web at:
www.MyCardStatement.com



Please send Billing Inquiries and Correspondence to:
PO BOX 30495 TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$80.00
MINIMUM PAYMENT	\$80.00
PAYMENT DUE DATE	12/16/2020

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement

Account Number: ##### 8577

Closing Date: 11/22/20

Credit Limit: \$10,000.00 Available Credit: \$9,920.00

Page 3 of 4

Interest Charge Calculation/Plan Level Information

Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate	Annual Percentage Rate (APR) ²	Interest Charge	Ending Balance
CURRENT						
PURCHASES	G	\$ 0.00	1.3200%	15.84%	\$ 0.00	
CASH	F	\$ 0.00	1.3200%	15.84%	\$ 0.00	
FEES/INTEREST CHARGE					\$ 0.00	
TOTAL				0.00%	\$ 0.00	\$ 80.00

¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.

² Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

(V) = Variable Rate. If you have a variable rate account the periodic rate and **Annual Percentage Rate (APR)** may vary.

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ADVERTISEMENT

The City of Condon is soliciting written proposals to select a qualified developer to develop residential units on six to twelve vacant lots. The lots are all located on one city block totaling 1.39 acres. Respondents to this request for proposal should consider the best way to address the City Council's objectives to meet specific housing needs within the City.

The deadline for submission of responses to this request for proposal is _____ by 5:00 PM. Please address the labels to:

City of Condon

Housing Project

Attn: Kathryn Greiner, City Administrator

128 S. Main Street

Condon, OR 97823

The City of Condon reserves the right to reject any and all proposals or accept any submittal that appears to serve the best interest of the City.

Direct questions regarding the RFP to Kathryn Greiner at (541) 384-2711 or admin@cityofcondon.com

OBJECTIVES OF THE REQUEST FOR PROPOSAL

The City of Condon is seeking to identify a qualified contractor to develop individual lots of one city block located between E. Summit St. to the north, E. Spring St. to the south and S. Jefferson St. to the west. The block is currently made up of twelve lots, each approximately 50 feet by 100 feet. The City would consider a proposal requiring a replat of the block to adjust some or all the lots to be 100 by 100 feet.

The city is offering to sell the identified property to the selected developer under specified conditions:

- All residences must meet all Oregon State building codes
- Sidewalks will be installed according to City of Condon Public Works Standards
- All utilities installed must be below ground
- Price per lot is \$50,000 with a rebate of \$30,000 if home is built within 24 months and \$5000 sidewalk credit – rebates will not be given until occupancy is established
- A process for an extension to the established 24-month timeline will be established before a development agreement is signed
- The City may entertain reductions in this sale price as necessary to facilitate the development of the property to meet affordable housing objectives

The City's primary objective for this project is to create affordable workforce housing. The preferred outcome is the development of starter homes and homes suitable in size and price for working families.

The City expects that respondents to this RFP will have researched housing needs in Condon and have evaluated the development potential of the site. Respondents should be prepared to present a conceptual site plan, approximate number of units, a financing plan, and a project schedule.

PROPERTY CHARACTERISTICS

Located between E. Spring St. and E. Summit St., three of the lots front S. Jefferson St. and three will front the City's newly extended E. McKinley Street. Legally described as lots 1 through 12 of block 66 of Lancaster's Addition to Condon. The County tax map number is 04S21E10DB-04500. The site has been used in the recent past as a baseball field and has little to no slope. The FEMA established floodplain passes through the southeast corner of the southeastern most lot (see attached map). The 12 vacant lots make up one city block totaling 1.39 acres. Each lot is approximately 50 feet by 100 feet.

The property is zoned Residential. Single family dwellings to fourplexes are allowed in this zone allowing for a possible maximum number of 24 units on the site.

The City of Condon anticipates providing water, sewer, and storm drain extensions to each lot at the City's expense prior to housing development occurring. The City also plans to develop (at the City's expense) a new asphalt paved road from E. Summit Spring to E. Spring St. to extend S. McKinley Street along the east side of the lots. No curb or sidewalk would be provided with this road extension. This anticipated investment of over \$300,000 in public infrastructure by the City of Condon is intended to reduce the cost of developing the proposed housing lots, in turn helping to reduce the cost of the housing units to be developed and sold on the lots.

The surrounding land uses are predominantly single family residential, with one duplex located across S. Jefferson St. from the property.

RFP REQUIREMENTS

Please submit 5 hard copies as well as an electronic version of the response to this RFP addressing the items listed in the section below.

1. Executive Summary
2. General Information
 - a. Name, address, email, phone number and name of primary contact person of entity making the proposal.
 - b. State the relevant experience of organization and key personnel. Please include resumes of the project leads/manager(s).
 - c. Include current or recent projects of the organization. Particularly projects similar in size or scope to this project.
 - d. Describe the organization's capacity to complete this project in the required timeframe.
3. Project Approach
 - a. In projects completed previously, how has your organization identified and addressed neighborhood compatibility in the planning and development of the projects? Please give specific examples.

- b. What type of housing has your organization determined to be lacking in the City of Condon? How will this project address these needs?
- c. What financial contingency does your organization have should any funding source fail to provide anticipated financing?
- d. How does your organization propose to get City Planning and Building Code approval to begin developing housing units on the proposed lots?

4. References

- a. Provide names, addresses, and phone numbers of references for similar completed projects. Please include a brief description of each project.
- b. Please provide photos of previously completed projects in the proposal.

EVALUATION PROCESS

Responses to this RFP will be evaluated the Condon City Council. The selection process will happen in several steps listed below.

1. The City Council will evaluate submittals determining conformance to submission requirements and set criteria.
2. The City may request additional information from respondents. Those most qualified organizations may be invited to interview and present to City Council.
3. Based upon the City Council's review of the proposals and potential interview(s), the Council may select a preferred proposer. Negotiations will then begin to reach an initial agreement between the City and developer.
4. The selected developer will then be asked to provide detailed plans for the proposed development including project layout, schedule (with phasing if desired), and financing. The City will review and negotiate with the developer before a development agreement is reached.

SELECTION CRITERIA

Responses to this RFP will be evaluated based on the following criteria:

- Completeness of the proposal relative to RFP requirements. (10 pts)
- Demonstrated experience of the developer in the successful development of affordable housing projects of comparable size, scale, and complexity. (25 pts)
- The developer's proven ability to access funding resources to develop and complete projects of comparable or larger size. (25 pts)
- Ability of the developer to implement high quality affordable housing development projects on time and within budget. (15 pts)
- Developer responsiveness on previous projects to neighborhood compatibility issues during design and construction. (10 pts)
- Experience in working with the public sector in public/private real estate development projects, willingness to engage in public outreach efforts to affected residents and property

owners and developing a pro-active plan to engage with local community in the development review process. (5 pts)

- Developer readiness to proceed. (5 pts).
- Developer references. (5 pts)

Respondents to this RFP should request clarification if needed. All requests for information on or clarification of the RFP, must be submitted to Kathryn Greiner in writing at least seven (7) days prior to the date set for the deadline for proposals.



Employee Handbook

January 6, 2021

Welcome!

Welcome to City of Condon, we're glad to have you on our team. We believe that our employees are our most valuable assets.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between City of Condon and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of City of Condon with or without prior notice. This handbook supersedes any prior handbooks or written policies of City of Condon that are inconsistent with its provisions.

This handbook does not create a contract of employment between City of Condon and its employees. All employment at City of Condon is "at will." That means that either you or City of Condon may terminate this relationship at any time, for any reason, with or without cause or notice. No supervisor, manager, or representative of City of Condon other than the City Administrator has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by City of Condon City Council.

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask the City Administrator.

Sincerely,

Kathryn Greiner

City Administrator

City

of

Condon

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I. Equal Employment Opportunity (EEO) Policies

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

All employees are encouraged to discuss these EEO Policies with City Administrator at any time if they have questions relating to the issues of harassment, discrimination, or bullying, or what it means to work in a respectful workplace.

A. No-Discrimination, No-Retaliation Policy

The City of Condon provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Condon also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

The City of Condon's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. Statement Regarding Pay Equity

The City of Condon supports Oregon's Pay Equity Law and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Condon pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with the City Administrator.

See also "Statement Regarding Pay Practices" policy, below.

C. No-Harassment Policy

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

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with City Administrator, at any time if they have questions relating to the issues of discrimination or harassment.

This policy applies to and prohibits sexual or other forms of harassment that occur during working hours, during City of Condon-related or -sponsored trips (such as conferences or work-related travel), and during

non-working hours when that off-duty conduct creates an unlawful hostile work environment for any of City of Condon's employees. ***Such harassment is prohibited whether committed by City of Condon employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).***

Sexual Harassment

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

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

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

City of Condon policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City of Condon property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

Complaint Procedure

Employees, volunteers or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of City Administrator, or a

supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with City of Condon's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, City of Condon 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.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Condon's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City of Condon cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Condon, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

Protection Against Retaliation

City of Condon prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to City Administrator or any supervisor or member of management. 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.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The City of Condon provides an Employee Assistance Program (EAP) through Cascade Centers to employees and dependents who are enrolled in City of Condon's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to www.cascadecenters.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Condon cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience.

The City of Condon is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Condon to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Condon regarding his/her experience and/or employment status, the employee should contact City Administrator . The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Condon and employee do reach an agreement, the City of Condon will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement agreement (which would prohibit the employee from speaking slightly about the City of Condon or making comments that would lower the City of Condon in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City of Condon and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

D. No-Bullying Policy

City of Condon strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. City of Condon, 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 that 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 websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who has witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred City of Condon will take prompt, appropriate action, and any employee

found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

E. Disability Accommodation Policy

City of Condon is committed to complying fully with Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations

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

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 (or, in some cases, City of Condon) and that 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 or training materials provided by the City of Condon, 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. All requests for accommodation should be made with 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/her need for a reasonable accommodation. Both the City of Condon and employee must monitor the employee's accommodation situation and make adjustments as needed.

F. Pregnancy Accommodation Policy

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact City Administrator to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Condon will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the City of Condon's operations.

Although this policy refers to "employees," the City of Condon will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to work. All requests for accommodation should be made with City Administrator and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City of Condon and the employee find an effective

accommodation, or to verify the employee's need for an accommodation. Both the City of Condon and employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The City of Condon prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Condon; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer can't require an employee to use sick leave if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City of Condon. Also, no employee will be denied employment opportunities if the denial is based on the need of the City of Condon to make reasonable accommodations under this policy.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law. See policies in [Section III](#) or speak with City Administrator.

G. Reporting Improper or Unlawful Conduct — No Retaliation

Employees may report reasonable concerns about the City of Condon's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City of Condon will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

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

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

Employee Reporting Options

In addition to the City of Condon's Open Door Policy ([see Section V](#)), employees who wish to report improper or unlawful conduct should first talk to his/her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with City Administrator. Supervisors and managers are required to inform the City Administrator about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Condon were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

Comment [A1]: Add Page numbers when final draft is completed

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Condon's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of his/her coworker or supervisor acting within the course and scope of his/her employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Condon; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The City of Condon will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he/she is disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City of Condon policy) .

In addition, the City of Condon prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Condon employee will be adversely affected because he/she refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Condon may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his/her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Condon determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

II. Employment Status

A. Employee Classification

City of Condon classifies employees as follows:

- a. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in City of Condon's benefit programs.
- b. Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are not eligible for benefits except those mandated by applicable law.
- c. Seasonal: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Seasonal employees are not eligible for benefits other than those mandated by applicable law.

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

B. The Workweek

The workweek is a seven-day work period beginning Monday at 12:00 a.m. through Sunday at 11:59 p.m. Typically, business hours are from Monday through Friday, 8:00 a.m. through 5:00 p.m. For departments that are staffed 24 hours a day, the Day (first) shift is from 7:00 a.m. to 3:00 p.m. Evening (second) shift is from 3:00 p.m. to 11:00 p.m. Night (third) shift is from 11:00 p.m. to 7:00 a.m.

C. Meal Periods and Rest Breaks

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

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

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

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact City Administrator.

Length of Work Period	Requirement	
	Rest Breaks	Meal Periods
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hrs	1	1
6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min. – 13 hrs & 59 min	3	1

D. Rest Breaks for Expression of Breast Milk

The City of Condon 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 possible, 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 possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

The City of Condon will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City of Condon is required to provide as paid rest breaks and/or meal periods under applicable personnel rules. 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 of Condon 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 of Condon will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

The City of Condon 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 of Condon 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 of Condon 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.

E. Overtime

Time-and-a-Half

City of Condon pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any workweek. *See* "Employee Classification," above.

Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay. Public Works staff, exempt and non-exempt, are paid two hours overtime when on-call weekend duty, plus double-time for on-call duty on holidays.

Supervisor Authorization

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

Compensatory (Comp) Time

Overtime hours can be paid or, at the employee's option with City of Condon approval, accumulated at time and one-half up to a maximum of 40 hours and taken as comp time off. Employees are encouraged to work

with their manager/supervisor to schedule and use comp time within 60 days of when it is accrued. At the discretion of an employee's manager/supervisor, employees who have accrued less than 40 comp hours may be able to choose whether to have the accrued comp time cashed out at the rate earned by the employee at the time the employee receives the payment. Any hours not taken in the fiscal year in which they were earned will be paid to the employee with the last payroll check in June of each year. When an employee is separated from employment with City of Condon, any remaining comp time will be paid to the employee.

F. Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timecard for payroll purposes. Filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any timecard will be grounds for discipline up to and including termination. An employee who fails to record his/her time may be subjected to discipline as well.

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

G. Employee-Incurred Expenses and Reimbursements

The City of Condon will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by your supervisor/manager before they are incurred. The City of Condon will not pay for or reimburse the costs incurred by a spouse, registered same-sex domestic partner or travel companion who accompanies the employee on City of Condon-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting his/her payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City of Condon will reimburse/pay for are:

- *Conferences or Workshops:*
- *Education:*
- *Meals:*
- *Mileage and Parking:* Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Condon.

H. Payroll Policies

You will be paid monthly. and "month" is defined as the 1st – 31st.

Paydays are generally the last working day of each month, for both non-exempt and exempt employees.

The City of Condon does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up his/her paycheck from City of Condon, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to City of Condon for someone else to receive the check.

I. Statement Regarding Pay Practices

Comment [A2]: KATHRYN: THIS SECTION STILL NEEDS TO BE ADDED.

If your organization reimburses the cost of or will pay for certain expenses, list them here and describe what will or will not be covered. Employers are not required by law to provide these expense reimbursements unless covered under the terms of a collective bargaining agreement or contract of employment.

The City of Condon makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City of Condon has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to City Administrator. City of Condon will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City of Condon's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

J. Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important. If you have changes in any of the following items, please notify City Administrator to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from City of Condon about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, City of Condon may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

K. Performance Reviews

All City of Condon 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 discipline/termination. Any employee who fails to satisfactorily perform the duties of his/her position is subject to disciplinary action (including termination).

City of Condon's goal is to provide an employee with his/her first formal performance evaluation within six months and no later than 12 months after hire or promotion. After the initial evaluation, the City of Condon 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 30 days following the date the performance evaluation was received.

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

III. Time Off and Leaves of Absence

A. Attendance, Punctuality and Reporting Absences

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

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via text or telephone no later than 2 hours before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

B. Vacation

It is the policy of City of Condon to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his/her employment anniversary date. For regular, full-time employees, vacation accrues as follows:

1. Less than 5 years of service - 8 hours a month is accrued
2. Less than 15 years but more than 5 years of services – 12 hours a month is accrued
3. More than 15 years of service – 16 hours a month is accrued.

Regular, part-time employees earn vacation on their employment anniversary date in the proportion that their normally scheduled number of hours bears to 40 per week. For example, a regular, part-time employee who usually works 20 hours per week would accrue 4 hours a month for first 5 years of service.

Vacation can accrue to a maximum of 240 hours and no additional hours may accrue.

C. Sick Leave

City of Condon provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees working over .75 FTE will accrue 8 hours per month of sick leave. Employees working under .75 FTE will accrue sick leave according to Oregon's Paid Sick Leave Law.

Employees with questions about this policy may contact City Administrator. Please also refer to the Oregon Sick Leave Law poster that is posted in City Hall and is incorporated here by reference.

Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees.

Employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 91st day of employment. After the 91st day of employment, paid sick leave may be used as it is accrued.

Employees may use up to 40 hours of paid sick leave per calendar year without a doctor's note. Paid sick leave shall accrue at the rate of one hour for every 30 hours worked and full-time employees accrue at 8 hours per month. Paid sick leave shall be taken in hourly increments.

Pay Rate and Carryover

Paid sick leave will be paid at the employee's regular rate of pay. Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

Use of Sick Leave

Paid sick leave may be used each calendar year for any of the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or his/her covered family member.
 - "Family member" means the eligible employee's spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender domestic partner's parent, grandparent, grandchild; and any individual with whom the employee has or had an *in loco parentis* relationship.
2. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
4. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify City Administrator as soon as practicable before the leave is to begin. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City of Condon. Employees must notify City Administrator of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify City Administrator as soon as practicable and comply generally with City of Condon's call-in procedures. See

An employee must contact his/her supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform his/her supervisor of any change in the duration of sick leave as soon as practicable.

Comment [A3]: KATHRYN: This was left blank. Does the City have a call-in procedure? If so, you can either add it to the handbook and cross reference it here, or just repeat the call-in procedure here.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, City of Condon may deny the use and legal protections of sick leave.

Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, City of Condon may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

Sick Leave Abuse

If City of Condon suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, City of Condon may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

D. Holidays and Floating Holidays

City of Condon recognizes ten holidays each year. Employees over .50 FTE will receive their regular straight-time compensation for each holiday that is in their calendar work schedule at 8 hours if that is their normal workday. Example: Park employee works 8-hour days April – October and will be compensated for Memorial Day, Independence Day and Labor Day. They will not be compensated for holidays in the months where they are not employed. The holidays celebrated are:

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

E. Business Leave

City of Condon full-time employees are eligible for 24 hours of Business Leave per year. It is accrued on January 1. This leave cannot be carried over to a subsequent year. Business Leave can be used for any personal business purpose that does not fall under vacation or sick leave.

F. Family Medical Leave

Statement of No FMLA/OFLA Coverage

City of Condon employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Family Medical Leave Act (FMLA) due to the entity’s small size.

One exception is that City of Condon will honor requests from eligible employees to take a leave of absence under the Oregon Military Family Leave Act. Thus, 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.

G. Bereavement Leave

Up to 40 hours of bereavement leave will be granted to employees who have worked for the City of Condon for 90 or more days. This leave is provided to employees who have experienced the death of a family member and is unpaid; employees, however, may use accrued sick leave during the bereavement leave period. "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse. Requests for bereavement leave must be made to the employee's immediate supervisor before the leave is to begin. This leave will be administered in accordance with Oregon's sick leave law, and the time off will be deducted from the employee's sick leave bank. Please see City Administrator for more information.

H. Jury and Witness Duty

Jury Duty

City of Condon will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Although jury duty leave is unpaid, the employee may keep the jury duty pay he/she receive, and the employee may use any accrued vacation or sick leave during the stint of jury service.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his/her supervisor or manager informed about the amount of time required for jury duty.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to City Administrator upon receipt.

Except for employee absences covered under City of Condon's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

I. Religious Observances Leave and Accommodation Policy

The City of Condon respects the sincerely held religious beliefs and observances of all employees. The City will make, upon request, an accommodation for such beliefs and 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 with the City Administrator, and may require the requesting employee to provide proof of the "sincerely held" religious belief

J. 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/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 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, City of Condon 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.

K. Domestic Violence Leave and Accommodation Policy

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

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

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave 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/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 City Administrator as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. City of Condon 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 City of Condon 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 verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any 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 City of Condon. Please contact City Administrator immediately with requests for reasonable safety accommodations.

L. Military Leave

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

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered “federal active duty” for training under this policy; other requirements apply. Please contact City Administrator for more information and to make arrangements for this paid leave.

IV. Employee Benefits

A. Healthcare Benefits

Employees who meet the definition of “benefit eligible” under both City of Condon policy and that of its health insurance provider are entitled to the benefit options offered by City of Condon. Generally speaking, that means City of Condon offers medical insurance for all of its regular, full-time employees unless otherwise established by law. City of Condon pays the cost of individual coverage for its regular, full-time employees. Part-time employees are not eligible for health-insurance coverage. Those employees who wish to have their dependents included in the insurance plan may be required to pay a portion of the monthly premium for that coverage on a payroll deduction basis.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by City of Condon. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by City of Condon, employees will be advised and provided with copies of relevant plan documents. Copies are available from City Administrator.

B. Employee Assistance Program (EAP)

This free, confidential service is provided by Cascade Centers and is available to all employees and dependents covered on a CIS Regence medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Cascade Centers also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting City Administrator, or you can contact Cascade Centers directly at 1-800-433-2320, or at www.cacadecenters.com.

C. Workers' Compensation and Safety on the Job

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

Steps to Take if You are Injured on the Job

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

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

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

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

Return to Work

If you require workers' compensation leave, City of Condon will strive to reemploy you in the most suitable vacant position available at the conclusion of that leave. However, you must first submit documentation from a health care provider who is familiar with your condition certifying 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. City of Condon does not discriminate against employees who suffer a workplace injury or illness.

Early Return-to-Work Program

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

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

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

Overlap with Other Laws

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

D. PERS (Public Employees' Retirement System) Benefits

City of Condon 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 City of Condon's contributions to employee PERS or OPSRP plans, please see City Administrator.

City of Condon will consider allowing PERS-eligible employees to retire from his/her employment with the City of Condon and then rehiring them, as permitted under Oregon law. The City of Condon will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the City of Condon, and the ability of existing employees to perform the work of the retiring employee. Please see City Administrator for more information

V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

City of Condon works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to City of Condon's reputation.

City of Condon expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

This policy applies to all employees and revises and supersedes all previous drug and alcohol testing policies and practices at the City of Condon.

Prohibited Conduct

- Use or being under the influence of any alcohol while on City of Condon property, on City of Condon time, while driving City of Condon vehicles (or personal vehicles while on City of Condon business), or in other circumstances which adversely affect City of Condon operations or safety of City of Condon employees or others. Nothing in this policy prohibits employees from consuming alcoholic beverages at City-sponsored functions, or social events following the close of city business.
- The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City of Condon property, on City of Condon time, while driving City of Condon vehicles (or personal vehicles while on City of Condon business), or in other circumstances which adversely affect City of Condon operations or safety of City of Condon employees.

- The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.
- As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to City of Condon property, or possessing, items or objects on City of Condon property that contain any "controlled substance," including, for example, "pot brownies" and candy containing marijuana. This prohibition does not apply to law enforcement employees who bring or possess such items in connection with law-enforcement work. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in City of Condon property.
- Bringing marijuana-related equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (among other drugs), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia. This prohibition does not apply to employees who possess such items in connection with law enforcement work.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City of Condon property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

Prescription Drugs and Medical 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 City of Condon operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect City of Condon operations or safety of City of Condon employees or other persons, City of Condon may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide City of Condon with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

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 City of Condon will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above.)

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, City of Condon 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, 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;
 - 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 City Administrator. Whenever possible, supervisors should locate a second employee or witness to corroborate their "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 City Administrator. 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.

Post-Accident Testing

Employees are subject to testing when they: (a) cause or contribute to accidents that seriously damage a City of Condon vehicle, machinery, equipment or property; (b) result in an injury to themselves or another employee requiring offsite medical attention; or (c) when City of Condon has reasonable cause to believe that the accident or injury may have been caused by drug or alcohol use.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City of Condon property in violation of this policy, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, City of Condon may search the employee's possessions located on City of Condon property, including but not limited to, clothes, locker, lunchbox,

toolbox, and desk. Employees should have no expectation of privacy in any property, equipment or supplies provided by City of Condon to employee.

Employee Refusal to Test/Search

An employee who refuses to consent to a test or 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 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.

Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug- or alcohol-related activity within five days of the arrest or conviction;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

Drug and Alcohol Treatment

City of Condon recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. City of Condon is willing to help such employees obtain appropriate treatment.

An employee who believes that he/she has a problem involving the use of alcohol or drugs should ask a supervisor or City Administrator for assistance.

City of Condon will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and City of Condon to the extent its existing benefits package covers some or all of the program costs.

Although City of Condon recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City of Condon policy is discovered, the employee's willingness to seek City of Condon or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

An employee who tests positive for drugs or alcohol in accordance with this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address his/her substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with his/her performance and to

specify the performance required for the employee to achieve in order to continue to be employed by City of Condon. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or City of Condon is prohibited unless written authorization is obtained from the employee.

B. Cellular Devices Policy

This policy applies to employee use of cell phones, smart phones (including iPhones, “smartphones” and similar devices), tablets and similar devices, all of which are referred to as “cellular devices” in the Cellular Devices Policy.

Cell Phones and Cellular Devices in General

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

Cell Phones/Cellular Devices and Public Records – No Expectation of Privacy

City of Condon-related business conducted on City of Condon-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon’s Public Records laws or in connection with litigation filed against City of Condon. This includes text messages, email messages, and any other communication received or sent on the phone in question.

Cell Phone/Cellular Device Use While Driving

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

Employees are prohibited from using handheld cell phones for any purpose while driving on City of Condon-authorized or City of Condon-related business. This policy also prohibits employees from using a cell phone or other cellular device to send or receive text or “instant” messages while driving on City of Condon business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

C. Use of City of Condon Email and Electronic Equipment, Facilities and Services

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

Ownership

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

Use

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

- Display or store any sexually explicit images or documents, or any images or documents that would violate City of Condon's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or City of Condon, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other City of Condon-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

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

Inspection and Monitoring

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

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

Personal Hardware and Software

Employees may not install personal hardware or software on City of Condon's computer systems without approval from City Administrator. All software installed on City of Condon's computer systems must be licensed. Copying or transferring of City of Condon-owned software may be done only with the written authorization of the City Administrator.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City of Condon management. No employee can examine, change or use another person's files, output or username unless he/she has explicit authorization from City Administrator to do so.

Security

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

Inappropriate Web Sites

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

D. 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 or commercial website, social networking web site, web bulletin board or a chat room, whether or not associated or affiliated with City of Condon, 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 City of Condon or City of Condon'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 of Condon policies, including City of Condon's no-harassment, no-discrimination and bullying policies, and workplace violence policy. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

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

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

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, City of Condon's employees and elected officials, and suppliers or other third parties who do business with City of Condon.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City of Condon employees or elected officials, that might constitute harassment or bullying, and/or that violate City of Condon policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City of Condon policy.

Maintain the confidentiality of City of Condon's confidential information. Do not post internal reports, policies, procedures or other internal, City of Condon-related confidential communications or information. (See "Confidential City of Condon Information" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising his/her right to make a complaint of discrimination or other workplace misconduct or to express an opinion on a matter of public concern that does not unduly disrupt City of Condon operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City of Condon's interest in the effective and efficient fulfillment of its responsibilities to the public.

Request for Employee Social Media Passwords

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

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

E. Confidential City of Condon Information

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

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of City of Condon) may be removed from our premises without permission from City Administrator. Likewise, any materials developed by City of Condon's employees in the performance of their jobs is the property of City of Condon and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City of Condon's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

F. Ethics

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

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

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

G. Open-Door Policy

City of Condon's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. City of Condon's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in City of Condon, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by City Administrator.

H. Outside Employment

Generally, employees may obtain employment with an employer other than City of Condon or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

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

Employees may not accept outside employment that involves:

- The use of City of Condon time (including the employee's work time), City of Condon facilities, equipment and supplies, or the prestige or influence of the employee's position with City of Condon. In other words, the employee may not engage in private business interests or other employment activities on the City of Condon's time or using the City of Condon's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the City of Condon.

The City of Condon requires employees to report outside employment to their City Administrator before the outside employment begins. Thereafter, an employee must provide an update to his/her City Administrator on an annual basis, or sooner if any changes in outside employment occurs. Employees who

accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

I. Criminal Arrests and Convictions

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

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City of Condon property, or in an City of Condon vehicle (see “Alcohol/Drug Use, Abuse and Testing” policy above);
2. All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

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

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

J. Political Activity

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

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

K. Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by the City of Condon (see “Holidays” section, above), City of Condon is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Administrator (or his/her designee) will decide whether to and to what extent the City of Condon will close. Closures will be communicated by text to staff from City Administrator or Public Works Superintendent. Notices to the public will be with notices on the door of City Hall.

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

Comment [A4]: Several employees have other outside side jobs that do not affect the City's employment and done on their own time. Does this mean that any outside work needs to be reported to City Administrator? That doesn't see like any of the City's business??

Comment [A5]: It's the City's business when: (1) The employee's outside work conflicts with the City's business, or otherwise creates an ethical conflict; (2) The employee starts missing work at the City because they want to work more hours at the other place; or (3) The employee misuses sick leave to be able to work extra hours at the other job.

These are all issues covered elsewhere in the handbook. I just think it's a good idea for an employer to know whether the employee has outside employment and if so, whether it creates a conflict – the City should get that information.

Comment [A6]: KATHRYN: What did you decide to do here?

L. Driving While on Business

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

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

Comment [A7]: KATHRYN: What did you decide to do about this? If the City isn't going to use these reports, then I'd delete this sentence.

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

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

M. Workplace Violence

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

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with City of Condon, or that threaten the safety, security or financial interests of City of Condon. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to City Administrator.

City of Condon also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

N. Workplace Inspections — No Right to Privacy or Confidentiality

This policy applies to inspections and investigations conducted by City of Condon pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City of Condon; these areas are not private.*

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

O. Smoke-Free Workplace

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

City of Condon buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, City of Condon prohibits tobacco/marijuana use in or around City of Condon vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of City of Condon’s facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. City of Condon has established employee smoking areas that your supervisor can show you.

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

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

- Falsification of employment or other City of Condon records.
- Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee’s).
- Theft or the deliberate or careless damage or destruction of any City of Condon property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of City of Condon equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on City of Condon property.
- Carrying firearms or any other dangerous weapon on City of Condon premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on City of Condon property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City of Condon employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Condon.
- Misrepresentation of City of Condon policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Condon. Employees may not use the City of Condon’s

name, logo, likeness, facilities, assets or other resources of the City of Condon for personal gain or private interests.

- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or City of Condon policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by City of Condon or outside regulatory or legislative bodies.
- Harassment or discrimination that violates City of Condon policy.

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

B. Corrective Action/Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City of Condon standards, City of Condon will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

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

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

C. Retirement or Resignation from Employment

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

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

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

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

D. References

All requests for references or recommendations must be directed to City Administrator. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn “recommendations” or using a website on the internet to discuss a current or former employee’s performance or termination of employment.

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

Employee Acknowledgement of Receipt of City of Condon 2021 Employee Handbook

I acknowledge that I have received and will read a copy of City of Condon's 2021 Employee Handbook. I also understand that a copy of the Employee Handbook is available to me at any time to review in City Hall.

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

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

I have reviewed or will review City of Condon's policies regarding equal employment opportunity and that the City of Condon aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to Human Resources, the City Administrator, or any trusted manager or supervisor.

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

I have read this acknowledgement carefully before signing.

Employee Signature

Date

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



Employee Handbook

January 6, 2021

Welcome!

Welcome to City of Condon, we're glad to have you on our team. We believe that our employees are our most valuable assets.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between City of Condon and its employees. The policies stated in this handbook are subject to change at any time at the sole discretion of City of Condon with or without prior notice. This handbook supersedes any prior handbooks or written policies of City of Condon that are inconsistent with its provisions.

This handbook does not create a contract of employment between City of Condon and its employees. All employment at City of Condon is "at will." That means that either you or City of Condon may terminate this relationship at any time, for any reason, with or without cause or notice. No supervisor, manager, or representative of City of Condon other than the City Administrator has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is put in writing and signed by City of Condon City Council.

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies that are issued after the handbook, please ask the City Administrator.

Sincerely,

Kathryn Greiner

City Administrator

City of Condon

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I. Equal Employment Opportunity (EEO) Policies

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

All employees are encouraged to discuss these EEO Policies with City Administrator at any time if they have questions relating to the issues of harassment, discrimination, or bullying, or what it means to work in a respectful workplace.

A. No-Discrimination, No-Retaliation Policy

The City of Condon provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, sex, gender identity, pregnancy (including childbirth and related medical conditions), sexual orientation, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other status protected by applicable federal, Oregon, or local law. The City of Condon also recognizes an employee's right to engage in protected activity under Oregon and federal law, as discussed in various policies below, and will not retaliate against an employee for engaging in protected activity.

The City of Condon's commitment to equal opportunity applies to all aspects of the employment relationship — including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

B. Statement Regarding Pay Equity

The City of Condon supports Oregon's Pay Equity Law and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon law) in the payment of wages or other compensation for work of comparable character. Employees who believe they are receiving wages or other compensation at a rate less than that at which the City of Condon pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with the City Administrator.

See also "Statement Regarding Pay Practices" policy, below.

C. No-Harassment Policy

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

Each member of management is responsible for creating an atmosphere free of discrimination, harassment, and sexual assault. Further, all employees are responsible for

respecting the rights of other employees and to refrain from engaging in conduct prohibited by this policy, regardless of the circumstances, and regardless of whether others participate in the conduct or did not appear to be offended. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or with City Administrator, at any time if they have questions relating to the issues of discrimination or harassment.

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

Sexual Harassment

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

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

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, or deficiency; talking about your sex life or asking others questions about theirs; leering or whistling; unwelcome touching or assault; sexually suggestive, insulting, or obscene comments or gestures; displays of sexually suggestive objects or pictures; making derogatory remarks about individuals who are gay, lesbian, bisexual or transgender; or discriminatory treatment based on sex.

This is not a complete list.

Other Forms of Prohibited Harassment

City of Condon policy also prohibits harassment against an individual based on the individual's race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, domestic violence victim status, or any other protected status or activity recognized under Oregon, federal or local law.

Such harassment may include verbal, written or physical conduct that denigrates, makes fun of, or shows hostility towards an individual because of that individual's protected class or protected activity, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Displaying racist symbols anywhere on City of Condon property;
- "Teasing" or mimicking the characteristics of someone with a physical or mental disability;
- Criticizing or making fun of another person's religious beliefs, or "pushing" your religious beliefs on someone who doesn't have them;
- Threatening, intimidating, or hostile acts that relate to a protected class or protected activity; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of conduct.

Complaint Procedure

Employees, volunteers or interns who have experienced a sexual assault, any harassment, discrimination in violation of this policy, who have witnessed such behavior, or who have credible information about such behavior occurring, are expected and should bring the matter to the attention of City Administrator, or a supervisor or member of management as soon as possible. Employees are strongly encouraged to document the information or incident in any written or electronic form, or with a voice mail message (or phone call). An employee who experiences or witnesses harassment is encouraged, but not required, to tell the harasser that the behavior is offensive and unwanted, and that he/she wants it to stop.

Investigation and Confidentiality

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with City of Condon's need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, City of Condon 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.

Employees who have been subjected to harassment, sexual assault, or discrimination are encouraged to use the City of Condon's complaint-reporting procedure, described above, to ensure a timely, thorough investigation and handling of the situation. Employees may, however, seek redress from the Oregon Bureau of Labor and Industries (BOLI) pursuant to ORS 659A.820 to 659A.865, or in a court under any other available law, whether criminal or civil. Although the City of Condon cannot provide employees with legal advice, employees should be aware of the statute of limitations applicable to harassment or discrimination claims under ORS 659A.030, 659A.082 or 659A.121 (five years). Further, before an employee can take any legal action against the City of Condon, the employee must provide written notice of the claim within 180 days of the act or omission the employee claims has caused him/her harm. When an employee can prove harm as a result of unlawful harassment or discrimination in an administrative proceeding or in a court, remedies available to the employee include enforcement of a

right, imposition of a penalty, or issuance of an order to the employee's employer (in limited circumstances).

Protection Against Retaliation

City of Condon prohibits retaliation in any way against an employee because the employee has made a good-faith complaint pursuant to this policy or the law, has reported (in good faith) sexual assault, harassing or discriminatory conduct, or has participated in an investigation of such conduct.

Employees who believe they have been retaliated against in violation of this policy should immediately report it to City Administrator or any supervisor or member of management. 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.

See also the No-Discrimination, No-Retaliation Policy, above, and the Reporting Improper and Unlawful Activity Policy, below.

Other Resources Available to Employees

The City of Condon provides an Employee Assistance Program (EAP) through Cascade Centers to employees and dependents who are enrolled in City of Condon's medical coverage. For access to confidential help 24 hours a day, seven days a week, call toll-free: 1-800-433-2320, or go online to www.cascadecenters.com. The EAP program provides confidential counseling services and educational tools such as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, and others.

The City of Condon cannot provide legal resources to its employees or referrals to specific attorneys. Employees may contact the Oregon State Bar for more information: <https://www.osbar.org/public/>.

Other Employee Rights

Nothing in this policy is intended to diminish or discourage an employee who has experienced workplace harassment or discrimination, or sexual assault, from talking about or disclosing his/her experience.

The City of Condon is committed to creating and maintaining a workplace free of sexual assault, harassment, discrimination, and retaliation and it has confidence in the process it has developed for addressing good-faith complaints. However, Oregon law requires the City of Condon to inform employees that if they have been aggrieved by workplace harassment, discrimination or sexual assault and want to enter into an agreement with the City of Condon regarding his/her experience and/or employment status, the employee should contact City Administrator. The employee's request to enter into such an agreement must be in writing (email or text is acceptable). Requests of this nature will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Condon and employee do reach an agreement, the City of Condon will not require an employee to enter into a nondisclosure agreement (which would prohibit the employee from discussing or communicating about his/her experiences in the workplace or the terms of the agreement) or a non-disparagement

agreement (which would prohibit the employee from speaking slightly about the City of Condon or making comments that would lower the City of Condon in rank or reputation). If, however, the employee makes a request for an agreement under this paragraph, nondisclosure and non-disparagement are terms that the City of Condon and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

D. No-Bullying Policy

City of Condon strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. City of Condon, 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 that 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 websites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who has witnessed an incident of bullying, or who have credible information about an incident, are expected and should bring the matter to the attention of their supervisor or a member of management as soon as possible. If conduct in violation of this policy is found to have occurred City of Condon will take prompt, appropriate action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

E. Disability Accommodation Policy

City of Condon is committed to complying fully with Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

Accommodations

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

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 (or, in some cases, City of Condon) and that 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 or training materials provided by the City of Condon, 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. All requests for accommodation should be made with 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/her need for a reasonable accommodation. Both the City of Condon and employee must monitor the employee's accommodation situation and make adjustments as needed.

F. Pregnancy Accommodation Policy

Employees who are concerned that their pregnancy, childbirth, or a related medical condition (including lactation) will impact their ability to work should contact City Administrator to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Condon will provide one or more reasonable accommodations pursuant to this policy for employees with known limitations unless such accommodations impose an undue hardship on the City of Condon's operations.

Although this policy refers to "employees," the City of Condon will apply this policy equally to an applicant with known limitations caused by pregnancy, childbirth or a related medical condition.

Requesting a Pregnancy-Related Accommodation

Employees who are concerned that their pregnancy, childbirth or a related medical condition will limit their ability to perform their duties should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary

to enable the employee to work. All requests for accommodation should be made with City Administrator and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, information from the employee's doctor may be needed to assist the City of Condon and the employee find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Condon and employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The City of Condon prohibits retaliation or discrimination against any employee who, under this policy: (1) asked for information about or requested accommodations; (2) used accommodations provided by the City of Condon; or (3) needed an accommodation.

Employees who ask about, request or use accommodations under this policy and applicable Oregon law have the right to refuse an accommodation that is unnecessary for the employee to perform the essential functions of the job or when the employee doesn't have a known limitation. Under Oregon law, an employer can't require an employee to use sick leave if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City of Condon. Also, no employee will be denied employment opportunities if the denial is based on the need of the City of Condon to make reasonable accommodations under this policy.

Leave of Absence Options for Pregnant Employees

Employees who are pregnant or experiencing pregnancy-related medical conditions should also be aware of their leave of absence options under Oregon's sick leave law. See policies in [Section III](#) or speak with City Administrator.

G. Reporting Improper or Unlawful Conduct — No Retaliation

Employees may report reasonable concerns about the City of Condon 's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City of Condon will not retaliate against employees who disclose information that the employee reasonably believes is evidence of:

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

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

Employee Reporting Options

In addition to the City of Condon's Open Door Policy ([see Section V](#)), employees who wish to report improper or unlawful conduct should first talk to his/her supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with City Administrator. Supervisors and managers are required to inform the City Administrator about reports of improper or unlawful conduct they receive from employees.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City of Condon were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

Additional Protection for Reporting Employees

Oregon law provides that, in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City of Condon's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the employee's disclosure must relate to the conduct of his/her coworker or supervisor acting within the course and scope of his/her employment. The disclosure must have been made to: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Condon; or (4) an Oregon-licensed attorney who represents the employee making the report/disclosure. The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

Policy Against Retaliation

The City of Condon will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he/she is disclosing information about conduct that is improper or unlawful, and who lawfully accessed information related to the violation (including information that is exempt from disclosure as provided in Oregon law or by City of Condon policy) .

In addition, the City of Condon prohibits retaliation against an employee for participating in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Condon employee will be adversely affected because he/she refused to carry out a directive that constitutes fraud or is a violation of local, Oregon, federal or other applicable laws and regulations. The City of Condon may take disciplinary action (up to and including termination of employment) against an employee who has engaged in retaliatory conduct in violation of this policy.

This policy is not intended to protect an employee from the consequences of his/her own misconduct or inadequate performance simply by reporting the misconduct or inadequate performance. Furthermore, an employee is not entitled to protections under this policy if the City of Condon determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a

determination is made, an employee may be subject to discipline up to and including termination of employment.

II. Employment Status

A. Employee Classification

City of Condon classifies employees as follows:

- a. Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in City of Condon's benefit programs.
- b. Regular Part-time: Employment requiring less than 40 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, part-time employees are not eligible for benefits except those mandated by applicable law.
- c. Seasonal: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Seasonal employees are not eligible for benefits other than those mandated by applicable law.

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

B. The Workweek

The workweek is a seven-day work period beginning Monday at 12:00 a.m. through Sunday at 11:59 p.m. Typically, business hours are from Monday through Friday, 8:00 a.m. through 5:00 p.m. For departments that are staffed 24 hours a day, the Day (first) shift is from 7:00 a.m. to 3:00 p.m. Evening (second) shift is from 3:00 p.m. to 11:00 p.m. Night (third) shift is from 11:00 p.m. to 7:00 a.m.

C. Meal Periods and Rest Breaks

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

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

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

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available should contact City Administrator.

Length of Work Period	Requirement	
	Rest Breaks	Meal Periods
2 hours or less	0	0
2 hrs & 1 min – 5 hrs & 59 min	1	0
6 hrs	1	1
6 hrs & 1 min – 10 hrs	2	1
10 hrs & 1 min. – 13 hrs & 59 min	3	1

D. Rest Breaks for Expression of Breast Milk

The City of Condon 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 possible, 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 possible, or if the employee is exempt from overtime laws, the employee is entitled to take a reasonable period each time the employee has a need to express milk.

The City of Condon will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City of Condon is required to provide as paid rest breaks and/or meal periods under applicable personnel rules. 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 of Condon 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 of Condon will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this policy.

The City of Condon 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 of Condon 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 of Condon 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.

E. Overtime

Time-and-a-Half

City of Condon pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 in any workweek. See "Employee Classification," above.

Limitation on Overtime Pay

Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay. Public Works staff, exempt and non-exempt, are paid two hours overtime when on-call weekend duty, plus double-time for on-call duty on holidays.

Supervisor Authorization

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

Compensatory (Comp) Time

Overtime hours can be paid or, at the employee's option with City of Condon approval, accumulated at time and one-half up to a maximum of 40 hours and taken as comp time off. Employees are encouraged to work with their manager/supervisor to schedule and use comp time within 60 days of when it is accrued. At the discretion of an employee's manager/supervisor, employees who have accrued less than 40 comp hours may be able to choose whether to have the accrued comp time cashed out at the rate earned by the employee at the time the employee receives the payment. Any hours not taken in the fiscal year in which they were earned will be paid to the employee with the last payroll check in June of each year. When an employee is separated from

employment with City of Condon, any remaining comp time will be paid to the employee.

F. Timekeeping Requirements

All non-exempt employees must accurately record time worked on a timecard for payroll purposes. Filling out another employee's timecard, allowing another employee to fill out your timecard, or altering any timecard will be grounds for discipline up to and including termination. An employee who fails to record his/her time may be subjected to discipline as well.

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

G. Employee-Incurred Expenses and Reimbursements

The City of Condon will pay actual and reasonable business-related expenses you incur in the performance of your job responsibilities if they are: (1) listed below or elsewhere in this handbook; and (2) pre-approved by your supervisor/manager before they are incurred. The City of Condon will not pay for or reimburse the costs incurred by a spouse, registered same-sex domestic partner or travel companion who accompanies the employee on City of Condon-approved travel.

Employees must provide a completed and signed expense report and evidence of proof of purchase (receipts) within one month of the expense being incurred or the employee risks forfeiting his/her payment or reimbursement.

Some examples of actual and reasonable business-related expenses that the City of Condon will reimburse/pay for are:

- *Conferences or Workshops:* Must be related to City business and approved by Supervisor
- *Education:* Must be pre-approved by Supervisor
- *Meals:* Must be during the course of City business
- *Mileage and Parking:* Employees will be reimbursed for authorized use of their personal vehicles at a rate established by the Internal Revenue Service. Reasonable parking costs are also reimbursed upon submission of receipts on an expense report. Any traffic citations or court-ordered fees relating to driving or parking offenses (including parking tickets) are the responsibility of the employee and will not be reimbursed by the City of Condon.

H. Payroll Policies

You will be paid monthly. and "month" is defined as the 1st – 31st.

Paydays are generally the last working day of each month, for both non-exempt and exempt employees.

The City of Condon does not provide advance payments of salary or loans from salary to be earned.

Net pay will be directly deposited into the employee's bank account, unless an employee requests otherwise. If an employee requests to pick up his/her paycheck from

City of Condon, only the employee named on the paycheck will be allowed to do so unless the employee provides written permission to City of Condon for someone else to receive the check.

I. Statement Regarding Pay Practices

The City of Condon makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City of Condon has made any improper deductions, has failed to pay you for all hours worked or for overtime, has failed to pay you in accordance with the law, or has failed to properly calculate your wages in any way, you must immediately report the error to City Administrator. City of Condon will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination for reporting an error or complaint regarding the City of Condon's pay practices.

See also "Statement Regarding Pay Equity" policy, above.

J. Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current with regard to pay, deductions, benefits and other matters is important. If you have changes in any of the following items, please notify City Administrator to ensure that the proper updates are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from City of Condon about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, City of Condon may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

K. Performance Reviews

All City of Condon 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 discipline/termination. Any employee who fails to satisfactorily perform the duties of his/her position is subject to disciplinary action (including termination).

City of Condon's goal is to provide an employee with his/her first formal performance evaluation within six months and no later than 12 months after hire or promotion. After the initial evaluation, the City of Condon 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 30 days following the date the performance evaluation was received.

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

III. Time Off and Leaves of Absence

A. Attendance, Punctuality and Reporting Absences

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

Unless specified otherwise in a policy below, employees who will be unexpectedly absent from work for any reason or who will not show up for work on time must inform their supervisor via text or telephone no later than 2 hours before the start of the employee's shift/work day. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days may be considered job abandonment and may result in termination of employment.

B. Vacation

It is the policy of City of Condon to provide each full-time employee with vacation time on a periodic basis. The amount of vacation to which an employee becomes entitled is determined by the employee's length of service as of his/her employment anniversary date. For regular, full-time employees, vacation accrues as follows:

1. Less than 5 years of service - 8 hours a month is accrued
2. Less than 15 years but more than 5 years of services – 12 hours a month is accrued
3. More than 15 years of service – 16 hours a month is accrued.

Regular, part-time employees earn vacation on their employment anniversary date in the proportion that their normally scheduled number of hours bears to 40 per week. For example, a regular, part-time employee who usually works 20 hours per week would accrue 4 hours a month for first 5 years of service.

Vacation can accrue to a maximum of 240 hours and no additional hours may accrue.

C. Sick Leave

City of Condon provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees working over .75 FTE will accrue 8 hours per month of sick leave. Employees working under .75 FTE will accrue sick leave according to Oregon's Paid Sick Leave Law.

Employees with questions about this policy may contact City Administrator. Please also refer to the Oregon Sick Leave Law poster that is posted in City Hall and is incorporated here by reference.

Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees.

Employees begin to accrue paid sick leave on the first day of employment but may not use paid sick leave until the 91st day of employment. After the 91st day of employment, paid sick leave may be used as it is accrued.

Employees may use up to 40 hours of paid sick leave per calendar year without a doctor's note. Paid sick leave shall accrue at the rate of one hour for every 30 hours worked and full-time employees accrue at 8 hours per month. Paid sick leave shall be taken in hourly increments.

Pay Rate and Carryover

Paid sick leave will be paid at the employee's regular rate of pay. Exempt employees are presumed to work 40 hours in each workweek for purposes of their sick leave accrual unless their normal workweek is less than 40 hours, in which case sick leave is accrued based on the employee's normal workweek. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

Sick leave is meant to be used or carried over; any unused sick leave will not be cashed out upon separation from employment. If an employee leaves employment and is rehired within 180 days, the employee's sick leave balance will be restored.

Use of Sick Leave

Paid sick leave may be used each calendar year for any of the following reasons:

1. For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care. This is available for the employee or his/her covered family member.

- “Family member” means the eligible employee's spouse, same-gender domestic partner (as described in ORS 106.300 to 106.340), biological child, adopted child, stepchild, foster child; same-gender domestic partner's child, parent, adoptive parent, stepparent, foster parent, parent-in-law; same-gender domestic partner's parent, grandparent, grandchild; and any individual with whom the employee has or had an *in loco parentis* relationship.
2. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
 3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272).
 4. In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

Employee Notice of Need for Sick Leave

Foreseeable Sick Leave. If the need for sick leave is foreseeable, an employee must notify City Administrator as soon as practicable before the leave is to begin. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City of Condon. Employees must notify City Administrator of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable Sick Leave: If the need for sick leave is unforeseeable, the employee must notify City Administrator or their immediate supervisor as soon as practicable.

An employee must contact his/her supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform his/her supervisor of any change in the duration of sick leave as soon as practicable.

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the organization and operations, City of Condon may deny the use and legal protections of sick leave.

Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, City of Condon may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

Sick Leave Abuse

If City of Condon suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, City of Condon may require documentation from a healthcare provider. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

D. Holidays and Floating Holidays

City of Condon recognizes ten holidays each year. Employees over .50 FTE will receive their regular straight-time compensation for each holiday that is in their calendar work schedule at 8 hours if that is their normal workday. Example: Park employee works 8-hour days April – October and will be compensated for Memorial Day, Independence Day and Labor Day. They will not be compensated for holidays in the months where they are not employed. The holidays celebrated are:

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

E. Business Leave

City of Condon full-time employees are eligible for 24 hours of Business Leave per year. It is accrued on January 1. This leave cannot be carried over to a subsequent year. Business Leave can be used for any personal business purpose that does not fall under vacation or sick leave.

F. Family Medical Leave

Statement of No FMLA/OFLA Coverage

City of Condon employees are not eligible for leaves of absence under the Oregon Family Leave Act (OFLA) or the federal Family Medical Leave Act (FMLA) due to the entity's small size.

One exception is that City of Condon will honor requests from eligible employees to take a leave of absence under the Oregon Military Family Leave Act. Thus, 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.

G. Bereavement Leave

Up to 40 hours of bereavement leave will be granted to employees who have worked for the City of Condon for 90 or more days. This leave is provided to employees who have experienced the death of a family member and is unpaid; employees, however, may use accrued sick leave during the bereavement leave period. "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse. Requests for bereavement leave must be made to the employee's immediate supervisor before the leave is to begin. This leave will be administered in accordance with Oregon's sick leave law, and the time off will be deducted from the employee's sick leave bank. Please see City Administrator for more information.

H. Jury and Witness Duty

Jury Duty

City of Condon will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's manager to verify the need for such leave. Although jury duty leave is unpaid, the employee may keep the jury duty pay he/she receive, and the employee may use any accrued vacation or sick leave during the stint of jury service.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep his/her supervisor or manager informed about the amount of time required for jury duty.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to City Administrator upon receipt.

Except for employee absences covered under City of Condon's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

I. Religious Observances Leave and Accommodation Policy

The City of Condon respects the sincerely held religious beliefs and observances of all employees. The City will make, upon request, an accommodation for such beliefs and 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 with the City Administrator, and may require the requesting employee to provide proof of the "sincerely held" religious belief

J. 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/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 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, City of Condon 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.

K. Domestic Violence Leave and Accommodation Policy

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

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

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave 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/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 City Administrator as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. City of Condon 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 City of Condon 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 verbal or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any 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 City of Condon. Please contact City Administrator immediately with requests for reasonable safety accommodations.

L. Military Leave

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

Further, eligible employees called for initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, may be entitled to leave with pay for all regular workdays that fall within a period not to exceed 15 calendar days in any federal training year. Weekend drill obligations are not considered "federal active duty" for training under this policy; other requirements apply. Please contact City Administrator for more information and to make arrangements for this paid leave.

IV. Employee Benefits

A. Healthcare Benefits

Employees who meet the definition of "benefit eligible" under both City of Condon policy and that of its health insurance provider are entitled to the benefit options offered by City of Condon. Generally speaking, that means City of Condon offers medical insurance for all of its regular, full-time employees unless otherwise established by law. City of Condon pays the cost of individual coverage for its regular, full-time employees. Part-time employees are not eligible for health-insurance coverage. Those employees who wish to have their dependents included in the insurance plan may be required to pay a portion of the monthly premium for that coverage on a payroll deduction basis.

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by City of Condon. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by City of Condon, employees will be advised and provided with copies of relevant plan documents. Copies are available from City Administrator.

B. Employee Assistance Program (EAP)

This free, confidential service is provided by Cascade Centers and is available to all employees and dependents covered on a CIS Regence medical plan. The EAP can be used to assist employees and eligible family members with any personal problems, large or small. Each covered employee and eligible family members can receive up to five (5) personal counseling sessions per situation per year. Sessions can be face to face, over the phone, or online for concerns such as marital conflict, conflict at work, depressions, stress management, family relationships, anxiety, alcohol or drug abuse, grieving a loss, and career development services.

Cascade Centers also provides educational tools as resources relating to eldercare, childcare, legal consultation, financial coaching, identity theft, home ownership, and gym membership discounts.

More information regarding this service can be obtained by contacting City Administrator, or you can contact Cascade Centers directly at 1-800-433-2320, or at www.cacadecenters.com.

C. Workers' Compensation and Safety on the Job

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

Steps to Take if You are Injured on the Job

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

If you seek treatment for your work-related injury and want to apply for workers' compensation benefits, you must do all of the following:

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

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

Return to Work

If you require workers' compensation leave, City of Condon will strive to reemploy you in the most suitable vacant position available at the conclusion of that leave. However, you must first submit documentation from a health care provider who is familiar with your condition certifying 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. City of Condon does not discriminate against employees who suffer a workplace injury or illness.

Early Return-to-Work Program

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

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

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

Overlap with Other Laws

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

D. PERS (Public Employees' Retirement System) Benefits

City of Condon 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 City of Condon's contributions to employee PERS or OPSRP plans, please see City Administrator.

City of Condon will consider allowing PERS-eligible employees to retire from his/her employment with the City of Condon and then rehiring them, as permitted under Oregon law. The City of Condon will consider, among other factors, the uniqueness of the employee's skills or experience, the needs of the City of Condon, and the ability of

existing employees to perform the work of the retiring employee. Please see City Administrator for more information

V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing

City of Condon works to maintain a safe and efficient work environment. Employees who misuse controlled substances, prescription or illegal drugs, or alcoholic beverages pose a risk both to themselves and to everyone who comes into contact with or depends upon them and risks damage to City of Condon's reputation.

City of Condon expects employees to report to work in a condition that is conducive to performing their duties in a safe, effective and efficient manner. An employee's off-the-job as well as on-the-job involvement with drugs and alcohol can have a significant impact on the workplace and can present a substantial risk to the employee who is using alcohol and drugs, to coworkers and others.

This policy applies to all employees and revises and supersedes all previous drug and alcohol testing policies and practices at the City of Condon.

Prohibited Conduct

- Use or being under the influence of any alcohol while on City of Condon property, on City of Condon time, while driving City of Condon vehicles (or personal vehicles while on City of Condon business), or in other circumstances which adversely affect City of Condon operations or safety of City of Condon employees or others. Nothing in this policy prohibits employees from consuming alcoholic beverages at City-sponsored functions, or social events following the close of city business.
- The conduct prohibited by this rule includes consumption of any intoxicating liquor within four hours of reporting to work or during rest breaks or meal periods. If use of alcoholic liquor or an alcohol "hangover" adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee's blood alcohol content exceeds .02 percent, the employee will be deemed "under the influence" for purposes of this rule.
- Possession, distribution, dispensing, sale, attempted sale, use, manufacture or being under the influence of any narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance while on City of Condon property, on City of Condon time, while driving City of Condon vehicles (or personal vehicles while on City of Condon business), or in other circumstances which adversely affect City of Condon operations or safety of City of Condon employees.
 - The conduct prohibited by this rule includes consumption of any such substance prior to reporting to work or during rest breaks or meal periods. If use of such substances or withdrawal symptoms adversely affects an employee's physical or mental faculties while at work to any perceptible degree, or the employee tests "positive" for any such substances by screening and confirmation tests, the employee will be deemed "under the influence" for purposes of this rule.

- As used in this policy, "controlled substance" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law.
- Bringing to City of Condon property, or possessing, items or objects on City of Condon property that contain any "controlled substance," including, for example, "pot brownies" and candy containing marijuana. This prohibition does not apply to law enforcement employees who bring or possess such items in connection with law-enforcement work. No employee, regardless of position held, may knowingly serve items containing marijuana or any other "controlled substance" to co-workers, members of the public, or elected officials while on work time or on/in City of Condon property.
- Bringing marijuana-related equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (among other drugs), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia. This prohibition does not apply to employees who possess such items in connection with law enforcement work.
- Bringing equipment, products or materials that are marketed for use or designed for use in planting, propagating, cultivating, growing, or manufacturing marijuana, including live or dried marijuana plants to City of Condon property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

Prescription Drugs and Medical 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 City of Condon operations.

Employees must inform their supervisor about their use of any prescription or over-the-counter drugs that could affect their ability to safely perform the duties of their position. If an employee's use of such prescription drugs could adversely affect City of Condon operations or safety of City of Condon employees or other persons, City of Condon may reassign the employee using the prescription drugs to other work or take other appropriate action to accommodate the physical or mental effects of the medication. Failure to report use of prescription drugs covered by this rule will subject an employee to disciplinary action, up to and including termination. (Although an employee is not required to provide City of Condon with the name(s) of the prescription medication(s) taken, medical verification of the prescription may be required.)

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 City of Condon will not agree to allow an employee to use medical marijuana as an accommodation. (See "Disability Accommodation Policy," above.)

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, City of Condon 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, 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;
 - 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 City Administrator. Whenever possible, supervisors should locate a second employee or witness to corroborate their "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 City Administrator. 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.

Post-Accident Testing

Employees are subject to testing when they: (a) cause or contribute to accidents that seriously damage a City of Condon vehicle, machinery, equipment or property; (b) result in an injury to themselves or another employee requiring offsite medical attention; or (c)

when City of Condon has reasonable cause to believe that the accident or injury may have been caused by drug or alcohol use.

Search of Property

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

Employee Refusal to Test/Search

An employee who refuses to consent to a test or 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 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.

Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug- or alcohol-related activity within five days of the arrest or conviction;
- Entry into a drug court or diversion program; or
- Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).

Failure to report as required will result in disciplinary action up to and including termination.

Drug and Alcohol Treatment

City of Condon recognizes that alcohol and drug use may be a sign of chemical dependency and that employees with alcohol and drug problems can be successfully treated. City of Condon is willing to help such employees obtain appropriate treatment.

An employee who believes that he/she has a problem involving the use of alcohol or drugs should ask a supervisor or City Administrator for assistance.

City of Condon will work with an employee to identify all benefits and benefit programs that may be available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and City

of Condon to the extent its existing benefits package covers some or all of the program costs.

Although City of Condon recognizes that alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City of Condon policy is discovered, the employee's willingness to seek City of Condon or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

Discipline and Consequences of Prohibited Conduct

An employee who tests positive for drugs or alcohol in accordance with this policy will be subject to either termination or a last-chance agreement.

A last-chance agreement is an agreement whereby an employee who would otherwise be terminated is provided an opportunity to address his/her substance abuse issue and/or performance or safety issues. The last-chance agreement will inform the employee of the problems noted with his/her performance and to specify the performance required for the employee to achieve in order to continue to be employed by City of Condon. Violation of the provisions of a last-chance agreement shall result in immediate termination of the employee, notwithstanding the provisions of any other personnel rule.

Confidentiality

All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or City of Condon is prohibited unless written authorization is obtained from the employee.

B. Cellular Devices Policy

This policy applies to employee use of cell phones, smart phones (including iPhones, "smartphones" and similar devices), tablets and similar devices, all of which are referred to as "cellular devices" in the Cellular Devices Policy.

Cell Phones and Cellular Devices in General

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

Cell Phones/Cellular Devices and Public Records – No Expectation of Privacy

City of Condon-related business conducted on City of Condon-provided or personal cell phones/cellular devices may be subject to disclosure and production under Oregon's

Public Records laws or in connection with litigation filed against City of Condon. This includes text messages, email messages, and any other communication received or sent on the phone in question.

Cell Phone/Cellular Device Use While Driving

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

Employees are prohibited from using handheld cell phones for any purpose while driving on City of Condon-authorized or City of Condon-related business. This policy also prohibits employees from using a cell phone or other cellular device to send or receive text or "instant" messages while driving on City of Condon business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free cell phone or cellular device for the call. In either situation, such calls should be kept short and should the circumstances warrant (for example, heavy traffic, bad weather), the employee should locate a lawfully designated area to park to continue or make the call, even if the employee is using a hands-free device. Violation of this policy will subject the employee to discipline, up to and including termination.

C. Use of City of Condon Email and Electronic Equipment, Facilities and Services

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

Ownership

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

Use

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

- Display or store any sexually explicit images or documents, or any images or documents that would violate City of Condon's no-harassment, no-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or City of Condon, and that is protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other City of Condon-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses).
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, provided it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

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

Inspection and Monitoring

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

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

Personal Hardware and Software

Employees may not install personal hardware or software on City of Condon's computer systems without approval from City Administrator. All software installed on City of Condon's computer systems must be licensed. Copying or transferring of City of Condon-owned software may be done only with the written authorization of the City Administrator.

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City of Condon management. No employee can examine, change or use another person's files, output or username unless he/she has explicit authorization from City Administrator to do so.

Security

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

Inappropriate Web Sites

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

D. 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 or commercial website, social networking web site, web bulletin board or a chat room, whether or not associated or affiliated with City of Condon, 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 City of Condon or City of Condon'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 of Condon policies, including City of Condon's no-harassment, no-discrimination and bullying policies, and workplace violence policy. Similarly, postings that include threats of violence, that are physically threatening or intimidating, bullying or harassing, will not be tolerated and may subject an employee to discipline, up to and including termination.

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

Express only your personal opinions. Never represent yourself as a spokesperson for City of Condon, unless you are authorized by your manager/supervisor to do so. If City of Condon is a subject of the content you are creating, be clear and open about the fact

that you are a City of Condon employee, and make it clear that your views do not represent those of City of Condon or its employees or elected officials.

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, City of Condon's employees and elected officials, and suppliers or other third parties who do business with City of Condon.

Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers, or by utilizing our Open-Door Policy, than by posting complaints to a social media outlet. If you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City of Condon employees or elected officials, that might constitute harassment or bullying, and/or that violate City of Condon policies. Examples of such conduct might include offensive posts that a reasonable person would perceive as calculated to intentionally harm an individual's personal or professional reputation, posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City of Condon policy.

Maintain the confidentiality of City of Condon's confidential information. Do not post internal reports, policies, procedures or other internal, City of Condon-related confidential communications or information. (See "Confidential City of Condon Information" policy, below.)

Nothing in this policy is meant to prevent an employee from exercising his/her right to make a complaint of discrimination or other workplace misconduct or to express an opinion on a matter of public concern that does not unduly disrupt City of Condon operations. Employees are free to express themselves as private citizens on social media sites, but an employee's exercise of expression is balanced against the City of Condon's interest in the effective and efficient fulfillment of its responsibilities to the public.

Request for Employee Social Media Passwords

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

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

E. Confidential City of Condon Information

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City of Condon policies, practices and procedures, and as authorized by state or federal laws or regulations. Employees with access to confidential

information, including but not limited to customer or employee financial, medical or personal information (including, without limitation, Social Security numbers), are responsible for the safekeeping and handling of that information to prevent unauthorized disclosure. Employees who access, use or disclose confidential information contrary to Oregon or federal laws or for personal use or financial gain may be subject to civil or criminal penalties under those laws, in addition to appropriate disciplinary action for violating this policy.

No records or information including (without limitation) protected medical data, documents, files, records, computer files or similar materials (except in the ordinary course of performing duties on behalf of City of Condon) may be removed from our premises without permission from City Administrator . Likewise, any materials developed by City of Condon's employees in the performance of their jobs is the property of City of Condon and may not be used for personal or financial gain. Additionally, the contents of records or information otherwise obtained in regard to the City of Condon's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

F. Ethics

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

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

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

G. Open-Door Policy

City of Condon's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. City of Condon's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are identified early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in City of Condon, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by City Administrator.

H. Outside Employment

Generally, employees may obtain employment with an employer other than City of Condon or engage in private income-producing activity of their own so long as that activity is not otherwise prohibited by these rules. Employees are responsible for assuring that their outside employment does not conflict with these rules.

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

Employees may not accept outside employment that involves:

- The use of City of Condon time (including the employee's work time), City of Condon facilities, equipment and supplies, or the prestige or influence of the employee's position with City of Condon. In other words, the employee may not engage in private business interests or other employment activities on the City of Condon's time or using the City of Condon's property;
- The performance of an act that may later be subject to control, inspection, review or audit by the department for whom the employee works (or by a State agency); or
- Receipt of money or anything of value for performance of duties that the employee is required to perform for the City of Condon.

The City of Condon requires employees to report outside employment to their City Administrator before the outside employment begins. Thereafter, an employee must provide an update to his/her City Administrator on an annual basis, or sooner if any changes in outside employment occurs. Employees who accept outside employment in violation of this policy may be subject to discipline, up to and including termination.

I. Criminal Arrests and Convictions

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

1. All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City of Condon property, or in an City of Condon vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
2. All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
3. If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

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

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or vacation time to cover the absence, and may be subject to disciplinary action, including termination.

J. Political Activity

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

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

K. Bad Weather/Emergency Closing

Except for regularly scheduled holidays identified by the City of Condon (see "Holidays" section, above), City of Condon is open for business on Mondays through Fridays during normal business hours. If there are circumstances beyond our control, such as inclement weather, a national crisis, or other emergencies that make one or more of our office locations inaccessible for all or part of a regularly scheduled workday, the City Administrator (or his/her designee) will decide whether to and to what extent the City of Condon will close. Closures will be communicated by text to staff from City Administrator or Public Works Superintendent. Notices to the public will be with notices on the door of City Hall.

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

L. Driving While on Business

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

The City of Condon may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment

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

their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy, above.

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

M. Workplace Violence

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

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with City of Condon, or that threaten the safety, security or financial interests of City of Condon. Employees are also strongly encouraged to report threats or acts of violence by non-employees, such as vendors or citizens, against any employee, volunteer or elected official. Employees should make such reports directly to City Administrator.

City of Condon also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

N. Workplace Inspections — No Right to Privacy or Confidentiality

This policy applies to inspections and investigations conducted by City of Condon pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. *Employees are strongly discouraged from storing personal items in the desks, lockers, work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City of Condon; these areas are not private.*

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

O. Smoke-Free Workplace

City of Condon provides a tobacco-free environment for all employees and visitors. For purposes of this policy, "tobacco" includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or "chew/spit" tobacco. Marijuana is also prohibited under this

policy. This policy applies to employees, volunteers, and any visitors to City of Condon property, vehicles or facilities/buildings.

City of Condon buildings and vehicles are tobacco- and marijuana-free areas. Tobacco/marijuana use is prohibited during working hours. Further, City of Condon prohibits tobacco/marijuana use in or around City of Condon vehicles and equipment or machinery.

If you wish to smoke tobacco, you must do so outside of City of Condon's facilities/buildings, only in designated smoking areas, and out of visitor view. Smoking is not allowed near building entrances; Oregon law prohibits smoking within 10 feet of building entrances and other openings, including second-story windows. City of Condon has established employee smoking areas that your supervisor can show you.

VI. Termination of Employment

A. Workplace Rules and Prohibited Conduct

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

- Falsification of employment or other City of Condon records.
- Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's).
- Theft or the deliberate or careless damage or destruction of any City of Condon property, or the property of any other employee, citizen, vendor or third party.
- Unauthorized use of City of Condon equipment, materials or facilities.
- Provoking a fight or fighting during work hours or on City of Condon property.
- Carrying firearms or any other dangerous weapon on City of Condon premises at any time.
- Engaging in criminal conduct while at work.
- Causing, creating or participating in a significant or substantial disruption of work during working hours on City of Condon property.
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City of Condon employee, customer or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you.
- Sleeping or malingering on the job.
- Excessive personal telephone calls during working hours.
- Unprofessional appearance during normal business hours.

- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City of Condon.
- Misrepresentation of City of Condon policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Condon. Employees may not use the City of Condon's name, logo, likeness, facilities, assets or other resources of the City of Condon for personal gain or private interests.
- Violations of the Ethics Policy or Oregon's Ethics laws.
- Violation of any safety, health, security or City of Condon policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by City of Condon or outside regulatory or legislative bodies.
- Harassment or discrimination that violates City of Condon policy.

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

B. Corrective Action/Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an act that is inappropriate. When performance or conduct does not meet City of Condon standards, City of Condon will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

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

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

C. Retirement or Resignation from Employment

If you choose to resign or retire, it is anticipated that you will give City of Condon as much notice as possible — preferably a minimum of two weeks. When giving your two-weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not

give two-weeks' notice of your intent to leave City of Condon, you will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive workdays without contacting their immediate supervisor are typically considered to have resigned their employment.

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

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

D. References

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

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

Employee Acknowledgement of Receipt of City of Condon 2021 Employee Handbook

I acknowledge that I have received and will read a copy of City of Condon's 2021 Employee Handbook. I also understand that a copy of the Employee Handbook is available to me at any time to review in City Hall.

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

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

I have reviewed or will review City of Condon's policies regarding equal employment opportunity and that the City of Condon aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to Human Resources, the City Administrator, or any trusted manager or supervisor.

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

I have read this acknowledgement carefully before signing.

Employee Signature

Date

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



128 S Main St.
PO Box 445
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City of Condon 2021 Committee Members

Public Safety

- **Mayor Jim Hassing, Councilors “Vacant Position” & Tom Fatland**

Housing

- **Mayor Jim Hassing, Councilors Michael Cronk & Jeremy Kirby**

Park & Recreation

- **Mayor Jim Hassing, Councilors Dawn Parm & Tom Fatland**

Public Works

- **Mayor Jim Hassing, Councilors Michael Cronk & Donald Jamieson**

Finance

- **Mayor Jim Hassing, Councilors Jeremy Kirby & Dawn Parm**

Fiber

- **Mayor Jim Hassing, Councilors “Vacant Position” & Donald Jamieson,
Gilliam County Judge Elizabeth Farrar Campbell, Rita Rattray**



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2021 CONDON CITY CALENDAR PLANNER

Council Meetings – First Wednesday of the month, 7 p.m.

January 6	May 5	September 1
February 3	June 2	October 6
March 3	July 7	November 3
April 7	August 4	December 1

Planning Commission Meetings – Third Tuesday of the month as needed, 6 p.m.

January 19	May 18	September 21
February 16	June 15	October 19
March 16	July 20	November 16
April 20	August 17	December 21

Election Information

No Election in 2021

Holidays – City Hall Closed

New Year's Day – January 1
Martin Luther King Day – January 18
President's Day – February 15
Memorial Day – May 24
Independence Day – July 6
Labor Day – September 7
Veteran's Day – November 11
Thanksgiving Holiday – November 25-26
Christmas Day – December 27



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CITY OF CONDON 2021-22 BUDGET CALENDAR

Appoint Budget Officer	January 6, 2021
Appoint Budget Committee Members	January 6, 2021
Adopt Budget Calendar	January 6, 2021
Publish 1 st Notice of Budget Committee Meeting	April 1, 2021
Publish 2 nd Notice of Budget Committee Meeting	April 8, 2021
Budget Committee Meeting	April 19, 2021
2 nd Budget Committee Meeting (If Necessary)	April 26, 2021
Publish Notice of Budget Hearing	May 20, 2021
Budget Hearing	June 2, 2021
Enact Resolutions to: Adopt Budget Make Appropriations Impose and Categorize Taxes	June 2, 2021
Submit Tax Certification Documents to Assessor	July 15, 2021

2020

Oh, What A Year!

The year started out like any other year... The City Council having their retreat to discuss goals and priorities. The Public Works crew working on water and sewer lines, paving streets, and building sidewalks. The City doing some major repairs to the pool, finishing the Memorial Hall rebuild and starting the City Hall remodel as well as working on the Fairway Housing Project.

Then March rolled around and with it came the COVID-19 Pandemic. Oregon Governor Kate Brown declared a state of emergency and the entire state shutdown; however, essential businesses could operate with limited capacity. Thus, a new type of meeting emerged called Zoom. Running meetings from home over the iPad was a totally different experience. The City paid several months of water and sewer bills for businesses impacted by the shutdown and gave \$2000 to the Condon Food Pantry to help people effected by layoffs or having their hours cut and unable to pay their water and sewer bill.

Even with COVID-19 going on, the City started work on taking over the Condon Grade School and the ballfield. Thus, started the Ballfield Housing Project and the Fairway Housing Project was put on hold.

The City has new Council Chambers complete with internet hookups, electrical outlets, and a big screen tv that connects to the internet and offers some exciting features.

Public Works was able to bury all water and sewer lines that had been on the agenda all while doing other jobs that the City has. A big thank you to Gibb, Aaron, and Rick for keeping City Park looking great and to Chuck A. for keeping the Golf Course in great shape. To Chuck W. at the Transfer Station and to Sandra and Jeremy at the Recycle Depot, thank you. To Sara who keeps City Hall clean, especially now, thank you. To Jessica, thank you for all you do helping Kathryn keep the City running smoothly. Kathryn, a big thank you for getting the money for the Cares Act to help the City out, the hard work you did the get us a great audit and keep the Council up to date on everything.

We are losing 2 council members. Brian is leaving due to health reasons and Jan will retire to really enjoy life. We have gained 1 council member, Jeremy Kirby, welcome aboard.

As this year comes to an end, we are carrying over issues into the next year. The Ballfield Housing Project, repairs to the pool, leasing dark fiber, and safe sidewalks.

As I end my report for 2020, I want to thank the people of Condon for doing their part in keeping Condon safe from COVID-19. With everybody's determination in staying safe and COVID free. Let us all look forward to a great 2021!

Thank you,

Mayor Jim Hassing



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

**CITY OF CONDON
WORK SESSION AGENDA
PUBLIC WORKS COMMITTEE
Tuesday, December 15, 2020, 4:00 PM
CONDON CITY HALL**

1. Call the Meeting to Order

Mayor Jim Hassing called the meeting to order at 4:05 p.m.

Present: Mayor Jim Hassing; Councilors Michael Cronk & Donald Jamieson; Public Works Superintendent Gibb Wilkins & City Administrator Kathryn Greiner

2. Discuss Water & Sewer Rates for 2021

PW Wilkins showed several different graduated rates of water for the high water users in town. He stated that the two options to boost conservation practices would be to declare a drought and add a surcharge or to implement a gradual rate per gallons used.

He put together a spreadsheet showing the top 20 water users with the top five being SGC Cemetery, City Headworks, Football Field North, Football Field South and the large meter at Condon High School. His evaluation included spreadsheet showing the current rate and how much the customer pays for water and what it would look like with graduated rates per 1,000 gallons with 3,001 - 10,000 \$1.25; 10,001-20,000 \$1.50; 20,001-40,000 \$1.75; 40,001-60,000 \$2 and 60,001 and greater \$2.25.

Councilor Jamieson asked when the last rate increase was done with the base being increased in 2016 and use over 3,000 gallons was done in 2019. It was noted that the two football field meters were not charged to Condon School District and that a letter was sent this year to them and the Cemetery District asking them to conserve. It was discussed how to get the District to conserve with fee water and discussed options of conservation education and allowing them free water for up to 1" a week irrigation and charge the excess. The City would work with the District to determine how to conserve the water which would include evaluation of sprinklers, aerating and fertilizing information.

PW Wilkins stated that it wasn't that the City was running out of water at City Farm, but lack the ability to push more up the hill with the current infrastructure. Councilor Cronk stated that he did not want to pay more for watering his yard, but to try and reduce usage he would have a conversation with the person that works on his irrigation. PW Wilkins stated that he is working with Gilliam County Soil and Water Conservation for plans at City Farm and the golf course to conserve water.

The Committee at this time is recommending more research into conservation programs and getting rate information from similar towns in Oregon, particularly in Eastern Oregon.

3. Discuss Streets & Sidewalk Projects

Councilor Jamieson said that he has received several complaints from constituents regarding the speed of traffic on Jefferson Street from Walnut (Highway 19) to Bayard (Highway 206). He suggested that stop signs need to be placed on the corner of Gilliam and Jefferson Streets to slow the traffic in that residential neighborhood. PW Wilkins was directed to erect two stops signs at that location.

PW Wilkins stated that an employee is doing a survey of all street signs in Condon and that he has visited with ODOT regarding bike lanes on Main Street. It was also noted that

3.1. Jefferson Street Traffic Issues

Councilor Jamieson said that he has received several complaints from constituents regarding the speed of traffic on Jefferson Street from Walnut (Highway 19) to Bayard (Highway 206). He suggested that stop signs need to be placed on the corner of Gilliam and Jefferson Streets to slow the traffic in that residential neighborhood. PW Wilkins was directed to erect two stops signs at that location.

3.2. Street Signage & Inventory



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700

PW Wilkins stated that an employee is doing a survey of all street signs in Condon and will have them on a map to determine replacement and repairs.

3.3. Sidewalk Grant Update - Existing & Potential

The sidewalk grant for North Main Street is progressing slowly and as discussed at the previous City Council meeting, is waiting to determine the results of buried oil tanks and what actions may be needed. The anticipate the geo-tech will be in Condon after the first of the year. CA Greiner has a conference call up with state agencies to determine if there are brownfield funds or grants available for this project.

4. Other

PW Wilkins stated that the last paving for the water project will be completed in the spring of 2021. He is getting quotes from Gilliam County Road Department for the work on Spring,, Court, Jefferson and Washington Streets. A portion of this project is funded by an ODOT Special City Allotment grant. The City is able to apply for another SCA grant in August 2021 which may be to pave the streets near the proposed new Condon Grade School.

CA Greiner noted that while discussing the sidewalk brownfield project, she hopes to get a start on the tanks at the Condon Grade School that the City inherited. Depending on what the City decides to do with the CGS property, the tanks may need to be removed which would be a large, expensive project.

5. Adjourn

Mayor Hassing adjourned the meeting at 4:52 p.m.

2020 MSRS

December

	County	Arlington	Condon
Alarm	1	0	0
Medical	3	1	0
Assist Fire Dept.	4	0	3
Animal Problem	10	6	2
Assist Person	39	8	7
Assist Officer	21	7	0
Assist Outside Agency	13	6	0
Civil Matter	1	0	0
Disturbance	8	6	0
Juvenile	1	1	0
Suspicious Circumstances	20	6	3
Traffic Problem	21	2	3
Lost or Found Property	1	0	1
Traffic Stop (No Citation)	138	17	14
Civil Service	6	3	2
K9 Deployment	5	0	0
Security Check	67	17	22
Fingerprints	0	0	0
Impound Release	0	0	0
Training	7	0	0
Court/Court Security/Transport	3	0	0
All Other	11	0	3
TOTAL	380		
Arlington City Limits	80		
Condon City Limits	60		

TRAFFIC CITATIONS

I-84	111
Hwy. 19	9
Condon	4
Arlington	3
Hwy. 206	5
Hwy. 74	0
Cedar Springs Road	0
Blalock Road	0
Philippi Road	0
Baseline Road	0
TOTAL	132

Other Citations

Possession of Less Than One Oun	0
Minor in Possession of Alcohol	0

INCIDENT REPORTS

County Total	15
City of Arlington	7
City of Condon	2



THIS SPACE RESERVED FOR RECORDER'S USE

After recording return to:

City of Condon, an Oregon Municipal Corporation
PO BOX 445
Condon, OR 97823

Until a change is requested all tax statements shall be sent to the following address:

City of Condon, an Oregon Municipal Corporation
PO BOX 445
Condon, OR 97823
File No. 402189AM

GILLIAM COUNTY, OREGON **2020-000343**
D-WD
Cnt=1 Pgs=4 DAWNP **12/01/2020 04:10:00 PM**
\$20.00 \$11.00 \$10.00 \$60.00 \$101.00

I, Ellen Wagenaar, County Clerk for Gilliam County, Oregon, certify that the instrument identified herein was recorded in the Clerk records.

Ellen Wagenaar - County Clerk



STATUTORY WARRANTY DEED

**Condon School District 25J, previously shown of record as the following:
School District Number 25, of Gilliam County, Oregon; Gilliam County School District #25, Gilliam County, Oregon; Condon Administrative School District No. 25; and Administrative School District No.25, Gilliam County.,**

Grantor(s), hereby convey and warrant to

City of Condon, an Oregon Municipal Corporation,

Grantee(s), the following described real property in the County of Gilliam and State of Oregon free of encumbrances except as specifically set forth herein:

Parcel 1

All of Block 38, in EAST ADDITION to the Town of Condon, according to the duly recorded plat thereof, in the County of Gilliam and State of Oregon, TOGETHER WITH that portion of vacated Washington Street, which inured thereto by Ordinance No. 303, recorded May 9, 1979, as Instrument No. M-60-294, Records of Gilliam County, Oregon

Parcel 2

All of Block 60, in LANCASTER'S ADDITION to the Town of Condon, according to the duly recorded plat thereof, in the County of Gilliam and State of Oregon, TOGETHER WITH that portion of vacated Washington Street, which inured thereto by Ordinance No. 303, recorded May 9, 1979, as Instrument No. M-60-294, Records of Gilliam County, Oregon

Parcel 3

All of Block 66, in LANCASTER'S ADDITION to the Town of Condon, according to the duly recorded plat thereof, in the County of Gilliam and State of Oregon

Parcel 4

Lots 7 and 8 of Block 11 WARD'S ADDITION to Condon, according to the plat of record now on file at the office of the County Clerk, Gilliam County, Oregon

Parcel 5

Lots 9, 10, 11 and 12 of Block 11 WARD'S ADDITION to Condon, according to the plat of record now on file at the office of the County Clerk, Gilliam County, Oregon

FOR INFORMATION PURPOSES ONLY, THE MAP/TAX ACCT #(S) ARE REFERENCED HERE:

04S21E10DB-4700	629
04S21E10DB-4600	628
04S21E10DB-4500	627
04S21E10DB-1500	595
04S21E10DB-1400	594

The true and actual consideration for this conveyance is *none*.

The above-described property is free of encumbrances except all those items of record, if any, as of the date of this deed and those shown below, if any:



402189AM



THIS SPACE RESERVED FOR RECORDER'S USE

After recording return to:

City of Condon, an Oregon Municipal Corporation
PO BOX 445
Condon, OR 97823



Until a change is requested all tax statements shall be sent to the following address:

City of Condon, an Oregon Municipal Corporation
PO BOX 445
Condon, OR 97823
File No. 402189AM

STATUTORY WARRANTY DEED

Condon School District 25J, previously shown of record as the following:

School District Number 25, of Gilliam County, Oregon; Gilliam County School District #25, Gilliam County, Oregon; Condon Administrative School District No. 25; and Administrative School District No.25, Gilliam County.,

Grantor(s), hereby convey and warrant to

City of Condon, an Oregon Municipal Corporation,

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04S21E10DB-4700	629
04S21E10DB-4600	628
04S21E10DB-4500	627
04S21E10DB-1500	595
04S21E10DB-1400	594

The true and actual consideration for this conveyance is none.

The above-described property is free of encumbrances except all those items of record, if any, as of the date of this deed and those shown below, if any:

402189AM

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON’S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this 19th day of November, 2020.

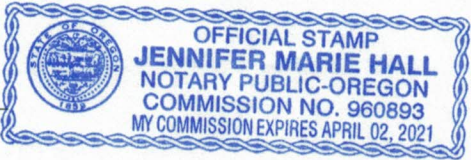
GRANTOR:

Condon School District 25J
By: Michelle Geer
Michelle Geer, Superintendent

State of OREGON}
County of Gilliam } ss.

On this 19 day of November, in the year 2020, before me, THE UNDERSIGNED, a Notary Public in and for said state, personally appeared MICHELLE GEER known to me to be the SUPERINTENDENT and AUTHORIZED signer of the CONDON SCHOOL DISTRICT 25J, and acknowledged to me that pursuant to a Resolution of the Board of Directors, she executed the foregoing in said Corporation name.
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Jennifer Marie Hall
Notary Public for the State of OREGON
Commission Expires: April 02, 2021



GRANTEE:

City of Condon, an Oregon Municipal Corporation

Jim Hassing
Jim Hassing, it's Mayor

State of OREGON} ss.
County of _____ }

On this ____ day of NOVEMBER, 2020, before me, THE UNDERSIGNED, a Notary Public in and for said state, personally appeared Jim Hassing known or identified to me to be the Mayor of the City of Condon and that he executed the foregoing instrument, and acknowledged to me that he executed the same in said City name.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public for the State of OREGON
Commission Expires: _____

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON’S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Dated this _____ day of _____, _____.

GRANTOR:

Condon School District 25J

By: _____
Michelle Geer, Superintendent

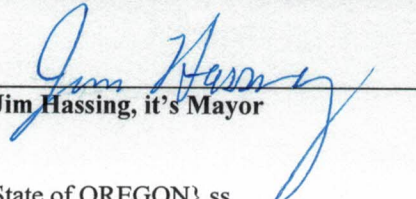
State of OREGON} _____
County of _____ } ss.

On this ____ day of _____, in the year 2020, before me, THE UNDERSIGNED, a Notary Public in and for said state, personally appeared MICHELLE GEER known to me to be the SUPERINTENDENT and AUTHORIZED signer of the CONDON SCHOOL DISTRICT 25J, and acknowledged to me that pursuant to a Resolution of the Board of Directors, she executed the foregoing in said Corporation name.
IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.

Notary Public for the State of OREGON
Commission Expires: _____

GRANTEE:

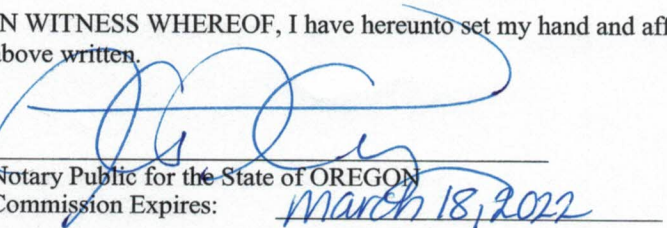
City of Condon, an Oregon Municipal Corporation


Jim Hassing, it's Mayor

State of OREGON} ss.
County of Gilliam }

On this 19 day of NOVEMBER, 2020, before me, THE UNDERSIGNED, a Notary Public in and for said state, personally appeared Jim Hassing known or identified to me to be the Mayor of the City of Condon and that he executed the foregoing instrument, and acknowledged to me that he executed the same in said City name.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.


Notary Public for the State of OREGON
Commission Expires: March 18, 2022

