

**EAST MULTNOMAH
SOIL & WATER CONSERVATION DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

These policies apply to all employees hired by East Multnomah Soil and Water Conservation District (District). The District shall have a Personnel Committee designated by the Board of Directors of the District (Board), which will consist of two Directors appointed by the Board. Its purpose will be to review personnel policies, recommend policy changes to the Board, and address any complaints of discrimination, sexual harassment or other wrong-doing by the Executive Director Executive Director, as well as to hear employee grievances regarding disciplinary actions, changes in pay, promotions, suspensions or other personnel matters. In the event that a Personnel Committee has not been designated or is unavailable, these matters shall be directed to the Chair.

Routine personnel administration including staff evaluations, selection, discipline, suspension and promotion will be the responsibility of the supervisor and the Executive Director. The personnel committee will exercise oversight in these matters but will not reverse the decision of the Manager unless an impropriety is discovered. Termination of employees will require consent of the Personnel Committee.

Hiring

Positions may be created or eliminated only by action of the full Board of Directors. Vacancies will be posted so as to maximize diversity and quality of the pool of qualified applicants without undue expense. Job descriptions will be developed for each position and will include qualifications, major duties, requirements and physical demands. A copy of the complete job description will be provided to candidates at or prior to interviews. Candidates will submit a resume and complete, sign and submit an employment application. Interviews will be conducted by the supervisor and at least one other staff or Board member. Candidate selection is based on merit and the District's priorities for the position. Any false or misleading statements made by an applicant either in writing or verbally during the selection process will be grounds for immediate dismissal. The District's non-discrimination policy will be *strictly* adhered to during the selection process. Starting salary will be negotiated by the Executive Director within the range indicated by the salary table. If the first choice candidate declines the offer or a satisfactory salary or start date cannot be negotiated, the second-choice candidate may be offered the position (and so on) or the position may be reopened. If a satisfactory candidate is not found during the first round of a search, the position may be re-opened and re-advertised more widely.

Directors of the district are not eligible for employment by the District. If an employee of the District is elected to the Board of Directors they must resign from either their position at the District or their seat on the Board.

District staff will be notified of open positions. At the Board's discretion, an appointment may be made exclusively from current employees if it is determined that one or more employees are interested in and qualified for the position.

Orientation

Orientation will be provided to new employees regarding the District, USDA Natural Resources Conservation Service (NRCS), Oregon Department of Agriculture (ODA), other partners in District's programs, and the national and Oregon associations of conservation districts (NACD and OACD) as well as other work/job orientation. All employees will be provided with a copy of the District's personnel policies.

Probationary Period

The probationary period will be six months, with a review conducted at the end of the six- month period. Reviews may be done earlier at the discretion of the supervisor. Within the probationary period employees may be dismissed at any time by the supervisor with the approval of the Executive Director. At the end of the probationary period, the decision as to

whether or not an employee will make the transition to regular status will be made by the supervisor subject to the approval of the Executive Director. EMSWCD is an at will employer.

Employee Status

Regular full-time salaried employees receive a fixed monthly salary based on 173.33 hours per month. Regular full-time hourly employees are paid for 40 hours per week. The distinction between salaried and hourly positions follows BOLI regulations and is based on the nature of the job.

Regular part-time employees work fewer than 40 hours per week, receive pro-rated sick leave, vacation leave, and holiday pay as described in those sections of this document. Positions with fewer than 20 hours per week are not eligible for health insurance or extra pay in lieu of health insurance. This applies only to part time positions having normal schedules of less than 20 hours per week, not to situations where the number of hours drops below 20 due to approved leave with or without pay.

Temporary Employees are in time-limited positions and receive no benefits.

Driving Record

If NRCS or District vehicles are used, NRCS policy will be followed. The employee's driving record will be obtained for review by the District's insurance agent. The driving record must be satisfactory before any publicly owned vehicle may be driven.

Layoffs

Layoffs will be determined based on District staff needs and available funding. EMSWCD is an at-will employer and positions may be eliminated or altered at the discretion of the Board of Directors.

Suspension and Termination

In accordance with the District's at-will status, employees may be terminated at the District's discretion with or without cause. If it becomes necessary, the Executive Director will have the power to suspend employees and remove them from the workplace (terminate computer and phone access, confiscate keys etc.). A final decision regarding termination will be made only by the Personnel Committee. To minimize District liability and to ensure that employee rights are protected, the District will consult with its underwriter and/or legal counsel before making a termination decision.

Personnel Records

Confidential personal records will be secured in a locked file cabinet in a secure location. Access will be given only to the Personnel Committee members, Executive Director, the employee and their supervisor. Employee access to their personnel file will be in the presence of their supervisor or the Executive Director and any changes will be made only with supervisor's approval. Time sheets and related information will be available to the Bookkeeper and appropriate clerical staff on a need-to-know basis.

Work Week and Working Hours

Office hours will be 8:00 AM to 5:00 PM Monday through Friday. Official workweek is Saturday – Friday effective January 1, 2009. Required flexibility (i.e. the possibility of evening or weekend hours) will be identified in the job announcement and job description when the nature of the position needs such scheduling.

Staff may choose an alternate work schedule with permission of the Executive Director provided the alternate schedule does not interfere with District operations or effectiveness. Employees may be required to return to a standard schedule at any time if an alternate work schedule appears to be adversely impacting an employee's effectiveness.

Alternate Work Location

For certain positions, working from an alternate location on either a temporary or an ongoing basis may be cost-effective or otherwise advantageous. Requests to work from home or another location must be approved by the Executive Director and must not negatively impact the effectiveness of the employee. Long-term alternate work arrangements will be granted only in unusual circumstances and will be monitored to ensure that they continue to meet the District's needs.

CLASSIFICATION AND COMPENSATION

EMSWCD compensation philosophy

Staff talent, expertise and dedication are critical to the success of the District's work. In order to effectively pursue our mission, it is the intention of EMSWCD to attract, retain and reward an excellent staff. The compensation system of the District is intended to further this goal.

At the same time, the District recognizes its important obligation to be a responsible steward of the public trust. We will ensure that compensation is reasonable and well-justified and that public funds are being used efficiently and effectively in pursuit of our mission.

To that end, the District intends to pursue a compensation strategy that is clear, fair, transparent and results-oriented. We welcome the involvement of the staff and the public in the development of our compensation strategy.

Step increases following regular performance review:

Each employee should receive an evaluation within six months following the date of hire and within one year following the date of hire. Thereafter, each employee should receive an annual performance evaluation (see performance evaluation section). If the review is satisfactory or better and if the Board so allows, a pay increase of one step will be instituted at the beginning of the month following the six month (in the case of the first evaluation) or one year anniversary of hire. If there is a delay in the evaluation and the performance review is satisfactory or better, the increase shall be retroactive to the beginning of the month following the six month (in the case of the first evaluation) or one year anniversary of hire. If the evaluation is not satisfactory, no step increase will be awarded. At the discretion of the supervisor, performance may be re-evaluated six months following an unsatisfactory evaluation and a step increase awarded at that time if performance has substantially improved. In such a case the increase will not be retroactive.

Reclassification:

Job descriptions should be reviewed as part of the performance evaluation process and any needed modifications made at this time. Modifications should be made to reflect the actual duties, tasks and responsibilities of the employee. Modifications will not be made in anticipation of changes but will reflect them after the fact at the next performance evaluation. If the modifications result in any substantial change, the position should be assessed for classification fit. If the revised job description more closely fits the description of another classification, the position should be reclassified and pay adjusted according to the following method: If the employee is being reclassified to a classification with a higher rate of pay, the new pay rate is found in the new pay range two steps BACK from the current step. In this case, promotion is in place of a step increase, not in addition to it. For example, if an employee were currently classified at Conservation Technical Level 2, and was at step 5 before the performance evaluation/job description revision and it was decided they should be reclassified to a Conservation Technical Level 3, they would be moved to step 3 in the new pay range. This is designed to make the system fair for both folks who "work their way up" through the classifications and folks who come into the system with a higher level of expertise initially. In the case of reclassification to a different classification at the same level and rate of pay as the original classification, reclassification may be in addition to any step increase. If an employee is reclassified to a lower level and a lower rate of pay, a step increase may be awarded provided the

performance evaluation was satisfactory or better. Because changes in job responsibilities tend to evolve over time, in most cases pay increases due to a reclassification will not be retroactive. In cases where a change in job is abrupt, distinct and well-documented, retroactive application of the pay increase may be considered.

Cost of Living Adjustments:

At the Board's discretion, cost of living increases or decreases may be made at any time. These will take the form of a flat percentage increase or decrease across the board. Cost of living adjustments are not contingent on performance evaluation.

Updates to the Compensation system

The salary schedule and classification system presented here were developed based on comparative research of similar jobs at similar organizations in the Portland Metro area in late 2005. This research should be periodically revisited to ensure that the District's compensation system remains competitive and reasonable. An update to this analysis and may result in changes to the classification system and/or salary table.

Any and all changes in pay must be approved by the Board of Directors

Job Classification Descriptions

The following are not job descriptions; they are descriptions of categories of jobs. They are intended to be general enough to fit a variety of jobs yet specific enough to correctly describe the relative level of the jobs they include. Classification of jobs into these categories or "classes" is by its nature an inexact process. The person conducting the classification should look for the overall best fit to the job description in question, paying particular attention to the level of independent action, level of technical expertise required and the level of responsibility. It is important that the *job* be classified, not the individual. A person's expertise may exceed the job for which they are hired. The classification should reflect the level and nature of the job as described in the job description. The classification descriptions are based on an analysis of similar jobs in a variety of other agencies with an eye to capturing jobs the District has currently or anticipates it might have in the future. As either the District's needs or the labor market changes, this system should be re-evaluated and updated.

The job classifications are grouped into four "series" of classifications. These series encompass jobs with a similar set of educational requirements, field of study, subject area knowledge, technical expertise and general type of work. The different levels within the series generally reflect increasingly technically demanding and responsible jobs generally with correspondingly higher rates of pay. In some cases, two job classifications within a series will be at the same rate of pay. This occurs when it would be difficult to design a single classification to encompass the full variety of jobs that might be at that particular level in a series.

The series are not equivalent to one another. A trainee or supervisor in one series may earn a higher or lower rate of pay than a trainee or supervisor in another series. The salary ranges for each classification is based on an analysis of similar jobs in other agencies. EMSWCD's system is designed to reflect market valuation of the categories of jobs and thereby to keep our salaries competitive with those in similar organizations. Because the labor market values different categories of work differently, those differences are reflected in our compensation system.

Outreach and Education Series

This series contains jobs primarily involved in coordinating, developing and providing educational programs and/or materials. This includes classic environmental education and specialized workshops or training as well as general

outreach and information. Depending on the needs of the job, expertise in this series may be subject-area based, generalist or may be in the field of education, marketing or any type of social science relevant to the particular job.

Outreach and Education Trainee

This is a developmental classification. Employees entering this series with little or no directly relevant prior experience and without significant educational background that would substitute for such experience should be classified here. While classified here, the employee works under close supervision and/or as part of a team. On-the-job training is a major focus for employees classified here. This classification is not intended to be used for the normal orientation process for new employees.

Outreach and Education Level 1

This is an entry-level classification. Employees with sufficient experience and/or educational background to be able to begin functioning productively following the normal orientation process may be classified here. Tasks at this level include assisting more senior employees, working as part of a team, or following established curricula and program materials. At this level, any original curriculum development or modification would normally be subject to review by a more senior employee.

Outreach and Education Level 2

Jobs in this category may develop, coordinate or provide educational programs or materials, may perform information and outreach services and/or may serve as a resource in a particular subject area. This level of the classification includes jobs working under general supervision to achieve program objectives. They may work as part of a team or independently.

Education and Outreach Program Coordinator

This classification includes jobs requiring a certain amount of program-specific expertise as well as a high level of responsibility for programmatic development and effective management. Responsibilities include planning and budgeting for a program, reporting to Directors, the Executive Director and others regarding the program's work, monitoring program effectiveness and making adjustments as needed, proposing policy changes, developing, implementing and monitoring new program activities and coordinating with other District programs. Raising project funds through grants and other means and managing those agreements may be part of jobs in this classification.

Education and Outreach Program Supervisor

This classification includes jobs requiring a certain amount of program-specific expertise as well as a high level of responsibility for programmatic development and effective management. Responsibilities include planning and budgeting for a program, reporting to Directors, the Executive Director and others regarding the program's work, monitoring program effectiveness and making adjustments as needed, proposing policy changes, developing, implementing and monitoring new program activities and coordinating with other District programs. These responsibilities also include day-to-day supervision, evaluation, development/coaching and instruction regarding procedures, policies rules and expectations. Raising project funds through grants and other means and managing those agreements may be part of jobs in this classification as well.

Conservation Technical Series

Jobs in this series are primarily involved in planning, designing, installing and monitoring soil and water conservation practices. Other tasks include preparing and presenting trainings and workshops, conducting outreach to landowners and other key stakeholders, participating in a variety of inter-agency activities related to soil and water conservation.

Expertise is generally in the areas of soil science, agronomy, forestry, range management or some other relevant resource management discipline. The work of this series is closely related to the standards and methods used by the NRCS.

Conservation Technical Trainee

This is a developmental classification. Employees entering this series with little or no directly relevant prior experience and without significant educational background that would substitute for such experience should be classified here. While classified here, the employee works under close supervision and/or as part of a team. On-the-job training is a major focus for employees classified here. This classification is not intended to be used for the normal orientation process for new employees.

Conservation Technical Level 1

This is an entry-level classification. Employees with sufficient experience and/or educational background to be able to begin functioning productively following the normal orientation process may be classified here. Level 1 Technicians normally work to implement practices designed by a more senior Conservation Technician or Planner. Other tasks might include monitoring, data collection, outreach, training and reporting. A level 1 technician may recommend practices or design modifications to a more experienced technician or planner, but does not normally have the authority to deviate from or work outside of established designs, practice specifications and plans. Technicians in this classification interact with landowners but are not normally the initial or primary contact.

Conservation Technical Level 2

Technicians at this level routinely serve as primary contact for landowners; take the lead in recommending practices as well as in their implementation. They may work closely with a Conservation Planner on some jobs and more independently on others. Other tasks might include monitoring, data collection, outreach, training and reporting. Although typically expected to follow a conservation plan or established design specifications, a considerable degree of experience, expertise and judgment is required of Technicians in this classification.

Conservation Technical Level 3

This is the most senior level in the series. Technicians in this classification have extensive professional experience and/or education/training. Technicians at this level may have an engineering background or other highly technical expertise. Level 3 Technicians typically have job approval authority for common or key practices, often work independently and may have considerable reporting and outreach/training responsibilities. Raising funds through grants and other means and managing those agreements may be part of jobs in this classification.

Conservation Technical Program Manager

This classification involves both a high level of technical expertise and training and a high level of responsibility for programmatic development and effective management. Responsibilities include planning and budgeting for a program, reporting to Directors, the Executive Director and others regarding the program's work, monitoring program effectiveness and making adjustments as needed, proposing policy changes, developing, implementing and monitoring new program activities and coordinating with other District programs. Raising project funds through grants and other means and managing those agreements may be part of jobs in this classification.

Conservation Technical Program Supervisor

This classification involves both a high level of technical expertise and training and a high level of responsibility for programmatic development and effective management. Responsibilities include planning and budgeting for a program, reporting to Directors, the Executive Director and others regarding the program's work, monitoring program effectiveness and making adjustments as needed, proposing policy changes, developing, implementing and monitoring new program activities and coordinating with other District programs. Raising project funds through grants and other means and managing those agreements may be part of jobs in this classification. In addition, positions in this classification have full supervisory responsibility for at least one staff position. These responsibilities include day-to-day supervision, evaluation, development/coaching and instruction regarding procedures, policies rules and expectations.

Administrative Series

Jobs in this series are involved in a wide variety of tasks that may generally be described as administrative in nature. These tasks range from filing and typing to grants management, policy development, and operational oversight. Expertise may be subject-area based, generalist, or may be in fields such as management, business, human resources, accounting, public policy or law.

Administrative Level 1

This is an entry level administrative job classification. Jobs in this category require a moderate level of administrative skill. Employees in this classification work under fairly close supervision. Responsibilities include routine clerical tasks such as filing, phoning, typing etc. as well as making recommendations for ways to improve work flow and efficiency. Employees in this classification provide general administrative and program support as needed. Other tasks may include managing infrastructure and equipment, public notices, taking minutes etc.

Administrative Level 2

This is a midlevel professional administrative job classification. Jobs in this category require a moderate to high level of administrative skill and considerable specific job knowledge. Employees work under general supervision and have decision-making authority for some tasks. Responsibilities include routine clerical tasks such as filing, phoning, typing etc. as well as developing systems for improved work flow and efficiency. Employees in this classification provide general administrative and program support as needed. Other tasks may include managing infrastructure and equipment, public notices, taking minutes etc. Employees in this classification have an excellent working knowledge of district operations and are able to significantly contribute to both Staff and Board effectiveness.

Contracting, Cost share and Grants Trainee

This is a developmental classification. Employees entering this series with little or no directly relevant prior experience and without significant educational background that would substitute for such experience should be classified here. While classified here, the employee works under close supervision and/or as part of a team. On-the-job training is a major focus for employees classified here. This classification is not intended to be used for the normal orientation process for new employees.

Office Manager

Jobs in this category share a high degree of responsibility as well as advanced administrative skill. Excellent judgment, specific job knowledge, organizational and communication skills are needed for these jobs. Tasks might include managing the District's benefits system, maintaining personnel files, responsibility for infrastructure, equipment and supplies, managing contracts on behalf of the District and representing the District in negotiations with vendors and contractors. Jobs in this classification may supervise other administrative staff.

Contracting, Cost share and Grants Level 1

This is an entry-level classification. Employees with sufficient experience and/or educational background to be able to begin functioning productively following the normal orientation process may be classified here. Jobs at this level perform a variety of administrative and programmatic tasks related grants, contracts and/or cost share administration. These jobs normally involve following set procedures and working within a team or under close supervision when moving beyond established protocols.

Contracting, Cost share and Grants Program Manager

This is the highest non-supervisory level in the series. Jobs classified here share a high degree of specific job knowledge, considerable responsibility require excellent judgment, organizational and communication skills. Jobs at this level normally involve either policy and procedure development related to contracts, grants and /or cost share or research and recommendation of policy and procedural changes for approval by the Executive Director and/or the Board of Directors. Responsibilities include planning and budgeting for a program, reporting to Directors, the Executive Director and others

regarding the program's work, monitoring program effectiveness and making adjustments as needed, proposing policy changes, developing, implementing and monitoring new program activities and coordinating with other District programs. Raising project funds through grants and other means and managing those agreements may be part of jobs in this classification.

Contracting, Cost share and Grants Program Supervisor

This classification is to be used for jobs involving the same high level of expertise and responsibility as the Program Manager Classification but with the additional responsibility for supervising staff. These responsibilities include day-to-day supervision, evaluation, development/coaching and instruction regarding procedures, policies rules and expectations.

Executive Director

This classification is reserved for the Chief Operating Officer of the District. The individual or individuals in this classification report only to the Board of Directors and supervise directly or indirectly the other staff of the District. The individual in this position is responsible for all aspects of District Operations and along with the Board of Directors, has ultimate responsibility for the District's performance overall.

Rest and Meal Periods

Employees are allowed a 15 minute break for every four hours worked, and an additional 30 minute unpaid meal break for each day scheduled longer than 6 hours. Non-exempt employees are required to take these breaks. They are optional for exempt (salaried) personnel.

Payday

The pay period will be the first day of every month to the last day of every month. Each employee completes her/his own timesheet using a District-approved system. Timesheets are due by noon two business days prior to the end of the monthly pay period, or by the end of the employee's last working day in the pay period if earlier in the month. Employees need to keep track of the time they work on each program, project, or activity on the timesheet. Payday will be the third day of the following month if the employee selects electronic direct deposit or by the fifth if hard copy check payment is selected. Payment may be made earlier if feasible but, barring circumstances beyond the District's control will not be later.

Payroll Deductions

State, Federal, FICA, Medicare and local taxes will be withheld from payroll checks or paid by the District as required by law.

Medical Insurance

The District currently offers health insurance to all employees who work at least 20 hours per week. For full-time employees, and for part-time employees who work at least 20 hours per week, the District pays the monthly premium in full. Medical benefits will begin on the first day of the month following the employees first day at work.

Temporary employees receive no health insurance coverage. Family coverage or coverage costs beyond the allowed amount is the responsibility of the employee and may be deducted from paycheck if requested. Family members eligible for this coverage (at employee expense) include not only spouses and children but also domestic partners regardless of gender. An affidavit is required in order to enroll a non-married partner in the District's Medical Insurance Plan. Enrollment materials, affidavit forms and information regarding coverage are available from the Executive Director. Continued availability of these and other benefits are contingent on availability of funding and subject to change by the Board of Directors.

Retirement Investment Plan

The District currently offers a retirement and deferred compensation policy to all employees. The provisions of the retirement plan are as follows:

- Employees are not required to make voluntary contributions but are welcome to do so.
- Employer will contribute up to 6% of salary/wages, as a match to employee contribution.
 - Employer will not contribute if employee does not contribute.
 - Employees may contribute more than 6% of their salary/wages, up to the limit defined by federal tax law.
- Investment decisions for both employer and employee contributions into a given employee's account are made by the employee. Requests for changes in the investment allocations are made directly with AIG VALIC.
- Employees may request changes in the percentage or dollar amount of their voluntary payroll contributions as often as they wish. They are asked to request changes in writing to the EMSWCD payroll person. The District match will be changed accordingly.
- There is no waiting period. Employer and employee contributions may be made from the date of hire.
- Vesting
 - Employee contributions are 100% vested
- Vesting of employer contribution: graduated schedule based on date of hire:
 - 0% vested during first year after date of hire
 - 25% after first anniversary of date of hire
 - 50% after second anniversary of date of hire

- 75% after third anniversary of date of hire
- 100% after fourth anniversary of date of hire
- The vesting schedule is done in steps and will not be prorated.
- Employees who work for EMSWCD, whose employments ends, and who are again hired for a position at EMSWCD will be vested based on their total time of employment at EMSWCD rather than basing their vesting status on original or second date of hire.
- All “regular” full-time and part-time employees are eligible to participate in the retirement plan and have employer contributions made to their accounts. There is no minimum “hours per week” requirement. Temporary employees (positions under 6 months planned duration) and contracted workers are not eligible.
- When an employee leaves the District, the employer contribution remains in the employee’s account, depending on the degree to which the employee is vested. The remainder is forfeited and remains in the District plan, and can be used by the District toward future employer contributions.
 - The amount forfeited is based on the value of the investment at the time the employee leaves. Not on the dollar amount contributed by the employer.
 - For an employee who is 25% vested, s/he gets 100% of the money in the employee-contribution part of the account and 25% of the money in the employer-contribution part of the account. The District gets 75% of the money in the employer-contribution part of the account. If the investment gained value, both parties get more money than the original contribution. If the investment lost value, both get less.

Additional information and enrollment materials for both the retirement investment plan and the deferred compensation plan are available from the Executive Director.

Continued availability of these and other benefits are contingent on availability of funding and subject to change by the Board of Directors.

Time Records

It is each employee’s responsibility to prepare his/her timesheet completely and accurately and to submit it by noon on the first working day of the following month. Timesheets are to be filled out and submitted to electronically using the system designated by the District and will include program, activity, and funder codes. Any work activities, hours, or codes requiring approval by the employee’s supervisor or by the Personnel Committee must receive such approval before the timesheet is submitted.

Severance Pay

Severance pay will be decided by the Board on an individual basis. The employee’s final check will be paid on his/her last day of work and will include any unused vacation pay (maximum 120 hours or 160 hours: see section on Vacation) and compensatory pay to a maximum of 40 hours (see section on Compensatory Time).

LEAVE TIME

The District’s work year consists of 2080 hours, which includes vacation, holiday and sick leave. Regular part- time employees’ leaves are pro-rated accordingly.

Vacation

Each regular employee is entitled and shall earn annual vacation leave credit from the first full pay period of employment. However, unless given special permission by the Executive Director, employees are not entitled to take any vacation with pay until they have been employed for a period of six months. It is the intent of the District to provide paid vacation to regular employees at the following rates:

Part-time and Full-time

Hourly employees: In the first 5 years of employment accrue vacation time at the rate of .0385 hours for each hour worked. Maximum accrual is 120 hours.

Full-time Salaried employees:

Accrue vacation time at the rate of 80 hours (2 weeks) per year (6.67 hours per month), to a maximum of 120 hours.

After 5 years:

Beginning on the date of the employee's five-year anniversary of employment with the District, full-time employees accrue paid vacation time at a rate of 120 hours (3 weeks) per year, with a maximum accumulation of 160 hours. After 5 years of employment, part-time and hourly employees accrue vacation time at a rate of .05775 for each hour worked, to a maximum accumulation of 160 hours.

Additional vacation time may be accrued with permission from the Executive Director as long as District needs can be met. This must be arranged before the additional vacation is accrued.

If a holiday occurs during an employee's scheduled vacation, they will receive the holiday pay rather than have the time charged to vacation time.

Employees are to schedule vacation time with consideration for District program needs and wherever possible will inform the Executive Director well in advance of any extended vacation. In some cases, all or part of the employee's work assignments may be distributed to other employees. These arrangements are to be discussed prior to taking vacation time.

Holidays

Regular full-time employees will receive all federal holidays on the day they are scheduled. Regular part-time employees will receive federal holidays at a pro-rated rate for holidays that fall on their regularly scheduled workdays. Temporary employees do not receive holiday pay. Any employee who is required to work on a holiday will be paid double time or may elect to take an equal amount of paid time off during the same pay period.

Sick Leave

Sick leave is a leave of absence with pay which may be used by employees in the event of the following non-occupational conditions involving themselves or members of their immediate household:

- Illness
- Injury
- Quarantine based on exposure to contagious disease
- Dental or medical appointments

Hourly employees shall accrue sick leave at the rate of .0461 hours for each straight time hour worked up to a maximum of 8 hours per month. Full-time salaried employees shall earn 8 hours of sick leave per month. Sick leave may be accrued on an unlimited basis. Absence due to sickness in excess of three days must be verified by a physician's certificate at the request of the District.

Employees are expected to notify their supervisor or Executive Director when they will be absent due to illness, etc. This applies to all employees regardless of their usual work site.

Employees are not paid for unused sick leave at time of termination.

Compensatory Time

Because of the nature of many conservation projects and programs, the District recognizes the need for flexibility in work time management. When possible, prior planning for an altered work schedule is the preference but there may be times when this is not feasible. Therefore:

1. Salaried employees may accumulate up to 40 hours (1 hour for each regular hour worked over the

standard 40 hour week) of compensatory time without prior approval of the supervisor .Vacation or sick leave time is not accrued on compensatory time.

2. If an employee's employment ends and has compensatory time due, it will be cashed out at the final rate of pay to a maximum of 40 hours.
3. The Board may make exceptions in compensatory time policies in an emergency or unusual situation.

Hourly employees shall not accumulate compensatory time. Flexible work time scheduling within a workday or work week is allowable.

Overtime

No overtime may occur without prior approval of the supervisor. The Personnel Committee sets policy regarding use of overtime and may disallow its use altogether or set conditions for limited use. Supervisors have the authority to authorize overtime only as it is allowed by the Personnel Committee and approved by the Executive Director. Overtime will be paid at the appropriate rate (time and a half or double time as provided for in BOLI regulation).

Unpaid Leave

Unpaid leave of up to 40 hours may be granted at the discretion of the Executive Director provided that the District's needs can be met. Requests for unpaid leave must be granted in advance. Unpaid leave of more than 40 hours requires permission of the Personnel Committee or the Board of Directors.

Jury Duty

Upon presentation of subpoena or letter, employees shall be granted leave with full pay any time they are required to report for jury duty. If an employee is excused or dismissed prior to the end of the employee's regular work shift, s/he shall report back to work if more than half of the work day remains. If District work activities warrant, the Board will support the employee in requesting a postponement of jury service.

Bereavement Leave

Paid funeral leave will be decided by the supervisor on an individual basis based on the relationship of the deceased to the employee, travel needs etc. At a minimum, two days paid funeral leave will be granted on the death of a member of an employee's immediate family or household.

Family/Maternity/Parental Leave

Adopted 3/19/07

District will provide 2 weeks paid leave for full time employees that have worked for the District more than a year – not restricted to primary caretaker, can be for birth or adoption and in addition to accumulated sick leave for up to three months without pay. Other leaves may be requested by an employee after two years of employment.

Other Leaves

EMSWCD complies with all applicable OFLA, FMLA, and other mandated leave programs. These include Military Leave, Disability Leave, Leave for On-the-Job Injuries, Crime Victim Leave, etc. Most of these programs require that reasonable notice be given to the employer prior to taking leave and that a variety of documentation requirements are met. Information regarding these programs is available from the Executive Director.

Inclement Weather

Employees are encouraged to use public transportation during dangerous driving conditions. Leave without pay will be granted if an employee cannot safely report to work due to bad weather. In that case with permission of their supervisor employees may also work from home. Alteration of work schedules to make up lost time is permitted or employees may opt to take annual or compensatory leave to cover the time missed. If Multnomah County offices are closed due to inclement weather, employees will receive regular wages.

Natural disaster, attack, quarantine etc.

In the event of a catastrophic occurrence, the safety of our staff and Directors is of paramount importance. Leave will be granted (with or without pay at the Board's discretion) and/or alternate work locations will be arranged if an employee is unable to report to duty or if doing so is unsafe or ill-advised. For example, in the event of a local avian flu outbreak, EMSWCD will follow the recommendations of local officials to minimize risk of contagion (e.g. meet by phone, work from home, etc.). Any questions regarding expectations in such a situation should be directed to the Executive Director, who will consult with the Board as appropriate and feasible.

Death of an employee:

All unpaid salary and unused vacation will be paid to the employee's estate.

TRAVEL AUTHORIZATION AND OTHER REIMBURSEMENTS**Travel and Mileage**

Employees and Directors shall be reimbursed for authorized travel expenses. Mileage will be paid at the current federal rate. Mileage will be reimbursed as the distance from the office to and from the event, unless the actual point of departure is closer to the event than the office is. If the actual point of departure is closer to the event, mileage will be reimbursed as the distance from the point of departure to and from the event. Employees and Directors are encouraged to minimize driving whenever possible. The District does not compensate for commuting costs except as described below under "transportation policy". Expense reimbursement requests should be submitted no more than 30 days after the expense was incurred. Directors may be compensated for their travel costs to attend meetings or trainings for the District.

When traveling, staff and Directors should compare prices and seek reasonably-priced accommodations. While traveling on District business, employees and Directors will be reimbursed for the actual costs of lodging and meals up to the Federal maximum rates. Costs exceeding these maximums will only be reimbursed if less expensive accommodations cannot reasonably be found or if there is a compelling advantage to the accommodation chosen (for example it is the site of a conference and there is not a less expensive option close by). The decision whether to reimburse expenses in excess of the federal maximums will be made by the Executive Director or in the case the Executive Director incurs such expenses, by the check signer. The District will not reimburse costs for alcoholic beverages or pay for others to accompany the employee or Director to an event. The District will not reimburse for lunches except during overnight travel.

Reimbursement for program expenses as authorized by budgets or the Board shall be submitted on an approved reimbursement request form. This will be reviewed by the Executive Director for appropriateness, accuracy and completeness then referred to the Bookkeeper for payment. Executive Director's expenses shall be reviewed by the Bookkeeper and the Check Signer prior to payment. Expenses that are not already authorized by budget may be approved by the Executive Director within the limitations set out in the Fiscal Policy. Questionable or undocumented expenses will not be reimbursed unless and until sufficient documentation and/or explanation are received.

Transportation Policy

EMSWCD encourages Staff and the Board to seek transportation options other than individually driving. Where time is not prohibitive, staff are encouraged to explore public transportation and other more sustainable transportation options both for commuting and for other work-related travel. The District will try to make on-site parking available to staff who regularly need to drive in order to perform their duties (for example, field staff). Parking may also be made available for staff that only need to drive occasionally to perform their job duties. If parking is not available or if a staff member prefers, a transportation allowance in the amount of \$40 per month will be provided by the District. Any employee may choose this option. The allowance may be spent as the employee sees fit; no receipts or documentation are required.

Safety

Safety is a primary concern of the District. Employees are responsible for reporting any unsafe working conditions to the Executive Director and/or the NRCS District Liaison. If an accident does happen, it must be reported within 24 hours of the occurrence to the Executive Director, whether or not there is an injury. Any on-the-job injury must be promptly documented with an incident report form, available from the Executive Director.

Serious safety issues or accidents should be reported to the Board of Directors at the next regular meeting. All District employees are encouraged to be CPR and First Aid certified. The cost of certification classes may be submitted to the District for reimbursement; the District will also pay the salary for the class time.

DISTRICT EXPECTATIONS for Employee Conduct

Gifts and Gratuities

District personnel shall not accept any special favors or gifts or gratuities from partners or clients. Special gifts of small value (flowers, candy, calendars, lunches) will be shared by all employees.

Political Activities of District Employees

No political activity may occur during working hours. **District or NRCS equipment, material, and supplies SHALL NOT be used for political activities at any time. Any statements made or action taken by District staff regarding elections will be absolutely impartial; any information, etc. provided to one candidate or potential candidate must be made equally available to all.**

In the case of ballot measures, District staff will not in any way advocate for or against a ballot measure. Information may be provided regarding the measure if appropriate and factual background materials may be provided but great care shall be taken to avoid advocacy of any kind regarding a ballot measure.

Employees should refrain from wearing or displaying campaign-related buttons, t-shirts or other campaign materials while working, whether in the office or not. Employees are free to express political beliefs outside of work hours, provided they do not state or imply that their views represent the position of EMSWCD or its Board of Directors. See also non-discrimination policy below.

Personal Telephone Calls

District phones are to be used for District purposes except for emergency calls. Personal calls of a brief nature are allowed provided they do not interfere with an employee's duties and are not disruptive.

Smoking

The District Office is a smoke-free environment.

Outside Employment

It is expected that the District's needs will come first during working hours. Conflicts of interest are not allowed.

Non-Discrimination (approved 6/5/06)

The East Multnomah Soil and Water Conservation District (EMSWCD) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual's income is derived from any public assistance program. It is further agreed that there will be no discrimination against persons with disabilities unless bona fide job-related reasons exist. The District will not condone or tolerate prejudicial remarks, actions, slurs, or jokes expressed and directed at or to persons with disabilities, racial minorities, a person's religious preferences, sexual orientation, or national origin. Any employee who behaves in such a manner while conducting the

District's business will be subject to disciplinary action including possible termination. EMSWCD is an equal opportunity provider and employer.

short form:

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Sexual Harassment

Sexual harassment will not be tolerated by the District. No employee shall be subjected to unwelcome sexual advances, requests for sexual favors, or any form of verbal or physical conduct of a sexual nature that is offensive, hostile or intimidating. All reports of such behavior will be examined immediately by the Executive Director or by the Personnel Committee in the event that the Executive Director is involved in the harassment. The matter will be resolved swiftly, consistently, and fairly. Any employee who sexually harasses another individual while conducting the District's business will be subject to disciplinary action, including possible termination.

Expectations for Conduct and Disciplinary Actions

EMSWCD expects all employees to know and comply with law and District policy relevant to their work. They are expected to diligently perform their work in a manner that supports our mission and to accept appropriate supervision. Employees are expected to resolve conflicts in a professional, respectful and constructive manner. When working with the public, the Board of Directors, or with partners, all employees are expected to behave in a manner that reflects positively on the organization. The District, NRCS and our other partners expect professional and courteous manners of all District employees, Directors and volunteers at all times including a neat, appropriate appearance. Employees are expected to be punctual and have a good attendance record.

When these expectations are not met, the supervisor will provide informal feedback and correction. In the event this does not adequately address the situation, disciplinary action may be taken. Employees will normally have an opportunity to provide an explanation prior to any final action being taken. In more serious cases, such as those involving criminal acts or a threat to the safety of others, immediate action may be taken, including suspension and removal from the worksite pending review by the Personnel Committee.

Appeal Process

All employees have the right to be treated fairly, to have their views heard and, in the event a supervisor is acting inappropriately, to appeal a disciplinary or other personnel situation to a higher authority. If an employee believes that a supervisor has acted inappropriately, they may appeal the case to the Executive Director; in the event the Executive Director may have acted inappropriately, they may appeal to the Personnel Committee (or to the Chair in the event the Personnel Committee is not available). In the event an employee disagrees with a review or other employment action, employees may provide rebuttal documents for the appropriate file.

Immigration and Nationality Program

The District has the responsibility to employ only citizens of the United States and lawfully authorized alien workers. The District will obtain appropriate documentation at the date of hire, which will be maintained in accordance with regulations.

EMPLOYEE PERFORMANCE REVIEWS

Employee Performance Reviews

Employee performance will be reviewed by their supervisor after six months from date of hire, 12 months after date of hire, and regularly thereafter. Step increases will be based on performance reviews and availability of District funding. In the event that there are delays in completing or presenting a performance review, any step increase awarded will be made retroactive to the appropriate date.

Evaluations will be conducted by the supervisor with input obtained from Directors, peers, clients, and partners as appropriate. Written evaluations will be reviewed by the Personnel Committee (may be done via mail or email) prior to its being finalized and presented to the employee. If the Executive Director is not the supervisor, the Executive Director will review the evaluation prior to its being finalized and presented to the employee. The evaluation will be reviewed and discussed by the employee and their supervisor with a representative of the Personnel Committee present if so requested by any of the parties involved.

The Executive Director will be evaluated by the Board of Directors in executive session after receiving input from staff, partners, peers and clients as appropriate and feasible.

Evaluation Process

All employees will be evaluated in a fair, standard and transparent manner. The forms and instructions used for evaluations will be made available to employees on request. These forms and procedures may change over time as we work to improve the usefulness of our evaluation process but they will focus on improving performance by assessing current performance, identifying and addressing any performance problems, and providing useful feedback regarding each employee’s areas of relative strength and weakness. Coaching and, where appropriate, training, will be provided to help employees continue to develop professionally and continually improve their effectiveness and job satisfaction. All changes to the evaluation forms or procedures will be approved by the Personnel Committee.

In the event that an employee’s performance is found to be unsatisfactory, a development plan will be prepared, outlining what will be performed and to what level of proficiency it will be performed in a specific period to bring the performance level up to a satisfactory level. If performance has not been brought up to a satisfactory level after this identified period, steps will be taken to terminate the employee.

The East Multnomah Soil and Water Conservation District is an at-will employer. That means that both the District and the employee can terminate the employment relationship with or without cause and with or without notice. This policy is neither a contract nor a guarantee of continued employment. No Director or staff member has the authority to alter these policies. All changes must be approved by the Board and provided to all employees in writing.

The District reserves the right to change these policies and procedures at any time. These policies and procedures do not and are not intended to confer any property right in continued employment or to constitute an expressed or implied contract.

Signatures indicate review of personnel policies at time of hire

District Representative	Date	Employee	Date