



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

<http://cityofcondon.com/>

**AGENDA
REGULAR CITY COUNCIL MEETING
128 S. MAIN STREET, CONDON, OR 97823
WEDNESDAY, AUGUST 5, 2026, 7:00 PM**

**Zoom Information
Meeting ID: 893 2144 8278
Passcode: 604727**

<https://us02web.zoom.us/j/89321448278?pwd=9wdXviQZmSCDDid2djmy9azKTQwwWQ.1>

- 1. CALL REGULAR MEETING TO ORDER**
- 2. ROLL CALL**
- 3. ADDITIONS TO AGENDA**
- 4. PUBLIC COMMENT**
 - 4.1. The council may hear discussion of unannounced items from the floor and comments on the agenda items. Comments are limited to five (5) minutes. Please state your full name and physical address. Complaints or grievances against city staff should be submitted in writing for the council to consider.**
 - 4.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt**
- 5. CONSENT AGENDA**
 - 5.1. Approve payment of \$55,977.56 to CIS Oregon for Property and Liability Insurance**
 - 5.2. Review and approve July 1, 2026, meeting minutes**
 - 5.3. Review and approve July 1, 2026, executive session minutes**
 - 5.4. Review AP and VISA statements from June 2026 (2nd AP run for end of fiscal year)**
 - 5.5. Review AP from July 2026**
 - 5.6. Review AP and VISA statement from Period 13**
- 6. OLD BUSINESS**
 - 6.1. Housing Update**
- 7. NEW BUSINESS**
 - 7.1. Accept Dustan Hall's resignation letter from the office of Mayor and declare the position open.**
 - 7.2. Review and Approve Job Descriptions for Public Works Superintendent/City Administrator and Administrative Assistant/City Recorder**
 - 7.3. Review and Approve Contracts for Public Works Superintendent/City Administrator and Administrative Assistant/City Recorder**
 - 7.4. Bank of Eastern Oregon Signature Card Change — Removing former Mayor Dustan Hall and retaining City Administrator Gibb Wilkins, Councilor Jan Stinchfield and Councilor Jeremy Kirby as authorized signers for the Bank of Eastern Oregon accounts ending in 1330 and 3673. And affirming that the City of Condon requires two signatures on the checks.**
 - 7.5. Condon Early Learning Center Donation Request**
 - 7.6. Consider appointing a member of the Council to the Gilliam County Fire Services Board**

- 7.7. Review and Approve City of Condon Paid Leave Oregon Policy
- 7.8. Review and Approve update to City of Condon Handbook Social Media Policy Update
- 8. STAFF REPORTS
 - 8.1. Public Works – Public Works Superintendent Gibb Wilkins
 - 8.2. Administration – Interim City Administrator Gibb Wilkins
- 9. EXECUTIVE SESSION
 - 9.1. Executive Session — ORS 192.660 (2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- 10. COUNCIL INFORMATION
 - 10.1. Candidate Filling Forms for November Election due 3:00 pm August 17th 2026
 - 10.2. One position on the Planning Commission Remains Vacant
- 11. NEXT REGULAR MEETING DATE
 - 11.1. September 2nd 2026, 7:00 pm
- 12. ADJOURN REGULAR MEETING

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. Please contact Condon City Hall at (541) 384-2711 to make a request for an interpreter or other accommodations.

Agenda prepared and distributed 7/30/2026



Gilliam County Sheriff's Office

Total CAD Calls Received, by Nature of Call in Zone

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
911 Open Line	3	0.92
Agency Assistance	10	3.06
Animal Problem/Complaint/Rescu	1	0.31
Animal/Dog Complaint	4	1.22
Attempt to Locate	1	0.31
Call-Back Request	8	2.45
Civil Problem/Service	4	1.22
Serving Civil	2	0.61
Code Enforcement	2	0.61
Criminal Mischief	1	0.31
Detail	1	0.31
Referral or Assist	1	0.31
Disturbance With a Weapon	1	0.31
Disturbance/Verbal/Argument	1	0.31
Domestic Violence, DV	2	0.61
Driving Complaint	19	5.81
Fire Alarm	1	0.31
Fireworks	2	0.61
Follow-Up Investigation	10	3.06
Harassment	1	0.31
Traffic Hazard	10	3.06
Hit & Run	5	1.53
Information Report	3	0.92
Intoxicated Person/Drunk Subj	1	0.31
Juvenile Problem	1	0.31
Missing/Overdue Person	1	0.31
Motorist Assist	23	7.03
Noise Complaint	2	0.61
Slide Off	2	0.61
Parking Problem	3	0.92
Panic/Burglary Alarm	3	0.92
Lost/Found Property	6	1.83
Public Assist	2	0.61
Railroad, Railway, Train	2	0.61
Structure Fire	1	0.31
Subject Stop	4	1.22
Suicide	1	0.31
Suspicious Person/Circumstance	6	1.83
Test Call	1	0.31
Theft/Shoplift	2	0.61
Vehicle Stop	168	51.38
Vehicle Check	2	0.61
Warrant Service	1	0.31
Welfare Check	2	0.61

Total reported: 327

Report Includes:

All dates between `00:00:00 07/01/26` and `23:59:00 07/31/26`, All nature of incidents, All cities, All types matching `I`, All priorities, All agencies matching `GCSO`, All zones



Gilliam County Sheriff's Office

Total CAD Calls Received, by Nature of Call in Zone GSOC

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Agency Assistance	3	5.88
Animal Problem/Complaint/Rescu	1	1.96
Animal/Dog Complaint	3	5.88
Call-Back Request	5	9.80
Serving Civil	1	1.96
Detail	1	1.96
Driving Complaint	1	1.96
Fireworks	2	3.92
Follow-Up Investigation	3	5.88
Hit & Run	1	1.96
Information Report	2	3.92
Intoxicated Person/Drunk Subj	1	1.96
Juvenile Problem	1	1.96
Noise Complaint	1	1.96
NON EMERGENCY LINES DOWN	1	1.96
Lost/Found Property	1	1.96
Radio Outage	1	1.96
Subject Stop	1	1.96
Suicide	1	1.96
Test Call	2	3.92
Vehicle Stop	16	31.37
Warrant Service	1	1.96
Welfare Check	1	1.96

Total reported: 51

Report Includes:

All dates between `00:00:00 07/01/26` and `23:59:00 07/31/26`, All nature of incidents, All cities, All types matching `I`, All priorities, All agencies, All zones matching `GSOC`



Gilliam County Sheriff's Office

Total CAD Calls Received, by Nature of Call in Zone GSOA

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
911 Open Line	1	1.56
Agency Assistance	4	6.25
Animal/Dog Complaint	1	1.56
Call-Back Request	3	4.69
Civil Problem/Service	2	3.13
Serving Civil	2	3.13
Code Enforcement	2	3.13
Referral or Assist	1	1.56
Disturbance/Verbal/Argument	1	1.56
Driving Complaint	1	1.56
Fire Alarm	1	1.56
Follow-Up Investigation	2	3.13
Hit & Run	1	1.56
Information Report	2	3.13
Boat Rescue	1	1.56
Motorist Assist	2	3.13
Noise Complaint	1	1.56
Parking Problem	2	3.13
Panic/Burglary Alarm	2	3.13
Lost/Found Property	5	7.81
Public Assist	1	1.56
Railroad, Railway, Train	1	1.56
Subject Stop	2	3.13
Suspicious Person/Circumstance	3	4.69
Vehicle Stop	19	29.69
Vehicle Check	1	1.56

Total reported: 64

Report Includes:

All dates between `00:00:00 07/01/26` and `23:59:00 07/31/26`, All nature of incidents, All cities, All types matching `I`, All priorities, All agencies, All zones matching `GSOA`



Gilliam County Sheriff's Office

Total Traffic Warning Report, by Area

<u>Area</u>		<u>Warnings</u>	<u>Violations</u>
GCSO	Gilliam County	43	42
GSOA	ARLINGTON	15	15
GSOC	CONDON	8	8

Report Totals:	66	65
-----------------------	-----------	-----------

Report Includes:

All dates between `00:00:00 07/01/26` and `23:59:00 07/31/26`, All agencies matching `GCSO`, All issuing officers, All areas, All violations



Gilliam County Sheriff's Office

Law Incident Summary Report, by Incident Number

Agency: Gilliam County Sheriffs Office

<u>Number</u>	<u>Time and Date</u>	<u>Nature</u>	<u>Location</u>	<u>Dsp</u>
G26-151	11:16:57 07/03/26	Wanted Subject	GCSO	CAA
G26-152	21:38:53 07/04/26	Duii	GCSO	CAA
G26-153	08:23:37 07/13/26	Hr	GSOA	INA
G26-154	12:11:39 07/13/26	Missing Person	GCSO	CLD
G26-155	13:48:17 07/13/26	Warrant Service	GSOC	CAA
G26-156	13:37:58 07/13/26	Property	GCSO	CLD
G26-157	12:53:57 07/17/26	Brush/Grassfire	GCSO	RDA
G26-158	22:09:12 07/21/26	Hr	GSOA	INA
G26-159	19:33:18 07/24/26	Disturbance	GSOA	CAA
G26-160	04:44:13 07/27/26	Mvc	GCSO	CLD
G26-161	09:32:17 07/27/26	Theft	GCSO	INA
G26-162	11:31:30 07/28/26	Harassment	GCSO	CLD
G26-163	16:13:57 07/28/26	Mvc	GCSO	CLD
G26-164	15:38:28 07/29/26	Crim Mischief	GCSO	CLD
G26-165	22:58:47 07/29/26	Domestic	GSOA	ACT

Total Incidents for This Agency: 15

Total reported: 15

Report Includes:

All dates between `00:00:00 07/01/26` and `23:59:00 07/31/26`, All agencies matching `GCSO`, All officers, All dispositions, All natures, All locations, All cities, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Gilliam County Sheriff's Office

Total Traffic Citation Report, by Area

<u>Area</u>	<u>Citations</u>	<u>Violations</u>
GCSO Gilliam County	94	94
GSOA ARLINGTON	3	3
GSOC CONDON	7	7

Report Totals	104	104
----------------------	------------	------------

Report Includes:

All dates of issue between `00:00:00 07/01/26` and `23:59:00 07/31/26`, All agencies matching `GCSO`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types

**Property/Liability
2026-2027 Renewal Invoice**



Named Member
City of Condon
PO Box 445
Condon, OR 97823

Agent of Record
Wheatland Insurance-Heppner
PO Box 755
Heppner, OR 97836

Member Number: 10039
Invoice Date: 7/7/2026
Invoice Number: PO-CON-I2026-00

Coverage	Description	Amount	Total
General Liability - Standard Plan	Contribution	\$19,392.60	
	Multi-Line Credit	(\$969.63)	
			\$18,422.97
Auto Liability - Standard Plan	Contribution	\$3,490.81	
	Multi-Line Credit	(\$174.54)	
			\$3,316.27
Auto Physical Damage	Contribution	\$1,401.93	
	Multi-Line Credit	(\$70.10)	
			\$1,331.83
Property	Contribution	\$32,623.67	
	Multi-Line Credit	(\$1,631.18)	
			\$30,992.49
Optional Excess Liability	Not Purchased		\$0.00
Optional Excess Quake	Not Purchased		\$0.00
Optional Excess Flood	Not Purchased		\$0.00
Optional Excess Crime	Contribution	\$690.00	
			\$690.00
Optional Cyber Security	Contribution	\$1,224.00	
			\$1,224.00
Optional Excess Cyber Security	Not Purchased		\$0.00
Difference In Conditions	Not Purchased		\$0.00
Invoice Summary			
	Contribution	\$58,823.01	
	Multi-Line Credit	(\$2,845.45)	

Please pay the following amount:

Total: \$55,977.56

Total includes Agent compensation of \$5,882.30

Please detach and return lower portion with your payment to ensure proper credit. Retain upper portion for your records.

TERMS: DUE UPON RECEIPT. Payments received more than 30 days late may incur late charges or termination of coverage.

ACH Payment to CIS: Wells Fargo (Salem, OR) / Routing ABA # 123006800 / Account # 9014017504
Please email payment date, amount, and invoice number(s) to accounting@cisoregon.org.

Make Checks Payable To: CIS / PO Box 6836, Portland, OR 97228-6836
Reference "PO-CON-I2026-00" on the check.

Payment Questions? Contact CIS at accounting@cisoregon.org or 503-763-3800.



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700
<http://cityofcondon.com/>

MINUTES REGULAR CITY COUNCIL MEETING

WEDNESDAY, JULY 1, 2026, 7:00 PM

1. CALL REGULAR MEETING TO ORDER

Mayor Hall called the meeting to order at 7:00pm.

2. ROLL CALL

Council: Mayor Dustan Hall, Councilor Jan Stinchfield, Councilor Hanna Bass, Councilor Eli Caudill, Councilor Tom Fatland, Councilor Jeremy Kirby

Absent: Councilor Michael Durfey

Staff: Interim City Administrator Gibb Wilkins, Interim City Recorder Jessica Isley
City Planner Jamie Crawford
City Attorney Wyatt Baum

Guests: Gary Bettencourt, Mike Cronk, Dawn Parm, Shellie Johnson, Kellie Hill, Jennifer Hall, Kim O'Connell, Anja Mundy, Jill Frazee, Robyn Misner, Jackie Hardie, Rene Durfey, James Spisla, Jessie Spisla, Steve Shaffer, Rhonda Shaffer, Oregon Frontier Chamber (Zoom) Michael Miller (Zoom), The Times Journal (Zoom), Sara Whatley (Zoom), Samsung SM – F711U (Zoom), Timothy's iPhone (Zoom)

3. ADDITIONS TO AGENDA

None.

4. PUBLIC COMMENT

- 4.1. The council may hear discussion of unannounced items from the floor and comments on the agenda items. Comments are limited to five (5) minutes. Please state your full name and physical address before giving discussion or comment.**

Jennifer Hall – 429 N Church St, Condon – Public comment.

Brittany Dark – Oregon Frontier Chamber of Commerce – Apologized for leaving the City of Condon off of the July 4th poster's list of contributors.

- 4.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt**

RV ordinance. Having difficulty with people living in RVs inside city limits. Would like to talk to the city attorney and create an RV ordinance, asking for city approval to do this and make the language for the RV ordinance clearer. Consensus to do this from the council.

5. CONSENT AGENDA

- 5.1. Review and Approve the June 3, 2026, City Council Meeting Minutes**

Motion made by Councilor Bass to approve the June 3, 2026 City Council Meeting Minutes. Councilor Stinchfield seconded. All in favor: Councilor Bass, Councilor Stinchfield, Councilor Kirby, Councilor Caudill, Councilor Fatland. Opposed: None. Abstain: None. Motion passes.

5.2. Review Accounts Payable and Visa Statements

No questions.

6. OLD BUSINESS

6.1. Housing Update

Wilkins – Had a housing meeting. City Planner Jamie Crawford spoke. About 6 months for housing study to be done. Some grants and funding may be available for the housing study. Wilkins will be speaking with the county as well about funding. Update on land usage and city ordinances. State law changes have our land usage and ordinances out of date. Updating will cost \$25-30k. The last update was in 2021. Kathryn (Greiner, for City Administrator), Kirk (Fatland, former City Planner) and Dan Meader (former City Planner) did a great job keeping us up to date, per current City Planner Crawford.

6.2. Discuss Water Rate Study

Wilkins – Are we charging enough for water service? State rule, water rates should be self-sufficient, no tax money should be used for it. There is a grant for a water study, but it opens in August, and the water rate study would need to be started in October. 3 years' worth of recommended water rates. Water reserve funds have been going down about \$10-15k per year for the last 3 years. Councilor Fatland – still move forward but look at raising the cost of water rates and possibly doing the rate study.

7. NEW BUSINESS

7.1. Discuss the future of the City Administrator and City Recorder positions.

Wilkins stated that he does not want to be a full-time admin. Councilors Fatland, Bass, Kirby, Stinchfield, and Caudill all expressed supporting Wilkins and Isley in their current roles as it seems to be working, and the jobs are getting done.

Councilor Stinchfield made the motion to offer Gibb Wilkins the city administrator/public works position and Jessica Isley the city recorder position. Councilor Fatland seconded. All in favor: Councilor Fatland, Councilor Stinchfield, Councilor Bass, Councilor Kirby, Councilor Caudill. Opposed: None. Abstain: None. Motion passes.

8. STAFF REPORTS

8.1. Public Works – Public Works Superintendent Gibb Wilkins

Wilkins - Small city allotment grant, \$250k to pave the street by the Texaco and the street behind two boys, should know by July 14th.

8.2. Administration – Interim City Administrator Gibb Wilkins

Wilkins — Looking for a councilor who might want to attend MCEDD meetings. Council made a consensus to donate a pool party to the July 4th raffle.

9. EXECUTIVE SESSION

9.1. Executive Session — ORS 192.660 (2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

Entered into executive session at approximately 7:50pm.

Present: Mayor Hall, Councilor Caudill, Councilor Bass, Councilor Kirby, Councilor Stinchfield, Councilor Fatland, Interim Administrator Wilkins, Interim City Recorder Isley, City Attorney Baum (Zoom), The Times-Journal (Zoom).

Entered into open session at approximately 8:11pm.

A consensus of council agreed to have Wilkins and City Attorney Baum investigate the complaint.

10. COUNCIL INFORMATION

10.1. City Hall Closed Friday, July 3rd 2026 in observance of Independance Day

10.2. Candidate Filling Forms for November Election due 3:00pm August 17th 2026

10.3. One position on the Planning Commission remains vacant

11. NEXT REGULAR MEETING DATE

11.1. 7:00 pm August 5th 2026

12. ADJOURN REGULAR MEETING

Adjourned by Mayor Hall at 8:14PM.

Date _____
Janet Stinchfield, City Council President

ATTEST: _____ Date _____
Gibb Wilkins Interim 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
AT&T MOBILITY							
599	AT&T MOBILITY	872564008X06	PHONE	06/06/2026	97.92	.00	
599	AT&T MOBILITY	872564008X06	PW Cell Phone	06/06/2026	97.92	.00	
Total AT&T MOBILITY:					195.84	.00	
BAUM SMITH LLC							
831	BAUM SMITH LLC	40255	Admin Legal	06/15/2026	225.00	.00	
Total BAUM SMITH LLC:					225.00	.00	
BELL DESIGN CO.							
1647	BELL DESIGN CO.	2026-293	GENERAL PLANNING	06/18/2026	2,781.50	.00	
Total BELL DESIGN CO.:					2,781.50	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	I22011	TRANSFER STATION RESTROO	06/27/2026	130.00	.00	
Total BISHOP SANITATION:					130.00	.00	
BOHN'S PRINTING							
148	BOHN'S PRINTING	11813	Copier Charge	06/29/2026	27.90	.00	
Total BOHN'S PRINTING:					27.90	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	X066910	E coli Coliform Testing	06/11/2026	51.00	.00	
151	BOX R WATER ANALYSIS LAB	X066914	MPN/ENUMERATION BACTERIA	06/11/2026	61.00	.00	
151	BOX R WATER ANALYSIS LAB	X066916	BIOCHEMICAL OXYGEN DEMA	06/11/2026	68.00	.00	
151	BOX R WATER ANALYSIS LAB	X066916	TOTAL SUSPENDED SOLIDS	06/11/2026	47.00	.00	
151	BOX R WATER ANALYSIS LAB	X066916	SAMPLE COLLECTIONS/TRANS	06/11/2026	52.00	.00	
Total BOX R WATER ANALYSIS LAB:					279.00	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	CITY HALL	06/18/2026	177.68	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	Golf	06/18/2026	139.72	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	PARK	06/18/2026	115.75	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	MEMORIAL HALL	06/18/2026	85.45	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	Golf	06/18/2026	53.92	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	Sewer Plant w pivot	06/18/2026	584.94	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	Disposal	06/18/2026	330.93	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	Golf	06/18/2026	287.21	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	City Farm	06/18/2026	2,308.95	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	Street Lights	06/18/2026	1,519.36	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	City Farm	06/18/2026	48.50	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	Golf	06/18/2026	120.01	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	Pool	06/18/2026	532.39	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	Library	06/18/2026	256.40	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	GRADE SCHOOL	06/18/2026	112.06	.00	
169	COLUMBIA BASIN ELECTRIC	JUNE 2026	NEW SHOP	06/18/2026	39.60	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total COLUMBIA BASIN ELECTRIC:					6,712.87	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	CL87902	FUEL	06/15/2026	281.11	.00	
Total DEVIN OIL COMPANY:					281.11	.00	
D-S HARDWOOD CORPORATION							
1591	D-S HARDWOOD CORPORATIO	202653	MH FLOORS REFINISHED	06/11/2026	1,104.00	.00	
Total D-S HARDWOOD CORPORATION:					1,104.00	.00	
FERGUSON WATERWORKS #3011							
254	FERGUSON WATERWORKS #30	1365703	COTTONWOOD & MAIN PARTS	06/05/2026	42,990.45	.00	
Total FERGUSON WATERWORKS #3011:					42,990.45	.00	
JOHNSON, SHELLIE							
1504	JOHNSON, SHELLIE	JUNE 2026	HOME DEPOT REIMBURSEMEN	06/29/2026	188.23	.00	
Total JOHNSON, SHELLIE:					188.23	.00	
JOURNAL PRINTS							
1676	JOURNAL PRINTS	151	POOL SIGNS	06/09/2026	83.00	.00	
Total JOURNAL PRINTS:					83.00	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	JUNE 2026	PAINT ROLLER	06/27/2026	30.36	.00	
371	M & A AUTO PARTS	JUNE 2026	PAINT SUPPLIES	06/27/2026	17.96	.00	
371	M & A AUTO PARTS	JUNE 2026	2.5 DEF	06/27/2026	22.99	.00	
371	M & A AUTO PARTS	JUNE 2026	CHIP BRUSHES	06/27/2026	17.53	.00	
371	M & A AUTO PARTS	JUNE 2026	PLIERS	06/27/2026	67.98	.00	
371	M & A AUTO PARTS	JUNE 2026	HOSE MENDER	06/27/2026	11.18	.00	
371	M & A AUTO PARTS	JUNE 2026	HOSE MENDER, NYLON LOCK	06/27/2026	7.89	.00	
371	M & A AUTO PARTS	JUNE 2026	ALTERNATOR	06/27/2026	132.22	.00	
371	M & A AUTO PARTS	JUNE 2026	BRUSH	06/27/2026	9.99	.00	
371	M & A AUTO PARTS	JUNE 2026	2Q DEMURRAGE	06/27/2026	37.50	.00	
371	M & A AUTO PARTS	JUNE 2026	GLOVES	06/27/2026	10.58	.00	
371	M & A AUTO PARTS	JUNE 2026	WINDSHIELD WASH	06/27/2026	15.98	.00	
Total M & A AUTO PARTS:					382.16	.00	
PERFORMANCE SYSTEMS INTEGRATION							
1597	PERFORMANCE SYSTEMS INT	4187643	FIRE EXTINGUISHERS	06/17/2026	549.70	.00	
Total PERFORMANCE SYSTEMS INTEGRATION:					549.70	.00	
REID, MATT							
1680	REID, MATT	31414	CONCRETE SIDEWALK	06/03/2026	2,665.00	.00	
Total REID, MATT:					2,665.00	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	JUNE 2026	WATER, COFFEE, POWERADE	06/26/2026	44.81	.00	
548	TWO BOYS MEAT & GROCERY	JUNE 2026	WATER, COFFEE, POWERADE	06/26/2026	44.82	.00	
548	TWO BOYS MEAT & GROCERY	JUNE 2026	POOL SUPPLIES	06/26/2026	33.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
548	TWO BOYS MEAT & GROCERY	JUNE 2026	POOL BATTERIES	06/26/2026	4.99	.00	
548	TWO BOYS MEAT & GROCERY	JUNE 2026	POOL SUPPLIES	06/26/2026	28.39	.00	
548	TWO BOYS MEAT & GROCERY	JUNE 2026	WATER AND MARKERS	06/26/2026	14.62	.00	
548	TWO BOYS MEAT & GROCERY	JUNE 2026	WATER AND COFFEE	06/26/2026	139.06	.00	
548	TWO BOYS MEAT & GROCERY	JUNE 2026	POOL SUPPLIES	06/26/2026	19.22	.00	
Total TWO BOYS MEAT & GROCERY:					328.91	.00	
VISA							
559	VISA	1827 JUNE 26	ADDED MORE BANDWIDTH	06/21/2026	106.81	.00	
559	VISA	1827 JUNE 26	POOL CLEANER	06/21/2026	139.99	.00	
559	VISA	1827 JUNE 26	CLEANING SUPPLIES	06/21/2026	96.82	.00	
559	VISA	1827 JUNE 26	PAPER TOWELS	06/21/2026	121.62	.00	
559	VISA	1827 JUNE 26	DEQ RENEWAL WW OPERATO	06/21/2026	178.74	.00	
559	VISA	1827 JUNE 26	LETTER TRAYS	06/21/2026	54.17	.00	
559	VISA	1827 JUNE 26	1ST AID SUPPLIES	06/21/2026	91.64	.00	
559	VISA	1827 JUNE 26	SWIMSUITS FOR LIFEGUARDS	06/21/2026	1,152.37	.00	
559	VISA	8491 JUNE 26	MICROSOFT MONTHLY ONLINE	06/21/2026	50.00	.00	
559	VISA	8491 JUNE 26	MICROSOFT MONTHLY EMAIL	06/21/2026	96.00	.00	
Total VISA:					2,088.16	.00	
Grand Totals:					61,012.83	.00	

Dated: _____

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



JUN 29 2026

Summary of Account Activity		
Previous Balance		\$ 210.39
Payments	-	\$210.39 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$146.00
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 146.00
Credit Limit		\$15,000.00
Available Credit		\$14,854.00
Available Cash		\$0.00
Amount Disputed		\$0.00
Statement Closing Date		06/21/26
Days in Billing Cycle		30

Account Inquiries



Call us at: (800) 423-7503
Lost or Stolen Card: (727) 570-4881



Write us at PO BOX 30495, TAMPA, FL
33630-3495

Payment Summary

NEW BALANCE	\$146.00
MINIMUM PAYMENT	\$146.00
PAYMENT DUE DATE	07/16/2026

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	Plan Name	Reference Number	Description	Amount
05/23	05/24	PUR1PB	24011346143100022972301	MSFT * E0500ZJYKC MICROSOFT.COM WA SVCS	\$50.00 A150
05/23	05/24	PUR1PB	24011346143100023162340	MSFT * E0500ZJW2W MICROSOFT.COM WA email	\$96.00 A150
06/12	06/15		71142906166555166050162	PAYMENT - THANK YOU HEPNER OR	\$210.39-

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

TOTAL INTEREST FOR THIS PERIOD \$ 0.00

2026 Totals Year To Date

Total Fees Charged in 2026	\$ 0.00
Total Interest Charged in 2026	\$ 0.00

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

BANK OF EASTERN OREGON
P O BOX 39
HEPPNER OR 97836-0039



Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

Account Number

8491

Check box to indicate
name/address change ☐
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date

06/21/26

New Balance

\$146.00

Total Minimum Payment Due

\$146.00

Payment Due Date

07/16/26

\$

146.00

CITY OF CONDON 1
CITY OF CONDON
PO BOX 445
CONDON OR 97823-0445



6254

MAKE CHECK PAYABLE TO:



CREDIT CARD PAYMENT
PO BOX 4521
CAROL STREAM IL 60197-4521

SB 4344 2212 1004 8491 00014600 00014600 6

CITY OF CONDON 1

CITY OF CONDON

Account Number: ##### 8491

Statement Closing Date:

June 21, 2026

Additional 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 NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

Interest Charge Calculation/Plan Level Information						
Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PUR1PB 001	PURCHASE	G	\$0.00	1.32000% (M)	15.8400%	\$0.00
Cash						
CSH1NB 001	CASH	A	\$0.00	1.32000% (M)	15.8400%	\$0.00
TOTAL			\$281.39			\$0.00
¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation. ² Periodic Rate (M) = Monthly (D) = Daily ³ 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.						



JUN 29 2026

Summary of Account Activity

Previous Balance		\$ 4,078.30
Payments	-	\$4,078.30 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,942.16
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,942.16
Credit Limit		\$15,000.00
Available Credit		\$13,057.84
Available Cash		\$0.00
Amount Disputed		\$0.00
Statement Closing Date		06/21/26
Days in Billing Cycle		30

Account Inquiries



Call us at: (800) 423-7503
Lost or Stolen Card: (727) 570-4881



Write us at PO BOX 30495, TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$1,942.16
MINIMUM PAYMENT	\$1,942.16
PAYMENT DUE DATE	07/16/2026

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	Plan Name	Reference Number	Description	Amount
05/23	05/24	PUR1PB	24906416143258390918196	WEB*asmallorange.com 781-4186707 TX bandwidth	\$106.81 A150
05/27	05/28	PUR1PB	24692166147407654228389	AMAZON MKTPL*NC9PH9G23 Amzn.com/bill WA	\$139.99 Pool 300
06/03	06/03	PUR1PB	24692166154403875209092	AMAZON MKTPL*DB9G429B3 Amzn.com/bill WA	\$96.82 A40
06/06	06/07	PUR1PB	24692166157406888201490	AMAZON MKTPL*Z82P92853 Amzn.com/bill WA	\$121.62 A40
06/09	06/10	PUR1PB	24717056160281606070496	DEQ YDO FEES 503-2296719 OR Wilkins renewal	\$174.72
06/09	06/10	PUR1PB	24717056160271604882620	DEQ YDO SERVICE FEE 503-2296719 GA WW Operat	\$4.02 5280
06/12	06/14	PUR1PB	24011346163100006681444	AMAZON RETA* M90737173 WWW.AMAZON.CO WA	\$54.17 A10
06/12	06/15		71142906166555166050154	PAYMENT - THANK YOU HEPNER OR	\$4,078.30-
06/20	06/21	PUR1PB	24692166171400258919866	AMAZON MKTPL*L39U04WL3 Amzn.com/bill WA	\$91.64 Pool 10
06/19	06/21	PUR1PB	24064666171100006828786	SP SWIMOUTLET.COM SWIMOUTLET.CO CA	\$1,152.37 Pool 10

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

BANK OF EASTERN OREGON
P O BOX 39
HEPPNER OR 97836-0039



Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

Account Number

1827

Check box to indicate
name/address change ☐
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
06/21/26	\$1,942.16	\$1,942.16	07/16/26

\$ 1,942.16

CITY OF CONDON 2
CITY OF CONDON
PO BOX 445
CONDON OR 97823-0445



5987

MAKE CHECK PAYABLE TO:



CREDIT CARD PAYMENT
PO BOX 4521
CAROL STREAM IL 60197-4521

S8 4344 2212 1004 1827 00194216 00194216 2

CITY OF CONDON 2

CITY OF CONDON

Account Number: ##### 1827

Statement Closing Date:

June 21, 2026

TOTAL INTEREST FOR THIS PERIOD

\$ 0.00

2026 Totals Year To Date

Total Fees Charged in 2026 \$ 0.00

Total Interest Charged in 2026 \$ 0.00

Additional 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 NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PUR1PB 001	PURCHASE	G	\$0.00	1.32000% (M)	15.8400%	\$0.00
Cash						
CSH1NB 001	CASH	A	\$0.00	1.32000% (M)	15.8400%	\$0.00
TOTAL			\$3,188.31			\$0.00

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

² Periodic Rate (M) = Monthly (D) = Daily

³ 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.

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
CASELLE , INC							
166	CASELLE , INC	INV-20194	2026-25 SUPPORT	06/03/2026	6,100.56	.00	
Total CASELLE , INC:					6,100.56	.00	
DEPARTMENT OF ENVIRONMENTAL QUALITY							
222	DEPARTMENT OF ENVIRONME	LQTSF270004	Transfer Station Renewal	07/10/2026	52.00	.00	
Total DEPARTMENT OF ENVIRONMENTAL QUALITY:					52.00	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	CL88324	FUEL	07/15/2026	216.35	.00	
Total DEVIN OIL COMPANY:					216.35	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	10374626	Administration	07/01/2026	205.22	.00	
766	HOME TELEPHONE COMPANY	10374626	Pool	07/01/2026	49.70	.00	
766	HOME TELEPHONE COMPANY	10374626	Sewer	07/01/2026	285.40	.00	
766	HOME TELEPHONE COMPANY	10374626	Water	07/01/2026	44.25	.00	
Total HOME TELEPHONE COMPANY:					584.57	.00	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	JULY 2026	MRC Fiber Project	07/01/2026	2,040.00	.00	
Total INLAND DEVELOPMENT CORPORATION:					2,040.00	.00	
LEAGUE OF OREGON CITIES							
362	LEAGUE OF OREGON CITIES	2026-200211	2026-27 Membership Dues	07/01/2026	821.03	.00	
Total LEAGUE OF OREGON CITIES:					821.03	.00	
SAIF CORPORATION							
493	SAIF CORPORATION	1002304879	Workman's Comp 2026-27 - WAT	07/01/2026	364.46	.00	
493	SAIF CORPORATION	1002304879	Workman's Comp 2026-27 - SEW	07/01/2026	219.66	.00	
493	SAIF CORPORATION	1002304879	Workman's Comp 2026-27 - ADMI	07/01/2026	1,863.89	.00	
493	SAIF CORPORATION	1002304879	Workman's Comp 2026-27 = POO	07/01/2026	931.95	.00	
493	SAIF CORPORATION	1002304879	Workman's Comp 2026-27 - PAR	07/01/2026	342.86	.00	
493	SAIF CORPORATION	1002304879	Workman's Comp 2026-27 - GOL	07/01/2026	563.98	.00	
493	SAIF CORPORATION	1002304879	Workman's Comp 2026-25 - GAR	07/01/2026	658.45	.00	
Total SAIF CORPORATION:					4,945.25	.00	
WRIGHT'S TIRE & AUTO							
1661	WRIGHT'S TIRE & AUTO	1070107	GAS	07/02/2026	116.40	.00	
1661	WRIGHT'S TIRE & AUTO	1070324	TRAILER TIRE	07/15/2026	46.00	.00	
1661	WRIGHT'S TIRE & AUTO	1070324	TRAILER TIRE	07/15/2026	46.00	.00	
Total WRIGHT'S TIRE & AUTO:					208.40	.00	
Grand Totals:					14,968.16	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
--------	-------------	----------------	-------------	--------------	--------------------	-------------	-----------

Dated: _____

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

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
ASI ACCTECHSOLUTIONS INC							
1551	ASI ACCTECHSOLUTIONS INC	7238	TECH SUPPORT SVCS	07/01/2026	650.00	.00	
Total ASI ACCTECHSOLUTIONS INC:					650.00	.00	
AT&T MOBILITY							
599	AT&T MOBILITY	872564008X07	PHONE	07/06/2026	98.02	.00	
599	AT&T MOBILITY	872564008X07	PW Cell Phone	07/06/2026	98.02	.00	
Total AT&T MOBILITY:					196.04	.00	
CENTRAL KLINKITAT COUNTY PARK & REC DIST							
1561	CENTRAL KLINKITAT COUNTY P	JUNE 2026	LIFE GUARD CERTS	06/30/2026	950.00	.00	
Total CENTRAL KLINKITAT COUNTY PARK & REC DIST:					950.00	.00	
CROWN PAPER & JANITORIAL							
642	CROWN PAPER & JANITORIAL	INVCRN31226	CLEANING SUPPLIES, TOILET P	06/27/2026	961.70	.00	
Total CROWN PAPER & JANITORIAL:					961.70	.00	
DEVIN OIL COMPANY							
224	DEVIN OIL COMPANY	JUNE 2026	Water Fuel	06/30/2026	279.07	.00	
224	DEVIN OIL COMPANY	JUNE 2026	Sewer Fuel	06/30/2026	279.07	.00	
Total DEVIN OIL COMPANY:					558.14	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	CL27121	Water	06/30/2026	48.51	.00	
304	HATTENHAUER DIST.	CL27121	Sewer	06/30/2026	48.52	.00	
304	HATTENHAUER DIST.	CL27121	JOHN DEERE 5300	06/30/2026	355.77	.00	
304	HATTENHAUER DIST.	CL27121	Golf - JOHN DEERE 850	06/30/2026	86.38	.00	
304	HATTENHAUER DIST.	CL27121	Park - KUBOTA	06/30/2026	115.93	.00	
Total HATTENHAUER DIST.:					655.11	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	JUNE 2026	CHECK & START BOILER	06/30/2026	225.00	.00	
Total JAMIESON & MARSHALL:					225.00	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	JUNE 2026	Pool Propane	06/30/2026	3,028.27	.00	
377	MORROW COUNTY GRAIN GRO	MAY 2026	Pool Propane	05/31/2026	362.23	.00	
377	MORROW COUNTY GRAIN GRO	MAY 2026	Pool TANK RENTAL	05/31/2026	60.00	.00	
Total MORROW COUNTY GRAIN GROW.:					3,450.50	.00	
OXARC							
442	OXARC	0062307581	Chlorine	06/30/2026	77.39	.00	
442	OXARC	0062307581	Chlorine	06/30/2026	77.39	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total OXARC:					154.78	.00	
THE MCGREGOR COMPANY							
1555	THE MCGREGOR COMPANY	62-7904155	CORNERSTONE 5 PLUS	06/30/2026	44.75	.00	
1555	THE MCGREGOR COMPANY	62-7904155	RANGE STAR	06/30/2026	83.83	.00	
1555	THE MCGREGOR COMPANY	62-7904197	400LB TURTLE GREEN ADVANC	06/30/2026	477.12	.00	
Total THE MCGREGOR COMPANY:					605.70	.00	
VISA							
559	VISA	8491 JUNE 20	MONTHLY EMAIL	07/22/2026	96.00	.00	
559	VISA	8491 JUNE 20	MONTHLY ONLINE SVCS	07/22/2026	50.00	.00	
559	VISA	8491 JUNE 20	PAPER	07/22/2026	89.79	.00	
559	VISA	8491 JUNE 20	PAPER - CARDSTOCK	07/22/2026	36.79	.00	
559	VISA	8491 JUNE 20	FLASH DRIVES	07/22/2026	29.89	.00	
Total VISA:					302.47	.00	
WAMBEKE WINDOW WASHING							
1589	WAMBEKE WINDOW WASHING	55125	WINDOW WASHING	07/06/2026	695.00	.00	
Total WAMBEKE WINDOW WASHING:					695.00	.00	
WRIGHT'S TIRE & AUTO							
1661	WRIGHT'S TIRE & AUTO	1069734	TRACTOR TIRE	06/10/2026	166.00	.00	
1661	WRIGHT'S TIRE & AUTO	1069734	TRACTOR TIRE	06/10/2026	166.00	.00	
1661	WRIGHT'S TIRE & AUTO	1069736	LAWNMOWER TIRE	06/10/2026	33.00	.00	
Total WRIGHT'S TIRE & AUTO:					365.00	.00	
Grand Totals:					9,769.44	.00	

Dated: _____

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Summary of Account Activity		
Previous Balance		\$ 146.00
Payments	-	\$146.00 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$302.47
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 302.47
Credit Limit		\$15,000.00
Available Credit		\$14,697.53
Available Cash		\$0.00
Amount Disputed		\$0.00
Statement Closing Date		07/22/26
Days in Billing Cycle		31

Account Inquiries

 Call us at: (800) 423-7503
Lost or Stolen Card: (727) 570-4881

 Write us at PO BOX 30495, TAMPA, FL 33630-3495

Payment Summary

NEW BALANCE	\$302.47
MINIMUM PAYMENT	\$302.47
PAYMENT DUE DATE	08/17/2026

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	Plan Name	Reference Number	Description	Amount
06/23	06/23	PUR1PB	24204296174000100658085	MSFT * E0500ZSDER 800-6427676 WA email	\$96.00
06/22	06/23	PUR1PB	24906416173260665344366	MSFT * E0500ZSA18 mshill.info WA monthly SVCS.	\$50.00
06/22	06/24	PUR1PB	24137466174500961196936	ODP BUS SOL LLC # 101078 800-463-3768 WA paper	\$89.79
06/23	06/26	PUR1PB	24137466176501042951131	ODP BUS SOL LLC # 101078 800-463-3768 WA paper	\$36.79
06/24	06/26	PUR1PB	24137466176501042951057	ODP BUS SOL LLC # 101078 800-463-3768 WA Flash	\$29.89
07/09	07/09		71142906190555190570011	PAYMENT - THANK YOU HEPPNER OR Drives	\$146.00-

A-11
P/B
purchases

7 A150
A10

Fees

TOTAL FEES FOR THIS PERIOD \$ 0.00

Interest Charged

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

BANK OF EASTERN OREGON
P O BOX 39
HEPPNER OR 97836-0039



Account Number
#####-####-####-8491

Check box to indicate
name/address change ☐
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
07/22/26	\$302.47	\$302.47	08/17/26

\$ 302.47

CITY OF CONDON 1
CITY OF CONDON
PO BOX 445
CONDON OR 97823-0445

MAKE CHECK PAYABLE TO:



VISA
PO BOX 4512
CAROL STREAM IL 60197-4512

CITY OF CONDON 1
CITY OF CONDON
Account Number: ##### 8491

Statement Closing Date:
July 22, 2026

TOTAL INTEREST FOR THIS PERIOD \$ **0.00**

2026 Totals Year To Date

Total Fees Charged in 2026	\$ 0.00
Total Interest Charged in 2026	\$ 0.00

Additional 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 NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PUR1PB 001	PURCHASE	G	\$0.00	1.32000% (M)	15.8400%	\$0.00
Cash						
CSH1NB 001	CASH	A	\$0.00	1.32000% (M)	15.8400%	\$0.00
TOTAL			\$363.43			\$0.00

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

² Periodic Rate (M) = Monthly (D) = Daily

³ 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.

Dustan Hall
PO Box 304
Condon, OR 97823
07/01/2026

Condon City Council
128 N Main St.
Condon, OR 97823

Condon City Council members,

Please accept this letter as a formal notification of my resignation as Mayor.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dustan Hall', with a stylized, cursive script.

Dustan Hall

Public Works Superintendent/City Administrator City of Condon

Department: Administration
Accountable to: Council
Supervises: All Staff other than Administrative Assistant/Recorder
FLSA: Exempt
Classification: Full Time
Adopted: January 7, 2026

GENERAL SUMMARY

Under the general direction of the city council, this position will be responsible for the overall operation of the City of Condon. This will include public works, park, golf, pool, city administration and oversight of all employees with the exception of the Administrative Assistant/City Recorder. Additionally, the position will develop and nurture a working relationship with other area cities, Gilliam County, state and federal agencies and private organizations.

ESSENTIAL JOB FUNCTIONS

- Organize, plan and administer and manage a city-wide maintenance management program for water systems, wastewater systems, park, golf and street & sidewalk and associated equipment.
- Schedule staff and needs for Public Works and Park and Recreation Departments
- Prepare recommendations for annual operations and maintenance, and capital improvement projects for Public Works, park, golf, pool, city buildings, streets and sidewalks.
- Supervise city staff with the exclusion of the Administrative Assistant/City Recorder and must approve any or all overtime worked by staff.
- Attend all City Council and city committee meetings and understand public meeting law.
- Manage council meeting agendas and packets through the electronic packet system
- Develop policies and procedures as needed to implement the decisions of the city council.
- Manage preparation of the city's annual budget and administers the budget in coordination with council and staff.
- Monitors overall fiscal activity of the city and maintains that spending is within council budget appropriations.
- Understands and abides by public contracting rules approved by the city.
- Maintains records, reports and testing data as required by city activities – DEQ, OHA Drinking Water – and recommend compliance procedures.

- Prepare and oversee city planning department functions. Schedule meetings, process applications and coordinate with planning consultant.
- Meets with businesses, and local/state/federal entities to maintain positive relationships in cooperating projects, grant submittals and economic development
- Attends meetings and represents the city in various community organization groups explaining city issues and projects to encourage citizen participation and support.
- Stay current with state and federal laws regarding operations of the city.
- Apply and administer city grants and oversee city capital projects.
- May be required to perform on-call duties after business hours. Alert the council of any unusual or emergency situations and recommend responses to meet problems

Minimum Qualifications:

Education and Experience

Education and or experience to be able to execute all the essential functions of the job

Certifications and Licenses

- High School Diploma or GED equivalent required

Skills, Knowledge and Abilities

- Have excellent customer service skills and ability to multi-task.
- Applicable experience with WORD and Excel
- Must be able to understand and follow oral and written instructions,
- Must be able to establish and maintain harmonious working relationships with the public and other employees.
- Must be able to understand and apply municipal budgets
- Must have applicable knowledge of public meetings laws and regulations

SPECIAL REQUIRMENTS/LICENSES

- Possession of, or the ability to obtain within 60 days, Wastewater Collection level 1, Wastewater Treatment level 1, Water Distribution level 1, Competent Person (Trenching and Shoring),
- Cross Connection Specialist certifications
- Work Zone Traffic Control training.
- Must possess a valid Oregon Class B Commercial Driver's License with Air Brake and Tank endorsements, or the ability to obtain one within 6 months of hire date.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis. On occasion, the work involves moving materials weighing in excess of 100 pounds. Manual dexterity and coordination are required over 50% of the work period while operating various public works equipment, motorized vehicles, hand

and power tools and standard office equipment. Majority of the administrative duties will be in an office environment.

WORKING CONDITIONS

The majority of duties take place outside of buildings with exposure to all types of weather conditions, sewage, biohazards, traffic, dirt, oil, grease, fumes, noise, and chemicals. The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date

_Attest

Date

Approved by the City Council August 5th, 2026

Position Description

Title: Administrative Assistant/City Recorder

Department: Administration

Reports to: City Council

Supervision Duties: None

FLSA Status: Non-Exempt

Classification: Full Time

Essential Job Duties:

- Primary responsibility for reception, fax services, copying, answering the multi-line telephone system, mail pickup and distribution, ordering supplies.
- Primary responsibility for maintenance of utility accounts, calculation of deposits and balances, perform data entry and prepare and review monthly utility bills, delinquency notices and water shut off notices.
- Primary responsibility for the accounts payable cycle includes conducting necessary research to determine appropriateness of payment, entering invoices into computer system, printing checks and assembling checks with invoices/statements for signatures. Mail signed checks, file check copy with backup and file accounts payable reports in appropriate manner.
- Primary responsibility for payroll including but not limited to accruals, quarterly/annual reporting, annual workers' compensation reporting.
- Performs HR tasks related to employee benefits.
- Recording and reporting all city council and city committee meeting minutes. Assisting with agenda formation and distribution to council and public of all materials. Adhering to all state and federal meeting laws.
- Assist with building annual budget and adhere to all budget law requirements.
- Be the Election Officer.
- Serve as city cashier for utility and other city payments, deposits, fees, fines, etc.
- Provide clerical services in support of all city functions including computer, 10-key, fax, copier and multi-line phone system.
- Provide excellent customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
- Continue to develop skills through training, reading and meeting with others so that they can meet the changing demands and perform the duties of their position.
- Coordinate and record safety committee meetings and training. Follow and enforce the safety rules and procedures and contribute to the safety of co-workers and the public.
- Coordinate rentals of city facilities and maintain calendar and forms for rentals.
- Coordinate staff calendar and maintain leave forms for employees.
- Generate and update forms as needed for rentals, utility functions and other forms needed.
- Other duties as assigned.

Typical Duties:

- Performs varied clerical and secretarial services, greets the public, acts as receptionist, answers telephone, and responds to questions as appropriate from public and co-workers.
- Schedules use of community facilities – Veterans Memorial Hall, golf course, park, swimming pool.
- Receives cash receipts for sewer and water services, pay stations, licenses, fees and fines.
- Performs the duties of Utility Billing Clerk including but not limited to: maintenance of utility billing accounts, receiving and posting payments for billing and deposits, printing, posting and tracking of utility bills, preparation for mailing of bills, reconciling water deposit records, maintaining utility billing, accounts receivable records, preparing shut-off lists, assessing and recording late penalties.
- Completes monthly accounts payable and payroll. This includes all corresponding reports for council, state and federal governments, and assists with compiling financial information for grant reporting.
- Completes bank reconciliations and makes appropriate journal entries and transfers as necessary. These reports will be emailed to assigned councilor.
- Maintains and updates the city's website.
- Manages collection of online payments from all city revenue sources and post to Caselle system.
- Issues dog licenses and maintains records of the issued licenses.
- Schedules for use of community facilities and tracks deposits, tracks keys, payments and forms required for use.
- Performs other related tasks as required.
- Maintains transient tax files for local entities and corresponds accordingly with State Department of Revenue.

Minimum Qualifications:

Education and Experience

- Demonstrate knowledge and skills to execute all the essential functions of the position.
- Secretarial and general office procedures experience necessary.
- Word processing, accurate operation of 10-key calculator, bookkeeping,
- Ability to form positive public working relationships with staff, elected officials and the

Certifications and Licenses

- High School Diploma or GED equivalent required.
- May substitute completion of business school or equivalent education for experience.

Skills, Knowledge and Abilities

- Have excellent customer service skills and ability to multi-task.
- Bookkeeping skills required.
- Have extensive knowledge of record keeping and office procedures.
- Computer, word processing, data entry and filing skills required.
- Able to make computations and tabulations accurately and at reasonable speed using a ten-key calculator.

- Must be able to understand and follow oral and written instructions, learn clerical tasks readily; adhere to prescribed departmental routines; establish and maintain harmonious working relationships with the public and other employees.
- Must be able to pass background check and demonstrate ability to perform essential skills.

Physical/Mental Demands:

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., coordination is required while operating equipment such as a computer keyboard, calculator and standard office equipment.

Working Conditions:

Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

Employee Signature _____

Date: _____

Attest: _____

Date: _____

EMPLOYMENT AGREEMENT
between
THE CITY OF CONDON, OREGON
and
GIBB WILKINS

THIS EMPLOYMENT AGREEMENT is made and entered the last date signed by both parties below by and between the CITY OF CONDON, OREGON (hereinafter referred to as "CITY") and Gibb Wilkins (hereinafter referred to as "EMPLOYEE").

WITNESSETH

WHEREAS, CITY and EMPLOYEE desire a written agreement creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstanding;

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, CITY and EMPLOYEE mutually agree:

SECTION I. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The CITY has agreed to employ EMPLOYEE as its City Administrator and EMPLOYEE has agreed to accept said employment. EMPLOYEE understands and agrees that, consistent with Section 21 of the Condon City Charter, EMPLOYEE serves at the will of the City Council and is, for all purposes under this Agreement, an at-will employee.
- B. The EMPLOYEE is responsible to the City Council of the CITY for the proper administration of all affairs of the City and for carrying out the policies established by the City Council, consistent with Section 21 of the Condon City Charter.
- C. The duties of EMPLOYEE, consistent with the Condon City Charter and pertinent ordinances, shall include, but not be limited to, the following:
 - (1) Serve as the administrative head of City government, responsible to the City Council for the proper administration of all affairs of the City and for carrying out the policies established by the Council (Condon City Charter Section 21);
 - (2) Attend all Council meetings unless excused by the Mayor or Council;
 - (3) Make reports and recommendations to the Mayor and Council about the needs of the City;
 - (4) Administer and enforce all City ordinances, resolutions, franchises, leases, contracts, permits, and other Council decisions;
 - (5) Appoint, supervise, and remove City employees, consistent with Section 10 of the Condon City Charter and applicable Council policy;
 - (6) Organize City departments and administrative structure;
 - (7) Prepare and administer the City budget;
 - (8) Administer City utilities and property;
 - (9) Encourage and support regional and intergovernmental cooperation;

- (10) Promote cooperation among the Council, staff, and citizens in developing City policies and building a sense of community;
 - (11) Perform other duties as directed by the Council; and
 - (12) Delegate duties, but remain responsible for the acts of all subordinates.
- D. The City Council acknowledges and agrees to the principle of non-interference in the City's administration as a necessary component to orderly and efficient implementation of Council policy. The City Council agrees to direct concerns and communications relating to administration through the City Administrator. EMPLOYEE agrees to respond in a timely manner to all inquiries from the City Council whether made individually or collectively.

SECTION II. TERM.

- A. This Agreement commences _____, 2026 (Commencement Date) and continues until terminated consistent with this Agreement.
- B. Nothing in this Agreement limits, prevents or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE at any time, subject only to the provisions set forth in this Agreement.
- C. Nothing in this Agreement prevents, limits or otherwise interferes with the right of EMPLOYEE to resign at any time from his position with CITY subject only to the provisions set forth in this Agreement.
- D. EMPLOYEE agrees to remain in the exclusive employ of the CITY during the term of this Agreement.

SECTION III. TERMINATION.

- A. Termination without Cause. This Agreement may be terminated before its expiration date by either the CITY or EMPLOYEE for any reason whatsoever upon giving sixty (60) calendar days' written notice to the other party.
- B. Termination for Cause. EMPLOYEE's employment with CITY as City Administrator may be terminated immediately before its expiration in the sole discretion of the CITY (acting by and through its City Council) upon the occurrence of any of the following events:
 - 1. EMPLOYEE fails or refuses to comply with the written policies, standards and regulations of the CITY that are now in existence or that may from time to time be established;
 - 2. The CITY has reasonable cause to believe EMPLOYEE has committed fraud, misappropriated City funds, goods or services to either his own or some other private third party's benefit and/or other act(s) of misconduct which the City Council believes is/are detrimental to the City and/or its interests; or
 - 3. EMPLOYEE fails to perform faithfully or diligently his duties as City Administrator.
- C. Not For Cause Termination. In the event EMPLOYEE is involuntarily terminated by the CITY as City Administrator before the expiration of this Agreement (albeit EMPLOYEE is willing and able to perform those duties) for reasons other than those set out above in subsection III(B), then in that event, EMPLOYEE shall be entitled to:

1. A sum equal to the value of six (6) months' salary if the termination occurs within 4 years of the Commencement Date.
2. A sum equal to the value of seven (7) months' salary if the termination occurs within 5 years of the Commencement Date.
3. A sum equal to the value of eight (8) months' salary if the termination occurs within 6 years of the Commencement Date.
4. A sum equal to the value of nine (9) months' salary if the termination occurs 7 years or more after the Commencement Date.

Payment of the above severance shall be made in one lump sum (minus all required withholdings).

- D. If the CITY reduces the salary or other financial benefits of EMPLOYEE in greater percentage than an applicable across the board reduction for all unclassified employees of the CITY, or if EMPLOYEE resigns at the request of the City Council (for reasons other than those set out in subsection III(B)), then EMPLOYEE may deem this Agreement to be involuntarily terminated without cause and shall then be entitled to severance pay consistent with subsection (C) of this section.
- E. If EMPLOYEE voluntarily resigns his position with the CITY before expiration of this Agreement, then EMPLOYEE shall give the CITY at least sixty (60) calendar days' written notice in advance, excluding accrued vacation, and EMPLOYEE shall make himself available to serve during this period. The City Council, however, has the discretion to decide whether EMPLOYEE shall continue to serve in his position during the notice period.
- F. In the event the EMPLOYEE is terminated by the CITY during the six (6) months immediately following the seating and swearing-in of one or more new governing body members, and during such time that EMPLOYEE is willing and able to perform their duties under this Agreement, then, CITY agrees to pay Severance in accordance with Section III(C)(1).

SECTION IV. SALARY, HOURS OF WORK, PAID TIME OFF.

- A. Salary. EMPLOYEE shall receive a salary of \$_____ per year and shall be paid at the same interval as the CITY pays its other employees. If all CITY employees receive Cost of Living Adjustments (COLA) to their salaries, EMPLOYEE is entitled to COLA adjustments at the same rate. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment based on the City Council's review of EMPLOYEE's performance and budgetary considerations.
- B. Hours of Work. It is recognized that EMPLOYEE must devote a great deal of time outside normal office hours to the business of the CITY. _____
- C. Paid Time Off. EMPLOYEE will accrue paid time off consistent with the City's adopted Personnel Policies/Employee Handbook. EMPLOYEE's paid time off accrual may not exceed the amount set forth in the City's adopted Personnel Policies/Employee Handbook, as may be amended from time to time. Any unused paid time off will be paid out upon termination of this Agreement.

- D. Holidays. EMPLOYEE shall accrue holiday benefits at the same rate as established for other similarly situated City employees consistent with the provisions of the City's most current Personnel Policies/Employee Handbook.

SECTION V. RETIREMENT, DISABILITY, LIFE AND HEALTH INSURANCE.

- A. Retirement. CITY and EMPLOYEE agree to be responsible for payment of any PERS contributions in the same manner as afforded or required of other similarly situated City employees.
- B. Health Insurance. The CITY agrees to pay, consistent with the eligibility requirements of the plans, the insurance premiums for medical (including prescription coverage), dental, and vision benefit coverage for EMPLOYEE as provided for all similarly situated CITY employees in the adopted Personnel Policies/Employee Handbook. Payment of insurance premiums for coverage of other eligible members of EMPLOYEE's family shall be done consistent with current CITY policy.
- C. Disability and Life Insurance. The CITY agrees to provide Disability and Life Insurance, consistent with the eligibility requirements of the plans.

Commented [WB1]: I have not been involved in discussions with what currently exists in this regard. If this is not accurate please let me know.

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The CITY encourages participation, as EMPLOYEE deems appropriate, in professional associations, short courses, seminars, and conferences including, but not limited to: the International City/County Management Association (ICMA), the League of Oregon Cities (LOC), and the Oregon City County Management Association (OCCMA). The CITY shall cover costs for attendance at reasonable professional conferences, subject to approval by the CITY and the availability of funds as approved in the adopted budget.
- B. The CITY recognizes certain expenses are incurred by EMPLOYEE on behalf of the CITY and agrees to reimburse or pay said expenses upon receipt of appropriate confirmation.

SECTION VII. OFFICIAL COMPENSATION PACKAGE –CELL PHONE, AND TABLET.

As part of the official compensation package, the EMPLOYEE is entitled to the following:

- A. CITY will provide a CITY-owned tablet for EMPLOYEE to use for City business and for EMPLOYEE's own personal use, which personal use will be on EMPLOYEE's own time. City will not cover data/cell charges for the tablet.
- B. CITY will provide EMPLOYEE with a CITY cell phone to be used only for CITY-related business and which costs will be billed directly to the CITY.

SECTION VIII. PERFORMANCE EVALUATION.

- A. Annual Evaluation. The City Council will periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. The CITY shall also review the performance of EMPLOYEE once every fiscal year. This annual process will comport with the performance management provisions of the City's Personnel Policies/Employee Handbook. These annual evaluations will be in Executive Session consistent with the Oregon Public Meetings Law.

SECTION IX. GENERAL PROVISIONS.

- A. Professional Liability. CITY agrees to defend, hold harmless and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in his individual or official capacity as agent and/or employee of the CITY consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- B. Nothing shall restrict the ability of the CITY and EMPLOYEE to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both an authorized representative of the City Council on behalf of the CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as EMPLOYEE deems appropriate.
- C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.
- D. Mediation. Should a dispute arise between EMPLOYEE and CITY regarding the terms of this Agreement, it is agreed that such dispute is first required to be submitted to a mediator prior to arbitration. EMPLOYEE and CITY shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Condon, Oregon, unless both parties agree otherwise. Both CITY and EMPLOYEE agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Gilliam County Circuit Court upon request of either party.
- E. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (D) above) then the dispute shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) the Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.

///

///

///

///

F. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

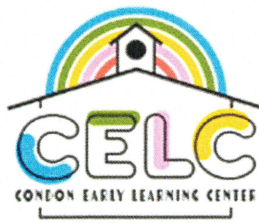
IN WITNESS WHEREOF, the CITY OF CONDON, OREGON has caused this Agreement to be signed and executed by its Mayor; GIBB WILKINS has signed and executed this Agreement, both in duplicate.

CITY

EMPLOYEE

_____, Mayor, City of Condon
Date: _____

Gibb Wilkins
Date _____



City of Condon
128 S. Main Street
PO Box 445
Condon, OR 97823

July 28, 2026

Dear City Councilors,

We are writing to provide an update on the Condon Early Learning Center's Expansion Project and to follow-up regarding our request for financial support for the project.

Since our letter to you on May 31, 2026, we have been working hard to raise the funds needed to complete this \$2.65 million project. We're happy to report that, earlier this month, we learned we have received a \$150,000 grant from the Healy Foundation. With these funds plus the \$20,000 we requested from the City of Condon, we will have enough funding to finish construction this summer and open the new classrooms to students this fall.

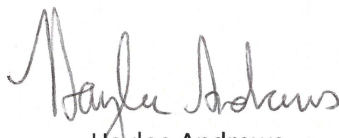
We respectfully request the City Council approve the release of the \$20,000 to finish the project.

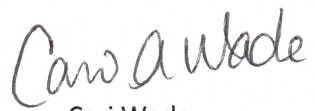
While the construction phase of the project is wrapping up, we will continue to raise funds to purchase classroom furnishings and educational materials to ensure our classrooms continue to meet the Oregon Department of Early Learning and Care's standards for a high-quality early learning environment.

We are excited to launch this new chapter of our organization and would love to welcome you to tour the expanded facility once construction is complete.

Thank you for your support of our community's youngest children and their families.

Sincerely,


Haylee Andrews
Executive Director


Cari Wade
Board Chair

Paid Leave Oregon (PLO)

Paid Leave Oregon (PLO) is a state-run program, administered by the Oregon Employment Department (OED), that allows eligible employees to take up to 12-weeks of paid time off per benefit year, for the following reasons:

- **Family leave** – for an employee to care for an eligible family member with a serious illness or injury, to bond with a new child after birth, adoption, or foster care placement, or to effectuate the legal process required for placement of a foster child or the adoption of a child.
- **Medical leave** – for an employee experiencing their own serious health condition or disability due to pregnancy.
- **Safe leave** – for an employee or eligible child dependent experiencing issues related to sexual assault, domestic violence, harassment, bias, or stalking.

The PLO program also allows employees to take an additional two (2) weeks of paid leave for pregnancy, childbirth, or related medical conditions.

Notification Requirements

Although the PLO program is administered by the Oregon Employment Department (OED), employees are required to notify the [Organization] when they have applied for leave.

Foreseeable Leave: If the need for PLO leave is foreseeable or planned, the employee is required to provide [Contact] with at least 30 days' written notice before paid leave begins.

Unforeseeable: If the need for PLO leave is unforeseeable or unplanned, an employee is required to provide oral notice to [Contact] within 24 hours of the start of the leave, and the employee must also provide written notice within three (3) days after the start of the leave.

Written notice must include the employee's first and last name, type of leave, explanation of the need for leave, and anticipated timing and duration of leave. Timing and duration of leave should include the employee's plan for taking leave on an intermittent basis (and the proposed schedule) or in one block of time.

If the employee's dates of scheduled leave change, are extended by the PLO program, or if the reason for leave becomes known and/or, if circumstances change during the leave and the leave period differs from the employee's original notice, the employee must notify [Contact] within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees are expected to comply with [Organization]'s normal call-in procedures.

Under Oregon law, an employee who fails to follow these notification requirements may receive reduced PLO benefits; specifically, the first weekly benefit amount will be reduced by 25 percent (the penalty calculated for leaves that are taken in increments of less than a full work week differs). See OAR 471-070-1310(9) and (10).

Commented [A1]: Enter your organization's leave request process, such as when requesting OFLA/FMLA leave. Are employee require to use a form, go online, etc.?

Commented [A2]: Per the law, employers can notify the OED if an employee does not give proper notification as indicated in your organization's policy.

Leave Accrual and Holiday Pay While on Leave

Employees using accrued leave in addition to receiving PLO benefits will continue to accrue sick, vacation, or other employer-provided leave, and receive holiday pay. Employees who do not use accrued leave while receiving PLO benefits will not accrue sick, vacation, or other employer-provided leave, and will not receive holiday pay.

Benefits While on Leave

If an employee is receiving PLO leave benefits, the [Organization] will continue the employee's healthcare, life, disability, and all eligible voluntary coverage, on the same terms as if the employee had continued to work. An employee wishing to maintain coverage when on PLO leave is responsible for paying their share of premiums, the same as when premiums were paid by the employee, prior to receiving PLO leave benefits.

If the [Organization] chooses to pay the employee's portion of the insurance coverage during the period of PLO leave, employees are expected to repay the [Organization] for those premiums. Upon return to work, the [Organization] will deduct those premiums from an employee's pay, up to 10% of an employee's gross pay, each period, until the [Organization] has been paid back.

If an employee cannot or will not pay their share of premiums, the [Organization] may discontinue coverage until the employee returns from leave. Additionally, if an employee fails to return to work from leave under PLO, then the [Organization] may use any legal means available to collect any amount the employee owes to the City for covering the employee's share of the premiums while the employee was on leave under PLO.

Medical Certification Prior to Returning to Work

If an employee uses more than three consecutive scheduled workdays for their own serious health condition, prior to returning to work the employee must furnish medical certification from their healthcare provider stating that the employee is able to resume work.

Job Protection

Employees who worked for the [Organization] for more than 90 consecutive calendar days prior to taking PLO leave will be reinstated to their former position if the position still exists. If the position has been eliminated, the employee will be restored to a different position with similar job duties with the same employment benefits and pay.

Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring PLO leave have been resolved. If an employee does not return to work at the end of their PLO leave, reinstatement may not be available.

Use of Accrued Leave During PLO Leave

PLO benefits may not provide employees with 100% of their gross regular wages. Employees receiving PLO benefits may choose to use accrued paid leave (sick,

Commented [A3]: Update this section to follow your organization's leave policies as it pertains to a paid or unpaid leave or absence.

Commented [A4]: Only include benefits your organization offers. PLO requires employers to continue all benefits, not just health insurance, when an employee is on a PLO leave.

Commented [PB5]: Update this paragraph and explain if your organization will pay the entire premium, or if the employee will be required to pay their portion while on leave.

Commented [A6]: This policy does not limit an employee's use of accrued leave up to 100%. Update this section if employees are limited to 100% of their wages.

vacation, paid time off, etc.), and/or comp time in addition to receiving PLO benefits. Accrued paid leave must be used in the following order: Sick leave, vacation leave, comp time, selected holiday, etc. []

Complaint Procedure

The [Organization] prohibits retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested, or used PLO leave.

Who to Contact for More Information

For more information, or if you have questions about the Paid Leave Oregon policy, contact [Contact].

For more information about the PLO program, including steps for applying for PLO benefits and contact information, go to <https://paidleave.oregon.gov/>

A poster with Paid Leave Oregon information, including information about how to apply for benefits is in the [Location].

Commented [A7]: The law allows employers to determine the order of the type of leave. Update with your organization's policy on use of accrued leave.



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

Contents

I. Equal Employment Opportunity (EEO) Policies	1
A. No-Discrimination, No-Retaliation Policy	1
B. Statement Regarding Pay Equity	1
C. No-Harassment Policy	1
Sexual Harassment	2
Other Forms of Prohibited Harassment	2
Complaint Procedure	3
Investigation and Confidentiality	3
Protection Against Retaliation	4
Other Resources Available to Employees	4
Other Employee Rights	4
D. No-Bullying Policy	5
E. Disability Accommodation Policy	6
Accommodations	6
Requesting an Accommodation	6
F. Pregnancy Accommodation Policy	6
Requesting a Pregnancy-Related Accommodation	6
No Discrimination, No Retaliation	7
Leave of Absence Options for Pregnant Employees	7
G. Reporting Improper or Unlawful Conduct — No Retaliation	7
Employee Reporting Options	8
Additional Protection for Reporting Employees	8
Policy Against Retaliation	8
II. Employment Status	9
A. Employee Classification	9
B. The Workweek	9
C. Meal Periods and Rest Breaks	9
D. Rest Breaks for Expression of Breast Milk	10
Notice	11
Storage	11

E.	Overtime.....	11
	Time-and-a-Half	11
	Limitation on Overtime Pay.....	11
	Supervisor Authorization	11
	Compensatory (Comp) Time.....	11
F.	Timekeeping Requirements.....	12
G.	Employee-Incurred Expenses and Reimbursements.....	12
H.	Payroll Policies.....	12
I.	Statement Regarding Pay Practices.....	13
J.	Reporting Changes to an Employee's Personal Data.....	13
K.	Performance Reviews.....	13
III.	Time Off and Leaves of Absence	14
A.	Attendance, Punctuality and Reporting Absences	14
B.	Vacation	14
C.	Sick Leave.....	15
	Eligibility and Accrual of Paid Sick Leave	15
	Pay Rate and Carryover	15
	Use of Sick Leave	15
	Employee Notice of Need for Sick Leave.....	16
	Sick Leave Documentation	16
	Sick Leave Abuse.....	17
D.	Holidays and Floating Holidays.....	17
E.	Business Leave	17
F.	Family Medical Leave	17
	Statement of No FMLA/OFLA Coverage	17
G.	Bereavement Leave	18
H.	Jury and Witness Duty.....	18
	Jury Duty	18
	Witness Duty	18
I.	Religious Observances Leave and Accommodation Policy	18
J.	Crime Victim Leave Policy	19
K.	Domestic Violence Leave and Accommodation Policy	19

L.	Military Leave.....	20
IV.	Employee Benefits	20
A.	Healthcare Benefits.....	20
B.	Employee Assistance Program (EAP).....	21
C.	Workers' Compensation and Safety on the Job	21
	Steps to Take if You are Injured on the Job.....	21
	Return to Work	21
	Early Return-to-Work Program.....	22
	Overlap with Other Laws	22
D.	PERS (Public Employees' Retirement System) Benefits.....	22
V.	Miscellaneous Policies	23
A.	Alcohol/Drug Use, Abuse and Testing	23
	Prohibited Conduct	23
	Prescription Drugs and Medical Marijuana.....	24
	Reasonable Cause Testing.....	25
	Post-Accident Testing	25
	Search of Property	26
	Employee Refusal to Test/Search.....	26
	Crimes Involving Drugs and/or Alcohol	26
	Drug and Alcohol Treatment	26
	Discipline and Consequences of Prohibited Conduct.....	27
	Confidentiality	27
B.	Cellular Devices Policy	27
	Cell Phones and Cellular Devices in General	27
	Cell Phones/Cellular Devices and Public Records – No Expectation of Privacy.....	27
	Cell Phone/Cellular Device Use While Driving	28
C.	Use of City of Condon Email and Electronic Equipment, Facilities and Services.....	28
	Ownership	28
	Use.....	28
	Inspection and Monitoring	29
	Personal Hardware and Software	29

Unauthorized Access	30
Security	30
Inappropriate Web Sites	30
D. Social Media	30
Prohibited Postings	30
Encouraged Conduct	31
Request for Employee Social Media Passwords	31
E. Confidential City of Condon Information	31
F. Ethics	32
G. Open-Door Policy	32
H. Outside Employment	33
I. Criminal Arrests and Convictions	33
J. Political Activity	34
K. Bad Weather/Emergency Closing	34
L. Driving While on Business	34
M. Workplace Violence	35
N. Workplace Inspections — No Right to Privacy or Confidentiality	35
O. Smoke-Free Workplace	35
VI. Termination of Employment	36
A. Workplace Rules and Prohibited Conduct	36
B. Corrective Action/Discipline Policy	37
C. Retirement or Resignation from Employment	37
D. References	38
Employee Acknowledgement of Receipt of City of Condon 2021	
Employee Handbook	39

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

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

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

Commented [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.

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 | – 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.cascadecenters.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.

USE

1. "Social media" includes blogs, Facebook, Twitter, YouTube, and other similar accounts.
2. The city shall identify those employees authorized to use social media on behalf of the city. Only those employees who are authorized shall engage in social

media activities on behalf of the city. The city manager⁴ shall maintain a list of authorized social media users.

3. All social media accounts shall be created using a city-issued email address, whenever possible. This will ensure that:
 - a. Personal and professional communications are separated;
 - b. The city can back up public conversations because the city owns and controls the email address;
 - c. The city can access the site when the employee is out on vacation or otherwise away from the office or leaves employment with the city; and
 - d. The city can determine that the site is legitimately the city's and not a rogue site generated from a private email address.
 - e. The city shall notify users and visitors to the social media site that the purpose of the site is to facilitate communication between the city and the public. Each site shall contain the following message:
4. The city shall notify users and visitors to the social media site that the purpose of the site is to facilitate communication between the city and the public. Each site shall contain the following message:

This site is created by the city of Condon. This site is intended to serve as a mechanism for communication between the public and the city of Condon on all topics relevant to city business. The city of Condon reserves the right to remove comments or postings that violate any applicable laws. A list of content that will be removed may be viewed at: [insert hyperlink to user guidelines⁶]. Postings to this site are public records of the city of Condon and may be subject to disclosure under the Oregon Public Records Law.

The city of Condon does not endorse nor sponsor any advertising posted by the social media host, that the social media is a private site, or the privacy terms of the site apply. The city of Condon does not guarantee reliability and accuracy of any third-party links.

5. Where possible, all social media sites will display the city's logo for consistency and authenticity.
6. Social media posts are considered public records if posts are made on an official city account; or on a city staff member or official's public or private account which makes or receives comments on city matters.
7. The city and its employees and officials shall not discriminate against public speech based on content or viewpoint. The city, its staff, and its officials may not engage in viewpoint discrimination. All persons who wish to "friend," "follow," "re-tweet," etc. must be allowed to do so.
8. The following content posted by the public may be removed:
 - a. Comments not topically related to the particular article being commented upon;
 - b. Comments in support of or opposition to political campaigns or ballot measures;
 - c. Profane language or content;
 - d. Content that promotes, fosters, or perpetuates discrimination upon the basis on race, religion, gender, gender identity, marital status, familial

- status, national origin, age, mental or physical disability, sexual orientation, source of income, or other protected status under applicable law;
- e. Inappropriate sexual content or links to inappropriate sexual content;
- f. Solicitations of commerce, e.g., ads;
- g. Conduct or encouragement of illegal activity;
- h. Private and confidential information;
- i. Information that may tend to compromise the safety or security of the public or public systems; or
- j. Content that violates a legal ownership interest of any other party.

These guidelines shall be displayed to all users or made available by hyperlink. Any content removed must be retained, including the time, date and identity of the poster when available.

Records Retention

1. The city must maintain and preserve social media records in compliance with the Oregon Public Records Law. The Public Records Law applies regardless of whether the social media site is hosted by the city or a third party.
2. Those engaged in social media activities must be familiar with the city's records retention schedule. Any posted original content that is not a copy of a preexisting city record must be captured and retained by saving a copy and providing it to the city's records custodian.
3. Social media content shall be retained by composing and retaining message in local software and noting the time and date posted, or by capturing screenshots of the post once it is on the page.
4. Non-Original Social Media Content Maintained Elsewhere Any posted content that is a copy of a city record that exists in another location does not need to be separately preserved, provided that the original content is being retained in compliance with the appropriate city retention schedule and media preservation requirements. Employees should use social media applications exclusively as a mechanism for providing the public with links or references to content that is maintained as an official city record elsewhere. Links or references posted to social media accounts are considered convenience copies which need to be retained only "as needed" or "until superseded."
5. Original Social Media Content Any posted original content that constitutes a city record and that is not preserved and retained elsewhere in compliance with the appropriate city retention schedule, must be captured by the city and retained according to the appropriate schedule and preservation requirements. The person who posts the content is responsible for retaining and preserving the record.
 - a. Speeches/Statements/News Releases/Program Activity Records Content that contains written or photographed accounts of a city event, or summary of such events posted to social media are considered statements and reports for retention purposes and should be retained generally for two

years from the time they are "published." If these posts contain policy or historically significant content, they must be retained permanently.

b. Correspondence Incoming messages from the public that arrive via the city's social media account should be treated as correspondence. Messages completely unrelated to the city's activities does not need to be retained. If the message relates to the city's activities or functions, it must be captured and retained per the retention category that most closely corresponds to the content of the message. Staff are advised to respond to correspondence via email or other "offline" messaging methods and if possible, communicate directly with the individual and maintain that correspondence.

c. Content Associated with a Specific Function or Activity Information received from the public in response to social media posts used as a public entry point to solicit specific information—such as conducting a poll or to launch a process or placing an order—should be retained along with other records associated with that function or activity using the appropriate retention schedule.

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

Commented [A3]: 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??

Commented [A4R3]: 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.

Commented [A5R3]: KATHRYN: What did you decide to do here?

Commented [A6R3]: I am gong to leave this in and go over it with the employees.

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 policies 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.