

- w. Page 36, Political Activity: Employees cannot talk about political views while on duty. Someone may ask you for your political party/beliefs but as Public Employees we cannot share that information.
 - x. Page 36, Inclement Weather/Emergency Closures: In the past the City has followed the same closures as the School District. Moving forward it will be taken into consideration as well as the input of the Public Works Director.
 - y. Page 37, Smoke-Free Workplace: The City is supposed to provide designated areas for smoking out of site of the public. **Jeff Brown** will follow up.
 - z. Page 38, Children in the Workplace: Added language regarding flexibility of existing parameters. There will be an updated policy in place.
 - aa. Page 40, Corrective Action/Discipline: Added language for tracking, coaching and counseling.
 - bb. Page 41, References: If employees want management to provide a more in depth reference other than employment confirmation they must give written authorization to the City.
- III. Policies to be added:
- a. Dress Code
 - b. Complaint Process
- IV. KAIZEN Approach – Bridget Meneley
- a. Emphasizes continuous improvement.
 - i. Developing standard operating procedures (SOP's)
 - ii. Asset management system – Public Works, Krystal
 - iii. Open door policy allows the City Manager to be aware of projects and needs so that they can search for funds in grants, share information with stakeholders, etc.
 - iv. Not being “Just Willamina” but “The Willamina”
- V. Telework Policy
- a. This will be addressed individually at a later date
- VI. Absence Requests
- a. Will discuss after Manager’s meeting.
 - b. The timecard process needs to be cleaned up and clarified.
 - c. **Bridget** has been working City Attorneys to be consistent with everyone.
- VII. Purchasing Policy
- a. Streamlining along with Budget process.
- VIII. KAIZEN Continuous Improvement - handout
- a. Provide positive & constructive feedback and return to Bridget by January 5, 2024.

Working Copy presented on 12.14.2023

Willamina
Employee Handbook



December 2023

Welcome!

Welcome to the City of Willamina, we're glad to have you on our team. At the City of Willamina, we believe that our employees are our most valuable asset. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce.

This employee handbook describes, in summary, the personnel policies and procedures that govern the employment relationship between the City of Willamina and its employees, other than those found in either applicable collective bargaining agreements or contracts of employment. The policies stated in this handbook are subject to change at any time at the sole discretion of the City of Willamina with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City of Willamina that are inconsistent with its provisions. It does not, however, substitute for collective bargaining agreement or contract of employment provisions. To the extent that a provision in a valid collective bargaining agreement or contract of employment contradicts or is inconsistent with what is in this Employee Handbook, the collective bargaining agreement or contract of employment provision controls.

This handbook does not create a contract of employment between the City of Willamina and its employees. With the exception of employees subject to a collective bargaining agreement or contract of employment, all employment at the City of Willamina is "at will." That means that either you or the City of Willamina may terminate this relationship at any time, for any reason, with or without cause or notice (unless you are subject to a collective bargaining agreement or written contract of employment). No supervisor, manager, or representative of the City of Willamina other than the City Manager 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 the City Manager (or is included in a collective bargaining agreement or contract of employment).

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 me.

Sincerely,

Bridget Meneley, City Manager

City of Willamina

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I. Equal Employment Opportunity (EEO) Policies

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

All employees are encouraged to discuss these EEO Policies with the City Manager at any time if they have questions relating to the issues of harassment, discrimination, or bullying.

A. No-Discrimination Policy

The City of Willamina provides equal employment opportunity to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. This EEO policy 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.

For purposes of this and all other City of Willamina policies, "race" is defined to include physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hair styles), Further, "protective hairstyles" is defined as "hairstyle, hair color or manner of wearing hair, including braids (regardless of whether the braids are created with extensions or styled with adornments, locs and twists)".

Commented [A1]: Oregon passed HB 2935, also known as the CROWN Act, expanding the definition of race prohibiting employers of all sizes from discriminating against hairstyles associated with race. This law went into effect January 1, 2022.

The City of Willamina'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 Willamina supports Oregon's Pay Equity Law and federal and Oregon laws prohibiting discrimination between employees on the basis of a protected class (as defined by Oregon or federal 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 Willamina pays wages or other compensation to other employees for work of comparable character are encouraged to discuss the issue with their direct Supervisor and or the City Manager.

C. No-Harassment Policy

The City of Willamina prohibits harassment and sexual assault in the workplace, or harassment and sexual assault outside of the workplace that violates its employees, volunteers and interns' right to work in a harassment-free workplace. Specifically, City of Willamina 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 the City Manager 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 Willamina 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 Willamina’s employees. ***Such harassment is prohibited whether committed by City of Willamina employees or by non-employees (including elected officials, members of the community, volunteers, interns and vendors).***

Sexual Harassment

Sexual harassment has been defined as 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

The City of Willamina’s 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.

City of Willamina’s policy also prohibits harassment such as 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 Willamina 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.
- Negative comments or teasing a person about their natural hair, hair texture, and hair type or hair style (see definition of “race” on page 1). Employees may not touch another employee’s hair without permission to do so, even if the touch is extended out of curiosity or as a compliment.

This is not a complete list. All employees are expected to exercise common sense and refrain from other similar kinds of unprofessional 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 their immediate supervisor or the City Manager, 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.

Commented [A2]: The law requires the employer to identify two specific individuals who can receive complaints. CIS recommends including a statement that employees can report their concerns to any supervisor or member of management as well.

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 Willamina’s need to investigate the complaint and address the situation. If conduct in violation of this policy is found to have occurred, City of Willamina 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 Willamina’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 Willamina 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 Willamina, 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 Willamina 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 their immediate supervisor or the City Manager 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 Willamina provides an Employee Assistance Program (EAP) through Canopy to employees and dependents who are enrolled in City of Willamina'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 canopywell.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 Willamina 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 their experience.

The City of Willamina 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 Willamina 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 Willamina regarding his/her experience and/or employment status, the employee should contact their immediate supervisor or the City Manager. The employee's request to enter into such an agreement must be in writing (email or written on paper is acceptable). Requests of this nature

Commented [A3]: These can be the same two positions/individuals that were identified at the beginning of the policy, or two different positions/individuals.

Commented [A4]: This paragraph has been specifically written for employers who offer CIS medical coverage with Regence and/or Kaiser. If a different EAP is offered, or no EAP is offered, this section will need to be updated or deleted.

will be considered on a case-by-case basis; such agreements are not appropriate for every situation. If the City of Willamina and employee do reach an agreement, the City of Willamina 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 Willamina or making comments that would lower the City of Willamina 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 Willamina and the employee may agree to. The employee will have seven days to revoke the agreement after signing it.

No-Bullying Policy

The City of Willamina strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City of Willamina, therefore, prohibits employees from bullying one and other or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and that creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.
4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, managers or supervisors or elected officials.

This is not a complete list.

Employees who have experienced bullying in violation of this policy, who have 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 Willamina 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.

D. Disability Accommodation Policy

The City of Willamina 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

The City of Willamina 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 the City of Willamina.

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, the City of Willamina) 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, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the City Manager 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 Willamina and employee must monitor the employee’s accommodation situation and make adjustments as needed.

E. 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 their immediate supervisor or the City Manager to discuss their options for continuing to work and, if necessary, leave of absence options. The City of Willamina 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 Willamina’s operations.

Although this policy refers to “employees,” the City of Willamina 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

Commented [A5]: This is a new policy for the City. Employers with six or more employee must accommodate pregnancy.

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 their immediate supervisor or the City Manager 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 Willamina and the employee to find an effective accommodation, or to verify the employee's need for an accommodation. Both the City of Willamina and employee must monitor the employee's accommodation situation and make adjustments as needed.

No Discrimination, No Retaliation

The City of Willamina 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 Willamina; 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] [OFLA] [FMLA] if a reasonable accommodation can be made that doesn't impose an undue hardship on the operations of the City of Willamina. Also, no employee will be denied employment opportunities if the denial is based on the need of the City of Willamina 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 on page fourteen or speak with their immediate supervisor or the City Manager.

F. Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report reasonable concerns about the City's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City of Willamina 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 Willamina;
- A violation of law, regulation, or standard pertaining to safety and health in the place of employment;
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the City of Willamina;
- A substantial and specific danger to public health and safety resulting from actions of the City of Willamina; 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 Willamina 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 Willamina's Open Door Policy, employees who wish to report potential improper or unlawful conduct should first talk to his or 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 the City Manager. Supervisors and managers are required to inform the City Manager about any 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 Willamina 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 Willamina'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 disclosure must relate to the conduct of a coworker or supervisor acting within the course and scope of his or her employment. The disclosure must have been made to either: (1) a state or federal regulatory agency; (2) a law enforcement agency; (3) a manager with the City of Willamina; 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 Willamina will not retaliate against employees who make reports or disclosures of information of the type described above when the employee reasonably believes he or 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 the City of Willamina policy).

In addition, the City of Willamina prohibits retaliation against an employee because he or she participates in good faith in any investigation or proceeding resulting from a report made pursuant to this policy. Further, no City of Willamina employee will be adversely affected because they refused to carry out a directive that constitutes fraud or is a violation of local,

Oregon, federal, or other applicable laws and regulations. The City of Willamina 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 or 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 Willamina determines that the report was known to be false, or information was disclosed with reckless disregard for its truth or falsity. If such a determination is made, an employee may be subject to discipline up to and including termination of employment.

II. Classification and Compensation

A. Probationary Period of Employment

All new employees, including current employees who are promoted or transferred within the City of Willamina, are hired into a probationary training period that generally lasts no less than six (6) months. The probationary period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by your manager. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be considered during the probationary period. This period gives you an opportunity to demonstrate satisfactory performance for the position, and also provides an opportunity to determine if your knowledge, skills and abilities, and the requirements of the position match. It is also an opportunity for you to decide if the City of Willamina meets your expectations of an employer.

At or before the end of the probationary period, a decision about your employment status will be made. The City of Willamina will decide whether to: (1) Extend your probationary period; (2) Move you to regular, full-time or regular, part-time status; or (3) Terminate your employment.

Employees are not guaranteed any length of employment upon hire or transfer/promotion; both you and the City of Willamina may terminate the employment relationship during the probationary period for any lawful reason. Further, completion of the introductory period or continuation of employment after the introductory period does not entitle you to remain employed by the City of Willamina for any definite period of time. Both you and the City of Willamina are free to terminate the employment relationship, at any time, with or without notice and for any reason not prohibited by law.

B. Employee Classification

The City of Willamina classifies employees as follows:

1. **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 the City of Willamina's benefit programs.
2. **Regular Part-time:** Employment requiring less than 40 hours of work per week but more than 20 hours 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. Generally, a regular part-time employee is eligible to participate in the City of Willamina's benefit programs on a pro-rata basis.

3. **Part-Time:** Employment requiring less than 20 hours of work per week. Generally, a part-time employee is not eligible to participate in the City of Willamina's benefit programs other than those mandated by applicable law.
4. **Temporary:** 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. Temporary employment can either be full-time or part-time. Temporary 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 Willamina rules and procedures.

C. 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.

D. Meal Periods and Rest Breaks

Nonexempt 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.

Nonexempt 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 or her supervisor before the end of the shift so that the City of Willamina 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 come in 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.

G. Rest Breaks and Expression of Breast Milk

The City of Willamina will provide reasonable rest periods to accommodate an employee who needs to express milk for their 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

Commented [A6]: This is a new policy for the City. Under Oregon law, all employers with 10 or ore employee must provide reasonable rest break for employees to express milk.

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 Willamina 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 Willamina is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the City of Willamina 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 Willamina 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 Willamina 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 Willamina 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 the City Manager with reasonable oral or written notice of her intention to do so in order to allow the City of Willamina 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.

H. Overtime

Time-and-a-Half

The City of Willamina pays one and one-half times a non-exempt employee's hourly rate for all hours worked over 40 hours 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 per workweek required to receive overtime pay.

Assignment of Overtime Work

You may be required to work overtime. When overtime work is required by the City of Willamina on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of his or her straight-time hours will normally be expected to continue to perform the job on an overtime basis. When overtime work is assigned by the City of Willamina on a Saturday, Sunday, or holiday, it generally will be assigned to the employees who regularly perform the particular work involved.

When overtime is required by the City of Willamina on a Sunday or on a holiday, the City of Willamina will endeavor to give the employees required to work, notice of their assignment during their last shift worked prior to such Sunday or Holiday.

Supervisor Authorization

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

I. Timekeeping Requirements

All non-exempt employees must accurately record time worked for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than City of Willamina business. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline up to and including termination. Exceptions can be made for extenuating circumstances, communication with the immediate supervisor or the City Manager are necessary for these situations. An employee who fails to record his or her time may be subjected to discipline as well.

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

J. Employee-Incurred Expenses and Reimbursements

The City of Willamina 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 Willamina will not pay for or reimburse the costs incurred by a spouse, registered domestic partner or travel companion who accompanies the employee on City of Willamina-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 their payment or reimbursement.

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

- Conferences or Workshops,
- Education,
- Meals, and
- Mileage and Parking.

K. Payroll Policies

You will be paid semi-weekly. For hourly (non-exempt) employees, the pay period runs during the normal workweek. Employees will be paid for the preceding two week pay period on every other Wednesday.

For salaried (exempt and non-exempt) employees, "month" is defined as the 1st – 31st.

Paydays are generally every other Wednesday, for both non-exempt and exempt employees.

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

The City of Willamina makes all efforts to comply with applicable Oregon and Federal wage and hour laws. In the event you believe that the City of Willamina has made any improper deductions, has failed to pay you for all hours worked or for overtime, or has failed to properly calculate your wages in any way, you must immediately report the error to your supervisor and/or the City Manager. The City of Willamina 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 because he or she has reported any errors or complaints regarding the City of Willamina's pay practices.

L. 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 can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify the City Manager's office to assure that the proper updates/paperwork 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 the City of Willamina about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City of Willamina 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.

M. Performance Reviews

All City of Willamina 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 their position is subject to disciplinary action (including termination).

The City of Willamina's goal is to provide an employee with his/her first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City of Willamina 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, and
- 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 be prepared to start work. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized City of Willamina 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 a telephone call or email no later than three 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 be deemed an employee's voluntary resignation of employment.

B. Vacation

It is the policy of the City of Willamina 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 or her employment anniversary date unless the employee has a separate employment contract with the City of Willamina which delineates that employee's vacation time. For regular, full-time employees, vacation accrues as follows:

1. At the end of the first year of service, one week, or 40 hours, of vacation.
2. Two years or more but less than eleven years of service, two weeks, or 80 hours, of vacation per year.
3. Eleven years or more but less than 16 years of service, three weeks, or 120 hours, of vacation per year.
4. Sixteen years or more of service, three weeks (120 hours), plus an additional 8 hours per year for each year over sixteen years of service.

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 earn 20 hours of vacation upon completing their first year of service.

Vacation does not accrue between employment anniversary dates and may not be taken until it is earned. Vacation time must be used in the anniversary year after which it is earned and may not be carried over past the employee's next anniversary date. For example, an employee with two weeks' vacation as of their third anniversary date must use the two weeks prior to their fourth anniversary date. If an employee fails to take their earned vacation time before the employee's anniversary date is in violation of this policy, the employee will not earn any further vacation until that unused vacation has been taken.

Earned vacation must be taken. Employees are not entitled to pay in lieu of taking time off for vacation. Those employees who resign their position and have:

1. Served an initial twelve month period,
2. Complied with probation requirements, and
3. Separated from the City in good standing

Shall be entitled to payment for accrued vacation leave. In case of death, compensation for accrued vacation leave shall be paid to the beneficiary in the same manner that salary due to the decedent is paid. **Vacation** must be scheduled with their supervisor at least two weeks in advance of the date(s) the employee wishes to take as vacation.

C. Sick Leave

The City of Willamina 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 with questions about this policy may contact the City Manager. Please also refer to the Oregon Sick Leave Law poster that is posted in the coffee room at 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.

Sick leave with pay for full-time regular or probationary employees shall accrue at the rate of one working day of leave (8 hours) for each full calendar month of the employee's service. Regular part-time employees shall accrue a pro-rated amount of sick leave. Employees who are granted a leave of absence with pay for any purpose shall continue to accrue sick leave at the regular prescribed rate. Sick leave may be taken in hourly increments. Unless the employee has a separate employment contract with the City of Willamina which delineates that employee's sick leave.

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.

Employees may carry over up to a maximum of 1040 hours of accrued and unused sick leave for use in a subsequent calendar year.

Use of Sick Leave

Accrued paid sick leave may be used for 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 family member.

- “Family member” means the eligible employee’s grandparent, grandchild, spouse, or registered same-gender domestic partner, and the domestic partner’s child or parent; the employee’s stepchild, parent-in-law or a person with whom the employee was or is in a relationship of in loco parentis; and the employee’s biological, adoptive or foster parent or child.
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 their supervisor as soon as practicable before the leave using the City of Willamina’s call-in/notification procedures. If an employee is unable to reach their direct supervisor, they should notify the City Manager. 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 the City of Willamina. Employees must notify their direct supervisor 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 their direct supervisor as soon as practicable and comply generally with the City of Willamina’s call-in procedures. Generally, an employee should notify their immediate supervisor of unforeseeable sick leave at least 30 minutes prior to the beginning of their shift, unless physically unable to do so, at which time notice should be given as soon as possible. Acceptable notification should occur using a phone or email.

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 their 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, the City of Willamina 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, the City of Willamina 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 the City of Willamina 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, the City of Willamina may require documentation from a healthcare provider on a more frequent basis. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

Donated Sick Leave

The City of Willamina allows employees to voluntarily transfer accrued vacation leave, sick leave, and/or compensatory time to the sick leave account of an eligible employee who has exhausted, or is likely to exhaust, all accumulated paid leave.

Eligible employees must be unable to return to work due to their own serious illness or injury which is life threatening or which will require a lengthy convalescence. Eligibility for leave donations will require a medical certification indicating eligibility under the above definition. It is prohibited for anyone to pressure, intimidate or otherwise attempt to convince any employee to take action in a donation issue that is not of the employee's own volition.

A lifetime maximum of 600 hours may be donated to the affected employee during the tenure of their employment with the City of Willamina. There is no assurance made by the City of Willamina that the affected employee will receive any donations due to the voluntary nature of this policy.

To qualify as a donating employee, an employee must be a regular status employee working half time or greater and have sufficient vacation leave, sick leave, and/or compensatory time accrued to cover donated time. Donating employees agree to make no future claim upon the City of Willamina for compensation associated with the hours donated.

Donated leave may not be used to extend employment beyond the point that it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

Any **exception** to this policy requires approval by the City Manager.

D. Holidays and Floating Holidays

The City of Willamina recognizes **ten** holidays each year. All full-time employees will receive their regular straight-time compensation for each holiday. Regular part-time employees receive

pay for each designated holiday in the proportion that their normally scheduled number of hours equals 40 hours per week. The holidays celebrated are:

- New Year's Day
- President's Day
- Memorial Day
- Labor Day
- Martin Luther King Jr. Day
- Independence Day (July 4)
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Veterans Day

Commented [A7]: Per Oregon law, if Veterans Day is not a paid holiday, veterans are able to select another day, unpaid or use accrued leave. Read this entire section to become familiar with the law.

~~The City of Willamina will provide unpaid time off for Veterans Day if an employee would otherwise be required to work on that day and if the employee provides: (a) at least three weeks' written notice their immediate supervisor or the City Manager that he/she intend to take time off for Veterans Day; and (b) documents showing that he/she is a veteran. To take this leave, the veteran must have served on active duty in the armed forces for at least six months and received an honorable discharge. If the individual served in a reserve or National Guard unit, the employee is not qualified for leave unless he/she were deployed or served on active duty for at least six months. The City of Willamina will notify the employee, at least 14 days before Veterans Day, whether he/she will receive time off for Veterans Day. If the City of Willamina determines that providing time off on this holiday would cause significant economic or operational disruption or undue hardship, the request will be denied, but the City of Willamina will allow the worker to take a single day off within one year of Veterans Day.~~

A holiday that falls on a weekend will be observed on either the preceding Friday or the following Monday to coincide with local custom.

To be eligible for holiday pay, an employee must have worked his or her regularly scheduled hours the workday before and the workday after the holiday, or have been on an approved vacation day or any other excused absence under the City of Willamina policy. If an employee is on vacation when a holiday is observed, the employee will be paid for the holiday and will be granted an alternate day of vacation at a later date.

Any hourly, non-exempt employee required to work on a holiday will receive double-time payment for the hours worked.

Floating Holidays

Employees may select one additional day off with pay (known as a "floating holiday") during a calendar year, on any day they choose.

Floating holidays may only be used in full-day increments; partial days are not allowed. Floating holidays must be used in the year they accrue. Floating holidays do not "carryover" to the next year.

Employees must coordinate requests for floating holidays with their manager.

E. Family Medical Leave

Statement of No FMLA/OFLA Coverage

The City of Willamina's 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 the City of Willamina 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 at least 20 hours per week prior to beginning the requested leave.

F. Bereavement Leave

Up to 40 hours of bereavement leave will be granted to full-time employees who have worked for the City of Willamina 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, sibling, 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. In all circumstances, the City of Willamina may require certification of the need for leave, such as copies of any notices. 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.

G. Jury and Witness Duty

Jury Duty

The City of Willamina 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 or she receives, 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 or 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 the Accounting Manager upon receipt.

Except for employee absences covered under the City of Willamina'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.

H. Religious Observances Leave and Accommodation Policy

The City of Willamina respects the religious beliefs and practices of all employees. The City of Willamina will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City of Willamina'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 employee's supervisor.

I. Crime Victim Leave Policy

Any employee who has worked an average of at least 20 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological, or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use any accrued, but unused vacation/sick leave during the leave period;
- Provide as much advance notice as is practicable of his/her intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City of Willamina 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.

J. 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 or her minor dependents.

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

Leave is generally unpaid, but the employee may use any accrued vacation 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 or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to their supervisor as far in advance as possible. That notice shall include the time needed, when the time will be needed, and the reason for the leave. The City of Willamina will then generally require certification of the need for the leave such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City of Willamina notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault, or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City of Willamina. Please contact your supervisor or the City Manager immediately with requests for reasonable safety accommodations.

K. Military Leave

Employees who wish to serve in the military and take military leave should contact their supervisor or the City Manager 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

Commented [A8]: This is Oregon law. Employees are able to service in annual training with no loss of pay or benefits.

considered "federal active duty" for training under this policy; other requirements apply. Please contact your immediate supervisor or the City Manager 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 the City of Willamina policy and that of its health insurance provider are entitled to the benefit options offered by the City of Willamina. Generally speaking, that means the City of Willamina offers medical insurance for all of its regular, full-time employees unless otherwise established by law. The City of Willamina pays ninety percent (90%) of the cost of coverage for its regular, full-time employees and their dependents. Part-time employees are eligible to healthcare benefits as delineated in Section III, A(2) of this Handbook.

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 the City of Willamina. These documents govern all issues relating to employee health insurance. As other employee benefits are offered by the City of Willamina, employees will be advised and provided with copies of relevant plan documents. Copies are available from the City Manager's Office.

B. Employee Assistance Program (EAP)

This free, is provided by CIS through the Canopy program, confidential service is provided to all employees covered by the City of Willamina medical insurance benefits, and their covered dependents who may be experiencing life problems. Information regarding this service can be obtained by contacting your supervisor or the City Manager.

Commented [A9]: Does the City have an EAP through the insurance program? Just confirming.

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

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and 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 your supervisor.

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

Return to Work

If you require workers' compensation leave, the City of Willamina will strive to reemploy you to the most suitable vacant position available. However, you must first submit documentation from a health care provider who is familiar with your condition demonstrating your ability to return to work and perform the essential functions of the position.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. The City of Willamina 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.

Overlap with Other Laws

The City of Willamina will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA). 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 the ADA and/or applicable Oregon laws covering disabilities in the workplace.

I. PERS (Public Employees' Retirement System) Benefits

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

V. Miscellaneous Policies

A. Alcohol/Drug Use, Abuse and Testing Policy

The City of Willamina 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 Willamina's reputation.

The City of Willamina 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 (except where noted in this policy or where it is inconsistent with applicable law and/or collective bargaining agreement provisions.) This policy revises and supersedes all previous drug and alcohol testing policies and practices.

Prohibited Conduct

The following examples of prohibited conduct do not apply to law enforcement employees who possess drugs, alcohol or other items identified in this policy in connection with law enforcement work.

- Possession, transfer, use or being under the influence of any alcohol while on City of Willamina property, on City of Willamina time, while driving City of Willamina vehicles (or personal vehicles while on City of Willamina business), or in other circumstances which adversely affect City of Willamina operations or safety of City of Willamina employees or others.
 - 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 Willamina property, on City of Willamina time, while driving City of Willamina vehicles (or personal vehicles while on City of Willamina business), or in other circumstances which adversely affect City of Willamina operations or safety of City of Willamina employees. Employees may not have any detectable amount of narcotic, hallucinogen, stimulant, sedative, drug or other controlled substance in system while on City of Willamina property or on City of Willamina time.
 - 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.

Commented [A10]: Is section has been expanded. Is the City a Zero Tolerance or No Impairment?

Commented [A11]: This sentence is what makes this a "Zero-Tolerance" policy.

- 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 Willamina property, or possessing, items or objects on City of Willamina property that contain any "controlled substance," including, for example, "pot brownies", "edibles," and candy containing marijuana. 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 Willamina property.
- Bringing equipment or any devices marketed for use or designed specifically for use in ingesting, inhaling or otherwise introducing marijuana (or controlled substances), such as pipes, bongs, "vape" pens, smoking masks, roach clips, and or other drug paraphernalia.
- 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 Willamina property. This prohibition does not apply to employees who possess such items in connection with law enforcement work.

As used in this policy, "drug" 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.

Prescription Medication and Medical Marijuana

An employee who uses prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or that may affect the safety or well-being of others, must notify their supervisor of such use immediately before starting or resuming work. This includes, without limitation, medical marijuana. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City of Willamina will not agree to allow an employee to use medical marijuana as an accommodation.

Testing

The City of Willamina reserves the right to:

- a. Subject applicants who are given a conditional offer of employment in a safety-sensitive position to a drug and/or alcohol test,
- b. Test employees reasonably suspected of using drugs or alcohol in violation of this policy,
- c. Discipline or discharge employees who test positive or otherwise violate this policy, and

- d. Test employees when they: (1) cause or contribute to accidents that seriously damage City of Willamina vehicle(s), machinery, equipment, or property; or (2) result in an injury to themselves or another employee requiring offsite medical attention; and (3) when the City of Willamina has a reasonable basis to believe that the accident or injury may have been caused by drug or alcohol use.

The phrase "reasonable suspicion" (or any variation thereof) used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol, or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:

- A pattern of abnormal or erratic behavior,
- Information provided by a reliable and credible source,
- A work-related accident,
- Direct observation of drug or alcohol use,
- Presence of the physical symptoms of drug or alcohol use (*i.e.*, glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes),
- Unexplained significant deterioration in individual job performance,
- Unexplained or suspicious absenteeism or tardiness,
- Employee admissions regarding drug or alcohol use, or
- Unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.

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

An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by their supervisor or the City Manager. 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.

Search of Property

When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City of Willamina property, or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City of Willamina may search the employee's possessions located on City of Willamina property, including but not limited to, clothes, locker, lunchbox, toolbox, and desk. Employees should have no expectation of privacy in any items they bring on City of Willamina property, or in property, equipment, or supplies provided by the City of Willamina 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 and all tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs, or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.

Crimes Involving Drugs and/or Alcohol

Employees shall report:

- Any criminal arrest or conviction for drug-related 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

The City of Willamina 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. The City of Willamina is willing to help such employees obtain appropriate treatment.

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

The City of Willamina 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 the City of Willamina to the extent its existing benefits package covers some or all of the program costs.

Although the City of Willamina 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 the City of Willamina policy is discovered, the employee's willingness to seek the City of Willamina or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.

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, or agency is prohibited unless written authorization is obtained from the employee.

B. Mobile Devices Policy

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

Cell Phones and Mobile Devices in General (both City of Willamina-provided and personal cell phones/Mobile devices)

Employees are allowed to bring personal cell phones and Mobile devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

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

Nonexempt employees may not use their personal or City of Willamina-provided cell phone/Mobile device for work purposes outside of their normal work schedule without written authorization in advance from the City Manager. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.

Employee Use of City of Willamina-Provided or Paid for Mobile Devices

Mobile devices are made available to City of Willamina employees on a limited basis to conduct the City of Willamina's business. Determinations as to which employees receive a City of Willamina-provided cell phone will be made on a case-by-case basis; employees are not guaranteed a Mobile device. In some cases, the City of Willamina may provide a monthly Mobile telephone allowance to employees who regularly make calls on behalf of the City of Willamina away from the office (see the City Manager for more information).

Employees who receive a cell phone or Mobile device from the City of Willamina must agree to not use the cell phone/Mobile device for personal use except in emergency situations and must abide by all aspects of the Mobile Device Policy. Further, employees who receive a mobile device from the City of Willamina must acknowledge and understand that because the mobile device is paid for and provided by the City of Willamina, or subsidized by the City of Willamina, any communications (including text messages) received by or sent from the mobile device may be subject to inspection and review if the City of Willamina has reasonable grounds to believe that

the employee's use of the cell phone violates any aspect of the Mobile Device Policy or any other City of Willamina policy. An employee who refuses to provide the City of Willamina access to his/her personal cell phone/Mobile device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Employees may not use City of Willamina-provided mobile devices to call 1-900, 1-976 or similar "pay per minute" services. Further, family and friends may not use an employee's City of Willamina-provided cell phone/Mobile device.

Employee Use of Mobile Devices with Cameras

Cameras of any type, including mobile devices with built-in cameras and video photography devices, may not be used during working hours, or at any City of Willamina-sponsored function unless authorized to do so by the City Manager.

Mobile Devices and Public Records

City of Willamina-related business conducted on City of Willamina-provided or personal cell phones/Mobile devices, may be subject to disclosure under Oregon's Public Records laws.

Mobile Device Use While Driving

The use of a mobile 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 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 Willamina vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the use of employee-owned mobile devices provided or subsidized by the City of Willamina.

Employees are prohibited from using handheld cell phones for any purpose while driving on City of Willamina-authorized or City of Willamina-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on City of Willamina 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 mobile 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 Willamina Email and Electronic Equipment, Facilities, and Services

The City of Willamina 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 Willamina property.

Ownership

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

Use

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

Commented [A12]: Is this an accurate statement? Does the City allow incidental use (bank accounts, personal email)? If yes, suggest rewording 'primarily for business purposes...'

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City of Willamina'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 company 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 Willamina-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g. viruses, worms, Trojan horses); or
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, providing it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City of Willamina-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City of Willamina 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 the City of Willamina electronic equipment, facilities, and services are not private. Any data created, received or transmitted using City of Willamina equipment, facilities or services are the property of the City of Willamina and usually can be recovered even though deleted by the user.

All information and communications in any format, stored by any means on the City of Willamina'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 the City of Willamina's ownership of the electronic information, electronic equipment, facilities, or services, or the City of Willamina's right to inspect such information. The City of Willamina 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 the City of Willamina's electronic equipment, facilities, and services, including all communications, internet usage, and resources visited. The City of Willamina will override all personal passwords if it becomes necessary to do so for any reason.

Personal related business conducted on any of City of Willamina property, may be subject to disclosure under Oregon's Public Records laws.

Personal Hardware and Software

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

Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by the City of Willamina management. No employee can examine, change, or use another person's files, output or user name unless they have explicit authorization from the City Manager 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

The City of Willamina'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 the City of Willamina'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 web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Willamina, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of co-workers, or otherwise

adversely affects our citizens or people who work on behalf of the City of Willamina or the City of Willamina'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 the City of Willamina's no-harassment and no-discrimination policies or that include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

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

Express only your personal opinions. **Never represent yourself as a spokesperson for the City of Willamina.** If the City of Willamina is a subject of the content you are creating, be clear and open about the fact that you are a City of Willamina employee, and make it clear that your views do not represent those of the City of Willamina or its employees or elected officials. **If you would like to assist with questions and/or comments on Social Media sites, encourage them to the City of Willamina for clarification and do not engage in arguments.**

Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, the City of Willamina's employees and elected officials, and suppliers or other third parties who do business with the City of Willamina. 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. Nevertheless, 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 Willamina employees or elected officials, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or 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 Willamina policy.

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

Request for Employee Social Media Passwords

City of Willamina 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 user name and password, or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City of Willamina.

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

E. Confidential City of Willamina Information

Employees must not access, use or disclose sensitive or confidential information or data except in accordance with City of Willamina 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 the City of Willamina) may be removed from our premises without permission from the City Manager. Likewise, any materials developed by the City of Willamina's employees in the performance of their jobs is the property of the City of Willamina 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 Willamina's business may not be disclosed to anyone, except where required for a business purpose or when required by law.

F. Ethics

At the City of Willamina, 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 Willamina or the City of Willamina's citizens.

We at the City of Willamina 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 Willamina 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 Willamina's or Oregon's ethical standards, please talk with your supervisor. 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

The City of Willamina's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The

City of Willamina's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are surfaced 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 at the City of Willamina, 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 the City Manager.

H. Outside Employment

Generally, employees may obtain employment with an employer other than the City of Willamina 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 the City of Willamina's time (including the employee's work time), facilities, equipment and supplies, or the prestige or influence of the employee's position with the City of Willamina. In other words, the employee may not engage in private business interests or other employment activities on the City of Willamina's time or using the City of Willamina'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
- Receipt of money or other consideration for performance of duties that the employee is required to perform for the City of Willamina.

The City of Willamina requires employees to report outside employment to their supervisor 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-related 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 Willamina property, or in a City of Willamina 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 Willamina 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 Willamina (see "Holidays" section, above), the City of Willamina 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 Manager (or designee) will decide whether and to what extent the City of Willamina will close. As a general guideline, we have historically used the local school district's recommendation for closures during inclement weather.

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 supervisor. If staff cannot reach the office and are able to serve the City of Willamina 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 the City of Willamina'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 Willamina business use should make any necessary arrangements with their insurance carriers.

The City of Willamina 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 Willamina 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.

M. Workplace Violence

The City of Willamina 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 or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero tolerance manner by the City of Willamina.

All employees have an obligation to report any incidents that pose a real or potential risk of harm to employees or others associated with the City of Willamina or that threaten the safety, security or financial interests of the City of Willamina. 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 the City Manager.

The City of Willamina 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 the City of Willamina 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 Willamina as 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

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

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

If you wish to smoke, you must do so outside of the City of Willamina'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. The City of Willamina has established employee smoking areas that your supervisor can show you.

P. **Children in the Workplace**

The City of Willamina values its employees and recognizes the importance that families fulfill in the lives of employees. The following policy addresses and outlines the circumstances under which it is appropriate to bring minor children to the workplace. These policies are intended to foster respect for the needs of all parties impacted by the presence of minor children at the City of Willamina work place.

In general, the workplace is typically not the appropriate place for minor children to be present on a frequent or continuing basis. **Upon request, individual circumstances will be determined on a case by case basis upon the need for flexibility outside of the listed parameters.** Employees may request permission from the City Manager to have their child(ren) in the workplace with them on an emergency basis only. It is assumed that these situations will be relatively rare, and that they will impede work as little as possible. Such situations may include but are not limited to sickness of a babysitter or caregiver or when a child may stop to visit or wait for transportation. It is understood that no permission will be granted for a sick child to be brought to the workplace.

By requesting that their child(ren) be allowed to attend or actually having their child attend the workplace with them, the employee agrees to the following:

- The employee accepts full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence,
- The employee agrees to assume responsibility for the child at all times and to ensure the child's presence does not disrupt the employee's work or interfere with the workplace activities, and
- The employee agrees to supervise the child at all times and agrees that he or she will not leave the child with another employee.

It is understood that some City of Willamina workplaces may be areas where safety and/or confidentiality factors exist which are not conducive to allowing children at that workplace including, but not limited to:

- Power plants, shops, mechanical rooms, confined spaces, food preparation areas;
- Any areas, indoor or out, containing power tools or machinery with exposed moving parts or rotating equipment;
- Areas with excessive noise, temperatures, inadequate ventilation or pollutants;
- City of Willamina vehicles, heavy duty or other motorized equipment;

- Any other high risk areas (stairwells, elevators, doorways, rooftops, construction zones, etc.); or
- Laboratories or specialized work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, hazardous wastes or other environmental hazards.

In the above situations, children are not allowed to attend the workplace with employees.

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 the City of Willamina'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 Willamina records, or failure to include documents in personnel files as required by City of Willamina rules or standard procedures.
- 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 Willamina property, or the property of any other employee, citizen, vendor, or third party.
- Unauthorized use of City of Willamina equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on City of Willamina property.
- Carrying firearms or any other dangerous weapon on City of Willamina premises at any time. (Except for weapons carried by active duty safety officers.)
- 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 Willamina 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 Willamina 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 Willamina.

- Misrepresentation of City of Willamina policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City of Willamina. Employees may not use the City of Willamina's name, logo, likeness, facilities, assets, or other resources of the City of Willamina 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 Willamina 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 the City of Willamina or outside regulatory or legislative bodies.
- Failing to timely pay water/sewer/tax accounts with the City of Willamina and/or having their City of Willamina-provided services disconnected. This includes, without limitation, situations where the employee writes a check to the City of Willamina that is refused for payment due to non-sufficient funds.
- Harassment or discrimination that violates City of Willamina policy.

This statement of prohibited conduct does not alter the City of Willamina's policy of at-will employment. With the exception of employees subject to a collective bargaining agreement or contract of employment, the City of Willamina 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 the City of Willamina's standards, The City of Willamina 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. All coaching and counseling will be documented in the employees personnel file. A tracking log will be maintained to include verbal, email, and written documentation for both progressive discipline issues and professional growth goal setting.

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

In all cases, the City of Willamina retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, the City of Willamina reserves the right to proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when the City of Willamina deems such action appropriate. The City of

Willamina 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 (other than those employees who are subject to a collective bargaining agreement or contract of employment).

C. Retirement or Resignation from Employment

If you choose to resign or retire, it is anticipated that you will give the City of Willamina 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 the City of Willamina, you will not be eligible for re-employment at a later date.

Employees who miss three or more consecutive work days 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 their supervisor or the City Manager before making a final decision.

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

D. References

All requests for references or recommendations must be directed to the City Manager. No manager, supervisor or employee is authorized to release references or personal and confidential information 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, the City of Willamina discloses only the dates of employment and position(s) held of former employees. Former and current employees who authorize additional disclosures must make a request to do so in writing.

Employee Acknowledgement

Acknowledgment of Receipt of Willamina Employee Handbook

I acknowledge that I have received and will read a copy of the City of Willamina Employee Handbook December 2023. I also understand that a copy of the Willamina Employee Handbook, December 2023, is available to me at any time to review at City Hall.

I understand that the City of Willamina has adopted the Willamina Employee Handbook, December 2023, only as a general guide about policies, work rules, and the work environment, and that they are subject to change at any time in the City of Willamina's sole discretion. I also understand that the Willamina Employee Handbook, December 2023, controls over any other contradictory statements, other than those found in applicable collective bargaining agreements or employment contracts. I acknowledge that the Willamina Employee Handbook, December 2023, is not an employment contract and is 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 the City of Willamina or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement or employment contract. Other than promises that may be found in that collective bargaining agreement or employment contract, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review the City of Willamina's policies regarding equal employment opportunity and provision of 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 my supervisor, the City Manager, or any trusted manager or supervisor.

During my employment with the City of Willamina, I understand that it is my responsibility to remain informed about the policies as revisions, updates, and new policies are 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.

City of Willamina - Telework Policy

Telework is defined as work alternatives that substitute home-to-work commuting with the option of working at home or elsewhere. This Telework Policy can include temporary work at home due to special conditions such as providing dependent care, recovering from an illness, or caring for an ill family member. Such situations may be arranged between the employee and their supervisor, at the supervisor's discretion.

Not all positions at the City of Willamina (City) are appropriate for telework. In general, jobs appropriate for telework are those in which face-to-face interactions are minimal or that may be scheduled to permit telework, and in which the employee can perform all aspect of the positions remotely, as if the work was being performed in the City's office. Employees who work with confidential information will be assessed on a case-by-case basis.

Participation in the City's telework program is at the City's discretion. The City may terminate the employee's telework privileges at any time with reasonable advance notice (discussed below).

Eligibility

Employees seeking formal telework arrangements must meet, at a minimum, the following requirements:

- Employed with the City for a minimum of six months of continuous, regular employment at the time the telework arrangement is requested;
- Demonstrated excellent working habits; and
- Employed in a position that is suitable for Telework (determined by the employee's supervisor).

The City will make an exception to these eligibility requirements when an employee with a "disability" under federal or Oregon law requests telework as a reasonable accommodation and provides verification from a health care provider of the Employee's need for telework (subject to City's determination of whether providing telework as an accommodation would create an undue hardship on City's operations).

The City reserves the right to add to or change any of the eligibility requirements described in this policy. Employees requesting formal telework arrangements must agree to enter into a Telework Agreement with the City. See "Requesting a Telework Arrangement," as discussed below.

General

- An employee's work schedule may include telework on either a part-time or full-time basis. Telework can be informal, such as working from home for a short-term project, during inclement weather, or on the road during business travel, or formal, as described below. All informal telework arrangements are made on a case-by-case basis, focusing first on the business needs of Employer.
- The City's Professionalism in terms of job responsibilities, work products, and customer or public contact will continue to conform to the same high standards as currently being met by City employees at their onsite work locations. While teleworking, the employee must be reachable via telephone, internet communication (such as Zoom or e-mail), or other mutually agreeable technology during agreed-upon work hours, as if the employee was in the office. The employee's duties, obligations, and responsibilities will not change solely because of telework. The employee will meet or communicate with their supervisor as often as the supervisor believes is necessary to receive assignments, review work progress, and complete work. Employees are required to attend meetings at an assigned work location as determined by the supervisor, even if such meetings occur on a day the employee is usually teleworking.
- Employee's salary, benefits, worker's compensation, and other City insurance coverage will not change due to telework, if the working hours remain the same.
- A non-exempt, teleworking employee shall not work overtime unless the employee has received prior approval from the supervisor. Failure to obtain prior approval for overtime work may result in discontinuation of telework and/or other appropriate disciplinary action. Non-exempt employees are responsible for accurately recording all hours worked, including time spent after the close of normal business hours to respond to work-related email or text messages.
- Travel from Employee's home to Employee's assigned City work location will be considered commuting mileage and will not be reimbursed.
- Professionalism in terms of job responsibilities, work products, and customer or public contact will continue to follow the same high standards as currently being met by City's employees at their onsite work locations. **Employees will be expected to adhere to all City policies during the course of Employee's telework arrangement with the City.**
- Employee understands that telework is not a substitute for dependent care or care for others. The employee agrees to make arrangements

necessary to ensure the employee is able to apply full attention to duties and assignment during the agreed-upon work hours.

- Telework employees shall not perform personal business or activities during agreed-upon work hours.
- The availability of telework can be discontinued at any time at City's discretion. Every effort will be made to provide 30 days' notice of such a change to accommodate commuting, child care and other problems that may arise from such a change. There may be instances, however, when no notice is possible.

Work Site

- A designated workspace shall be maintained by Employee that is quiet, free of distractions, and kept in a clean, professional, and safe condition, with adequate lighting and ventilation. To ensure that safe working conditions exist, or to ensure that the employee's designated workspace is suitable for telework, City retains the right to make on-site inspections of the workspace, including a home workspace, at mutually agreed-upon times.
- City is not responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of Employee's residence.
- City is not liable for damages to the employee's property that may result from participating in the telework program.
- Employees are advised to contact their insurance agent and tax consultant for information regarding taxes/deductions associated with home work sites and coverage for equipment that is damaged, destroyed, or stolen. City will not provide tax or insurance advice.

Supplies, Equipment, and Software Usage

- Equipment provided or purchased by City for Employee to assist with telework will be maintained by the City. All provided and purchased equipment must be returned to City when the employee is no longer teleworking, or when employment has been terminated. The City does not guarantee the purchase of equipment for a teleworking employee. Employee will be responsible for taking all necessary action to protect the City's equipment against damage or theft.
- Equipment supplied by Employee, if deemed appropriate by the City, will be maintained by the Employee. City accepts no responsibility for damage or repairs to employee-owned equipment. City reserves the right to make determinations as to appropriate equipment, subject to

change at any time. Within one week of beginning a telework arrangement, Employee must provide City with a list of equipment Employee is supplying that will be used in connection with the telework arrangement.

- Employee's out-of-pocket expenses for supplies, which are normally available in the employee's regular work location, will not be reimbursed. Other supplies, as needed, must be requested by the employee and approved by the manager.
- Employee will provide their own Internet access and equipment necessary to access the Internet. When using a public network, Employee must access the City's Virtual Private Network to ensure that internet transmissions are secure.
- Use of City equipment, communications and software systems by telework employees is subject to the City's policies on communication and software.
- A computer used for the City's business must be plugged into a surge protector and have current virus protection maintained.
- Materials designated by City as "Confidential" shall not be removed from the City's on-site work location or accessed through the computer unless approved in advance by Employee's manager and the appropriate security access administrator.
- Employee shall promptly notify their supervisor/manager when unable to perform work assignments due to the equipment failure or other unforeseen circumstances. The employee may be assigned to another project and/or a work location that may necessitate termination of the telework agreement, or the employee may be required to use vacation time to cover the hours the Employee is unable to telecommute.
- City may pursue recovery for City property that is damaged, destroyed, or stolen while in the employee's care, custody, or control if such loss results from the employee's intentional act or negligence.

Security

Teleworking employees must protect City's information from unauthorized disclosure or damage in compliance with Federal and Oregon law, and City's rules and policies. Work done at an employee's telework site is regarded as official City business. All records, documents, and correspondence, either in paper or electronic form must be safeguarded for return to City. Destruction of records should be done only in accordance with Oregon or federal law and City policy, and with the knowledge of the employee's supervisor/manager. Electronic/computer files are considered City records and shall be protected as such. Employees must surrender all City owned equipment and/or data documents immediately upon request.

Requesting a Telework Arrangement

Employees interested in requesting a telework arrangement should speak with their direct supervisor/manager. Employee and their supervisor/manager must discuss the suitability of a telework arrangement and consider: (1) whether the job performed by the Employee is appropriate for telework; (2) equipment needs; (3) workspace considerations; and (4) scheduling issues. If Employee and his/her manager agree on these issues, a telework agreement will be prepared and signed by all parties.

Discipline

If an employee violates any term of this policy, or the Telework Agreement, the employee's telework privileges will be immediately revoked and the employee may be subject to discipline, up to and including termination.

The employee or an employee's supervisor/manager may terminate the employee's telework privileges at any time.

Telework Agreement

This Telework Agreement is made by and between:

Employee

AND Employer

INTRODUCTION

- A. Employee is currently employed by City as a "Regular Full-time" employee (as described in the City Employee Handbook: "Section 5 Employment Status") in the position of _____ in either a Non-Exempt or Exempt position.
- B. Employer and Employee agree to begin a telework arrangement whereby Employee would work from home starting _____.
- C. Employee understands that telework is a cooperative arrangement between City and Employee, not an entitlement.
- D. Telework arrangements can be modified at any time by City or by mutual agreement between City and the Employee. The Agreement can be terminated at any time by either party.
- E. The provisions of the City Telework Policy are incorporated by reference and apply unless and to the extent specific provisions or policies are contradicted or expressly superseded by this Telework Agreement.

AGREEMENT

I. CONTINUATION OF BASIC TERMS AND CONDITIONS OF EMPLOYMENT

- A. **Job Duties.** The Employee's work status, job duties, and responsibilities will remain essentially unchanged as a result of this Agreement, except City may require additional duties of the Employee, including periodic meetings with, or written reports to, a supervisor regarding work progress. The Employee will remain obligated to comply with all City rules, policies, practices, and procedures, including the safeguarding of confidential information, except as may be modified in this Agreement.

- B. **Compensation.** The Employee's compensation by City is not affected by this Telework Agreement.
- C. **Agreement Obligation.** This Agreement is not a contract or promise of employment. Nothing in this Agreement guarantees employment for any specific term or affects the at-will employment status of Employee, as described in the City Employee Handbook.
- D. **Work Hours.** Are to be agreed upon by the supervisor/manager and employee. The employee needs to be accessible normal work hours except as arranged with supervisor. The Employee must send an email to the supervisor letting them know when they are starting the work day, and another email when they are signing off for the work day. (This must match the timecard entries.) Employee is to check work email during work hours, and respond by following business day. Employee will accept work calls, during working hours at phone # _____. Employee is to keep a daily log of work hours preformed during working hours.

II. TELEWORK EQUIPMENT AND SUPPLIES

- A. **Home Office Furnishings and Maintenance.** The Employee is responsible for the costs of establishing and maintaining the home work area unless other arrangements are made with City. The following is a list of items that are City-owned home office furnishings that are being taken for telework and promised to be returned at the end of the telework period.

- B. **Telework Equipment.** City may, in its sole discretion, provide Employee certain equipment such as computer hardware, software, and telephone service deemed necessary to perform assigned work off-site.

It is understood that such equipment is the sole and exclusive property of City and is subject to the same business use restrictions as if it were on-site. The Employee will not move the equipment from the designated work area, except as may be necessary to return the equipment to City of Willamina. Except for normal wear and tear, Employee shall be responsible for the condition of the equipment, and for damages caused by unauthorized use of such equipment.

The following is a list of items that are City-owned equipment that is being taken for telework and promised to be returned at the end of the telework period.

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-
-
- C. **Notification of Equipment Failure.** You are expected to notify your supervisor/manager as soon as possible of equipment malfunction or failure. In the event of such malfunction or failure, City may, at its sole discretion, supply you with temporary use of City owned equipment or require you to work at the office.
- D. **Unauthorized Use of City Property.** The equipment, supplies, and other property provided by City is provided exclusively for use in providing services to City. It may not be used by any person not employed by City (including household members), except as may be required for business-related reasons.
- E. **Return of City Property.** The equipment, supplies, and other property provided by City should be returned within 2 days of City's request unless other arrangements are agreed to. Upon termination of employment, all equipment, supplies, documents, and other City property, specifically identified in this Agreement, must be returned promptly to City. In the event the telework arrangement set forth in the Agreement ends, the Employee's obligation to return City property continues.

III. SAFETY

- A. **Designated Work Area.** The Employee is required to maintain a designated work area at home and must certify that this work area is safe before the telework arrangement begins. The Employee should only work in this designated work area. No individuals, including friends or work associates, should have access to this work area during designated hours of work unless authorized beforehand.
- B. **Maintenance of Work Area.** The Employee shall maintain the home work area free of safety hazards and other dangers and shall use and maintain equipment and supplies in a safe and appropriate manner.
- C. **Work Area Inspections.** The Employee agrees that City has the right to make periodic visits to your home office to audit your compliance with these safety standards, and to ensure compliance with policy and this Agreement. Reasonable efforts will be made to schedule such visits in advance.

- D. Reporting of Injury.** The Employee must report any work-related injuries to your supervisor immediately, but no later than 24 hours after such injury, using the standard injury reporting process. This is no different than the expectation of an employee when working in the office. The Employee agrees that it may be necessary for a City representative to visit your home office to investigate an injury report.
- E. Taxes and Insurance.** City makes no representations on the personal tax and insurance implications of this telework arrangement; it is the Employee's obligation to address these issues on his/her own.

IV. WORK AND FAMILY

This telework arrangement is not to be viewed as a substitute for family care arrangements. There should be a designated person present to provide primary care during employee work hours if dependents are present in the household premises. City expects that the Employee will make family care arrangements as needed and that such obligations will not interfere with his/her work obligations and the safety obligations identified in this agreement and in the Telework Policy. The Employee may undertake family care obligations on a temporary basis only with prior City approval. The Employee acknowledges and agrees that potential distractions and conflicting demands must be resolved in advance of starting this telework arrangement or as they arise.

V. WORK SCHEDULE

The Employee agrees to abide by the work schedule set forth by the employee's supervisor. The supervisor has the ability to amend the employee's work schedule for the benefit of the City, or by mutual agreement between the employee and supervisor. The employee acknowledges and agrees that compliance with this schedule is necessary to ensure maximum accessibility. Requests for vacation and sick leave will be handled the same as if the Employee was at the office, including prior notification.

VI. TERMS OF THIS ARRANGEMENT

Nothing in this Agreement affects the Employee's at-will employment status or guarantees the Employee a telework arrangement for any specific term. This Agreement is subject to modification at any time by City or by mutual agreement between City and the Employee. Employee's agreement to telecommute is strictly voluntary. This agreement can be terminated without penalty by either party at any time.

VII. MISCELLANEOUS

Both parties agree that this Agreement supersedes any previous written or oral agreements between them relating to the same subject matter and represents the entire agreement regarding telework arrangements. The Employee agrees to abide by the terms stated in this Agreement and its attachments.

The undersigned acknowledges they have read, understand, and agree to the terms and conditions of this Telework Agreement:

Employee

Date

Supervisor

Date

P-Card Purchasing Policies

Each purchase card holder will sign and abide by the cardholder agreement. The agreement will include purchasing limits and a requirement to abide by purchasing policies including but not limited to:

- All purchases will be subject to approval by the City Manager or designee.
 - *Maybe determine \$ amount for pre vs. post approval. i.e. *any purchase over \$500.00 must have documented pre-approval*
- All receipts will be submitted at the end of the purchase month or sooner at the request of the City Manager or designee.
- If you allow your card to be used by others, you will be responsible for the purchase and submitting appropriate forms.

Any violations of said agreement may result in revocation of purchase card privileges.

Purchasing Procedures

The following will be adhered to for **all** purchases made with a p-card, including recurring payments (i.e. Amazon Prime)

1. Determine whether the purchase requires pre-approval by City Manger or designee per cardholder agreement and City policies.
 - a. If pre-approval is required, submit pre-approval form.
2. Purchase item(s)
3. Submit receipt with a P-Card form to Office Coordinator (or whomever)
 - a. The p-card form will include fields for description, suggested line item, etc. See example below.
4. Office Coordinator* stamps with received date and codes to appropriate line item(s)
*This can also be done by the City Manager or whomever you prefer
5. Office Coordinator* provides Pcard form and receipts to City Manager for approval.
6. PCard forms and receipts are attached to the monthly credit card statement for final City Manger approval.
7. All documents saved for audit.

I would use the example below for all card purchases. We could create a second form for high purchase amounts that require pre-approval.



California State University | Stanislaus

PCard Pre-Purchase Authorization Form

Required for all purchases \$1000 or more

Today's Date: _____

Cardholder's Name: _____

Merchant Name: _____

Transaction Amount: _____

Item: _____

Reason for Purchase:

Fund Number: _____

***Fund and Purchase must adhere to the Hospitality Policy.**

Vice President Pre-Approval: _____

Date Approved: _____

****All Pre-Purchase Authorization Forms must be submitted with the Cardholder Transaction Report.**

Revised 09/17/2013

Burnout! Work/Life Balance! Vacation! Staycation! Accrual Balances – what is the plan?

What is burnout?



Burnout is a state of complete mental, physical, and emotional exhaustion. If you are experiencing burnout, you may notice it is difficult to engage in activities you normally find meaningful. You may no longer care about the things that are important to you or experience an increasing sense of hopelessness.

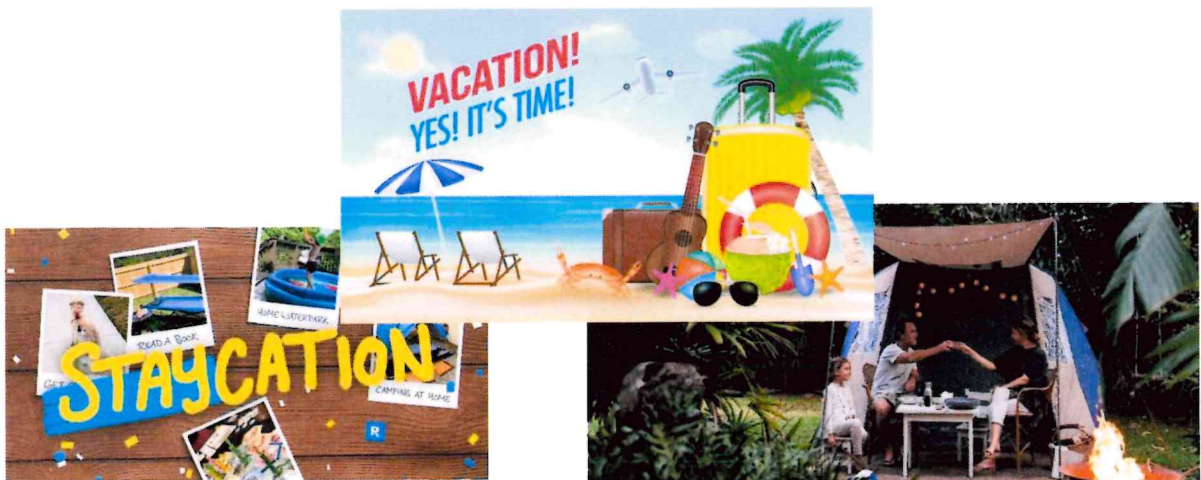
What is the point of quiet quitting?

Quiet quitting is a softer approach than outright leaving a job. The term isn't literal but a play on words. Rather than workers quitting jobs, they are quitting the idea of going above and beyond.

Work-life balance is typically defined as the amount of time you spend doing your job versus the amount of time you spend with loved ones or pursuing personal interests and hobbies [1]. When work demands more of your time or attention, you'll have less time to handle your other responsibilities or passions.

Why is vacation so important?

When you take time away from the stresses of work and daily life, it can improve our physical and mental health, motivation, relationships, job performance and perspective. A vacation can help you feel refreshed and more prepared to handle whatever comes when you return.



During one of the recent conferences I attended I learned about Kaizen I'm excited to share it with you:

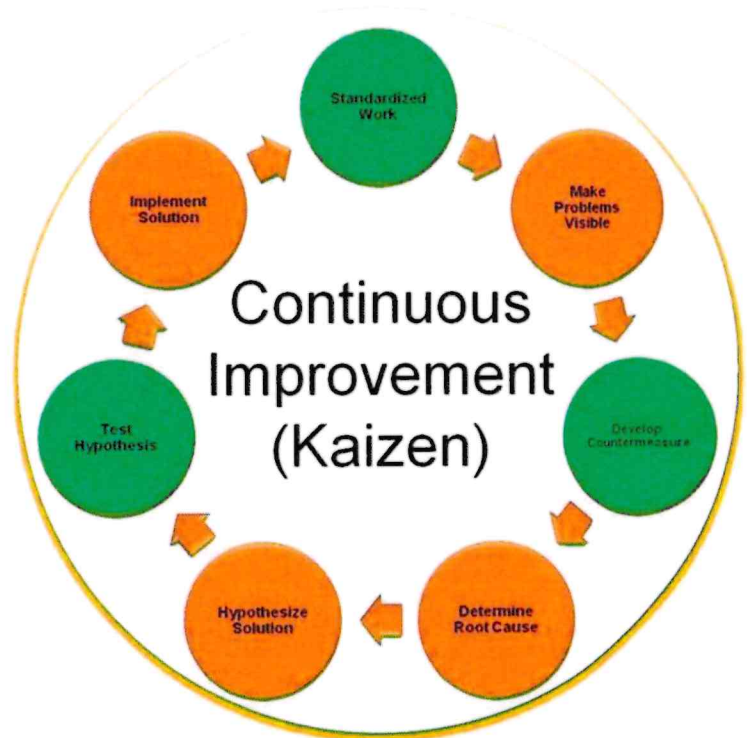
Kaizen is an approach to creating continuous improvement based on the idea that small, ongoing positive changes can reap significant improvements.

Working together to embrace this approach is in alignment with the City's Open Door Policy listed in section G. on page 34 of the employee handbook which states,

"The City of Willamina's Open Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The City of Willamina's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are surfaced 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 at the City of Willamina, 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 the City Manager."

Why is continuous improvement important in a company?

A continuous improvement culture has been shown to **boost employee engagement and reduce turnover rates**. Employees who actively participate in the betterment of the company gain a sense of pride and accomplishment. This leads to a greater sense of belonging and fewer reasons to leave the organization.



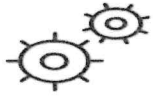
改 KAI = CHANGE

善 ZEN = GOOD

改善

KAIZEN =
Continuous Improvement

Principles of Kaizen



Good processes create good results.



Improvements are based on small changes.



Improvements must be measurable, standardized, and repeatable



Empower the employees.



In preparation for continuous improvement next steps, evaluations, and project projections please provide the following feedback and return the document by 12.21.2023.

Name:	Constructive Feedback	Positive Feedback
City in General		
City Council		
City Manager: Bridget		
Library Director: Sarah		

Public Works Director: Jeff		
Finance Manager: Scott		
Library: Karla		
Library/Office: Richy		
Office: Thomas		
Office: Karen		
Office: Christine		
Office: Krystal		

Office: Mardette		
Public Works: Justin		
Public Works: Brenden		
Public Works: Johnny		
Public Works: Jeff R.		
Other Comments:		

Library November 2023 Monthly Report, Sarah Frost, Library Director

In December we applied for a \$1,000 Penguin Random House Grant to support Free Comic Book Day in the West Valley. We will hear back on this grant in March.

We took our annual winter closure the last week of December. This gives our staff and volunteers an opportunity to reset, relax, and celebrate the holidays. This mental health break is important for us as we come back in 2024 to ramp up for grant projects and programming.

Library Patron Visits: 476

*this does not include programs held outside operational hours and/or that are held off-site

*this does include visits during the Art Tour when we were open 8-5 Friday and Saturday

Number of Library Pantry uses: 39

Programs Held: 12

Attendance: 106

Homeschool Hangout (weekly)

Fiber Enthusiasts (monthly)

Astronomy Club (monthly)

Minecraft Club (monthly)

Warhammer TTRPG (monthly)

Transitional Student Studies (weekly)

Passive: Take-home crafts

Passive: Scavenger Hunt

Circulation: 1444

Self Checkout Circ: 32

*number of item checkouts and renewals

Hold Item Pull: 587

*number of items pulled from our shelves to fill holds within CCRLS

*CCRLS: Chemeketa Cooperative Library Service

Volunteer Hours: 28 hrs, 27 minutes

Friends of the Library, Love our Library

501c3 Friends of the Library Board is scheduled to meet the first Tuesday at 6:30PM.

Love our Library Fundraising Committee meeting is January 14, 2:00 PM.

Next Fundraiser: Wet Season Music at WVCC, February 17

Library Board:

The Library Board met on November, 28.

Meeting minutes are available upon request. Recordings are also available on YouTube.

The Library Board recesses in December. The next meeting will be held on January 16.

Planning Department Updates to City Council & Planning Commission

December 1, 2023 – December 31, 2023

LAND USE APPLICATIONS	
PAR 22-02	Waiting for closing documents from First American Title
SUB 23-01 + Var's Ridgeview	Approved by PC. No appeals filed.
HOA 2023-02 230 SW Spruce	Awaiting information from applicant prior to approval.

BUILDING PERMITS, BUSINESS LICENSES, SIGN PERMITS	
390 NE Main Street	Fence permit, wood construction - Approved
132 NE D Street	BCA for solar panel installation - Approved
1006 NW Highlands Loop	BCA for new home construction - Approved
1008 NW Highlands Loop	BCA for new home construction - Approved
541 NW Willamina Drive	BCA for solar panel installation - Approved
925 NW Highlands Loop	BCA for solar panel installation - Received, awaiting payment
631 NE 5th Street	BCA for solar panel installation - Approved
1017 NW Highlands Loop	BCA for solar panel installation - Received, awaiting payment

PUBLIC INQUIRIES & OTHER	
General public inquiries	Staff responded to inquiries regarding fence permits and Air BnB's. Staff researched requirements for demolition permits and cargo/shipping containers.
266 SW Washington Street	Staff worked with Fire Marshal to determine hydrant flow. Results sent to WVCC contact.
Special Event Permits	Staff have worked with the Fire Marshal to develop a special event permit as a way to potentially allow events that are important to the community to occur in development zones that would otherwise be restricted. Limit of four (4) per calendar year per address.
242 NE Main Street	Issued two (2) special event permits while applicant pursues occupancy change with Yamhill County.
371 NE Main	Conditional use and site plan review required for auto/repair shop, per WDC. Staff met with property owner to discuss land-use process and pre-application meeting. Owner to supply site plan before scheduling pre-app.
Wind Phone	Staff investigating location and process for installation of potential donated wind phone.

Planning Department Updates to City Council & Planning Commission

Cargo/Shipping Containers	Staff responded to an inquiry on the requirements to place a cargo/shipping container in City limits. Staff researched the WDC and found that it does not specifically reference cargo/shipping containers. Staff contacted Yamhill County for their requirements. Staff determined that, unless an amendment to the WDC is made, the City must process cargo/shipping containers as an "accessory structure" via a building compliance application.
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BCA – Building Compliance Application

HOA – Home Occupation Application

PAR – Partition

SUB – Subdivision

WDC – Willamina Development Code

City of Willamina
December 2023

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
MNP-23-034696		324, 334	2	ASSIST OUTSIDE AGENCY	LAW	NE 2ND ST	WILLAMINA	12/9/2023 14:42
MNS-23-031565		334	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	12/1/2023 0:13
MNS-23-031673		334	2	HIT AND RUN	LAW	Ne Main St	WILLAMINA	12/2/2023 12:39
		300, 324,						
MNS-23-031681		330, 605	4	DETAIL	LAW	Nw Main St	WILLAMINA	12/2/2023 16:17
MNS-23-031687		334, 339	2	ASSIST OUTSIDE AGENCY	LAW	NW MAIN ST	WILLAMINA	12/2/2023 18:22
MNS-23-031690		334	2	AREA CHECK	LAW	Ne Oaken Hills Dr	WILLAMINA	12/2/2023 18:58
MNS-23-031767	23003503	314, 324	1	DOMESTIC NOW	LAW	SW BRANSON ST	WILLAMINA	12/3/2023 20:26
MNS-23-031781	23003508	339	1	DOMESTIC NOW	LAW	Ne 1st St	WILLAMINA	12/4/2023 5:34
		311, 322,						
MNS-23-031801		340	3	TRAFFIC STOP	LAW	Sw Maple St	WILLAMINA	12/4/2023 11:01
MNS-23-031837		340	2	HARASSMENT	LAW	Ne E St	WILLAMINA	12/4/2023 18:32
MNS-23-031949	23003549	337	4	DHS	LAW	Sw Pioneer Dr	WILLAMINA	12/6/2023 8:02
MNS-23-031956	23003556	337	4	DHS	LAW	Sw Branson St	WILLAMINA	12/6/2023 8:04
MNS-23-031977		323	2	FRAUD	LAW	Sw Bales Av	WILLAMINA	12/6/2023 13:21
MNS-23-032010		COS2	1	MENTAL	LAW	Ne 5th St	WILLAMINA	12/6/2023 19:06
MNS-23-032021		334	2	NOISE	LAW	Ne 1st St	WILLAMINA	12/7/2023 0:29
MNS-23-032031		WPWKS	2	ANIMAL INJURED	LAW	Se Ivy St / Se Main St	WILLAMINA	12/7/2023 7:05
		304, 311,						
MNS-23-032052		323	1	SUICIDAL	LAW	NW WILLAMINA DR	WILLAMINA	12/7/2023 10:23
MNS-23-032055		304, 311, 323,	4	DETAIL	LAW	Ne Main St	WILLAMINA	12/7/2023 10:45
		23003569						
MNS-23-032060		G105	1	SUICIDAL	LAW	Ne Oaken Hills Dr	WILLAMINA	12/7/2023 11:32
MNS-23-032090		323	2	ANIMAL ABUSE	LAW	Sw Ash St	WILLAMINA	12/7/2023 16:01
MNS-23-032106		302	3	TRAFFIC STOP	LAW	N B St / Ne Main St	WILLAMINA	12/7/2023 20:18
MNS-23-032107	23003574	302, 334	1	WARRANT SERVICE	LAW	Sw Oak St	WILLAMINA	12/7/2023 21:04
		302, 317,						
MNS-23-032111		334	1	WELFARE CHECK	LAW	Sw Pioneer Dr	WILLAMINA	12/7/2023 22:25
MNS-23-032124		322	4	EXTRA PATROL	LAW	Ne Oaken Hills Dr	WILLAMINA	12/8/2023 8:30
MNS-23-032153		322	2	ANIMAL NUISANCE	LAW	Sw Hill Dr	WILLAMINA	12/8/2023 14:08

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
		322, 330,						
MNS-23-032168		334		1 WARRANT SERVICE	LAW	NE MAIN ST	WILLAMINA	12/8/2023 16:33
MNS-23-032174		334		3 FIELD INVESTIGATION	LAW	Nw Main St	WILLAMINA	12/8/2023 17:18
MNS-23-032177		334		4 FOLLOW UP	LAW	Ne Main St	WILLAMINA	12/8/2023 17:32
MNS-23-032183		334		4 DETAIL	LAW	Ne Main St / Ne E St	WILLAMINA	12/8/2023 18:05
MNS-23-032189		334		4 EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	12/8/2023 18:43
MNS-23-032194		334		2 ABANDONED VEHICLE	LAW	Ne Main St	WILLAMINA	12/8/2023 19:24
MNS-23-032202		334		4 FOLLOW UP	LAW	Ne C St	WILLAMINA	12/8/2023 21:35
MNS-23-032213		334		4 EXTRA PATROL	LAW	Ne Oaken Hills Dr	WILLAMINA	12/8/2023 23:42
MNS-23-032219		314		1 ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	12/9/2023 3:44
MNS-23-032229		322		3 TRAFFIC STOP	LAW	Ne Main St / Ne D St	WILLAMINA	12/9/2023 10:27
MNS-23-032256	23003587	334		2 CRIMINAL MISCHIEF	LAW	Ne Main St	WILLAMINA	12/9/2023 15:49
MNS-23-032270		334		4 EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	12/9/2023 18:47
MNS-23-032271		334		4 FOLLOW UP	LAW	Ne C St	WILLAMINA	12/9/2023 18:57
		324, 334,						
MNS-23-032276	23003590	339		1 MEDICAL ASSIST	LAW	Nw Main St	WILLAMINA	12/9/2023 20:34
MNS-23-032281		339		4 FOLLOW UP	LAW	Nw Main St	WILLAMINA	12/9/2023 21:28
MNS-23-032312		340, INFO		1 WARRANT SERVICE	LAW	Sw Cherry Av / Sw Hill Dr	WILLAMINA	12/10/2023 10:36
MNS-23-032313	23003592	322, 340		1 WARRANT SERVICE	LAW	Ne Main St / Ne D St	WILLAMINA	12/10/2023 11:04
MNS-23-032331		340		1 WELFARE CHECK	LAW	NW WILLAMINA DR	WILLAMINA	12/10/2023 14:56
		304, 311,						
MNS-23-032404	23003607	323, 340		1 WARRANT SERVICE	LAW	Ne Main St	WILLAMINA	12/11/2023 10:40
MNS-23-032409		323		4 FOLLOW UP	LAW	Ne C St	WILLAMINA	12/11/2023 11:18
MNS-23-032412		324, 340		1 WELFARE CHECK	LAW	Ne 1st St	WILLAMINA	12/11/2023 11:43
MNS-23-032417	23003608	340		1 WARRANT SERVICE	LAW	Sw Cherry Av / Sw Hill Dr	WILLAMINA	12/11/2023 13:13
MNS-23-032437		340		2 HARASSMENT	LAW	Nw Willamina Dr	WILLAMINA	12/11/2023 16:30
MNS-23-032461		317, 332		2 NOISE	LAW	Ne 1st St	WILLAMINA	12/12/2023 3:22
MNS-23-032464		317		2 NOISE	LAW	Ne 1st St	WILLAMINA	12/12/2023 4:06
MNS-23-032486	23003614	340		4 MESSAGE	LAW	NE OAKEN HILLS DR	WILLAMINA	12/12/2023 12:16
MNS-23-032490	23003613	340		1 WARRANT SERVICE	LAW	Ne E St / Ne Main St	WILLAMINA	12/12/2023 13:13
MNS-23-032502	23003615	304		2 THEFT	LAW	Ne Main St	WILLAMINA	12/12/2023 14:37

City of Willamina
December 2023

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
MNS-23-032503		323	2	CIVIL PAPER	LAW	Ne Main St	WILLAMINA	12/12/2023 15:12
MNS-23-032514		340	1	WELFARE CHECK	LAW	Sw Pioneer Dr	WILLAMINA	12/12/2023 16:05
MNS-23-032520		300	4	DETAIL	LAW	Ne Main St	WILLAMINA	12/12/2023 17:58
MNS-23-032523		317	4	FOLLOW UP	LAW	Ne Main St	WILLAMINA	12/12/2023 18:44
MNS-23-032527		332	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	12/12/2023 21:03
MNS-23-032533		317	2	SUSPICIOUS	LAW	SW CONASTOGA ST	WILLAMINA	12/13/2023 0:58
MNS-23-032534		317	2	AREA CHECK	LAW	NE YAMHILL ST	WILLAMINA	12/13/2023 1:55
MNS-23-032535		317	3	TRAFFIC STOP	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	12/13/2023 1:59
MNS-23-032597		334	2	SUSPICIOUS	LAW	Sw Fir St	WILLAMINA	12/13/2023 15:32
MNS-23-032625		317, 330,	2	SUSPICIOUS	LAW	Sw Walnut St	WILLAMINA	12/13/2023 19:31
MNS-23-032640	23003628	332, 334	1	WARRANT SERVICE	LAW	Sw Oak St	WILLAMINA	12/13/2023 21:35
MNS-23-032647		317	3	FIELD INVESTIGATION	LAW	Nw Main St	WILLAMINA	12/13/2023 22:44
MNS-23-032654		317	1	TRESPASS NOW	LAW	SW OAK ST	WILLAMINA	12/14/2023 3:49
MNS-23-032676		PO62	3	FIELD INVESTIGATION	LAW	Nw Main St	WILLAMINA	12/14/2023 11:00
MNS-23-032703		334	3	FIELD INVESTIGATION	LAW	Ne C St	WILLAMINA	12/14/2023 15:34
MNS-23-032745		334	4	EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	12/14/2023 21:25
MNS-23-032749		334	2	SUSPICIOUS	LAW	Ne 3rd St	WILLAMINA	12/14/2023 22:44
MNS-23-032828		334	2	SUSPICIOUS	LAW	Sw Pioneer Dr / Sw Cedar Ln	WILLAMINA	12/15/2023 21:02
MNS-23-032831		334, COS	1	MENTAL	LAW	Ne 5th St	WILLAMINA	12/15/2023 21:09
MNS-23-032835		334	4	EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	12/15/2023 23:06
MNS-23-032836		334	2	SUSPICIOUS	LAW	Ne Oaken Hills Dr	WILLAMINA	12/15/2023 23:12
MNS-23-032847		322	1	TRESPASS NOW	LAW	Sw Fir St	WILLAMINA	12/16/2023 6:54
MNS-23-032863		322	1	WELFARE CHECK	LAW	Nw Churchman St / Nw Willamina Dr	WILLAMINA	12/16/2023 12:02
MNS-23-032881		334	2	THEFT	LAW	Ne 5th St	WILLAMINA	12/16/2023 15:43
		314, 319,						
MNS-23-032894	23003657	334	1	WARRANT SERVICE	LAW	Ne Main St	WILLAMINA	12/16/2023 17:46
MNS-23-032905	23003660	314, 334	1	CRIMINAL MISCHIEF NOW	LAW	Ne 1st St	WILLAMINA	12/16/2023 21:50
MNS-23-032915		334	4	EXTRA PATROL	LAW	Ne Oaken Hills Dr	WILLAMINA	12/16/2023 23:14
MNS-23-032923		314	1	ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	12/17/2023 2:21
MNS-23-032941		324, 340	1	DISTURBANCE	LAW	Ne Main St	WILLAMINA	12/17/2023 16:24
MNS-23-032962		317	3	FIELD INVESTIGATION	LAW	N B St / Ne Main St	WILLAMINA	12/17/2023 23:57

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
MNS-23-032963		317	3	FIELD INVESTIGATION	LAW	Se Washington St	WILLAMINA	12/18/2023 0:01
MNS-23-032972		304, 326	2	SUSPICIOUS	LAW	Nw 1st St	WILLAMINA	12/18/2023 8:06
MNS-23-032981	23003669	337	4	DHS	LAW	Ne 1st St	WILLAMINA	12/18/2023 9:13
MNS-23-032983	23003671	337	4	DHS	LAW	Ne 5th St	WILLAMINA	12/18/2023 9:14
MNS-23-032993		340	4	DETAIL	LAW	Ne Main St / Ne Oaken Hills Dr	WILLAMINA	12/18/2023 11:13
MNS-23-033073		340	4	FOLLOW UP	LAW	Ne Oaken Hills Dr	WILLAMINA	12/19/2023 11:21
MNS-23-033129		315	2	SUSPICIOUS	LAW	Sw Maple St	WILLAMINA	12/20/2023 0:51
MNS-23-033153		322, 340	1	MENTAL	LAW	Sw Barber Av	WILLAMINA	12/20/2023 10:08
MNS-23-033167	23003695	322, 340	2	MISCELLANEOUS ARREST	LAW	Ne 5th St	WILLAMINA	12/20/2023 11:26
MNS-23-033173		322	2	CIVIL PAPER	LAW	Sw Hill Dr	WILLAMINA	12/20/2023 12:18
MNS-23-033176		322	2	CIVIL PAPER	LAW	Ne E St	WILLAMINA	12/20/2023 12:29
MNS-23-033177		322	2	CIVIL PAPER	LAW	Ne E St	WILLAMINA	12/20/2023 12:31
MNS-23-033182		322	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	12/20/2023 12:46
MNS-23-033189		340	1	WELFARE CHECK	LAW	Nw Main St	WILLAMINA	12/20/2023 13:53
MNS-23-033198		340	1	WELFARE CHECK	LAW	Sw Lamson St	WILLAMINA	12/20/2023 14:51
MNS-23-033227		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	12/20/2023 18:47
MNS-23-033234		334	3	TRAFFIC STOP	LAW	Nw Main St	WILLAMINA	12/20/2023 20:37
MNS-23-033237		334	4	EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	12/20/2023 21:31
MNS-23-033238		334	2	SUSPICIOUS	LAW	Ne Yamhill St	WILLAMINA	12/20/2023 21:32
MNS-23-033240		334	4	FOLLOW UP	LAW	Ne C St	WILLAMINA	12/20/2023 22:31
MNS-23-033244		339	3	FIELD INVESTIGATION	LAW	Ne Main St	WILLAMINA	12/21/2023 1:12
MNS-23-033280		322	4	EXTRA PATROL	LAW	NE OAKEN HILLS DR	WILLAMINA	12/21/2023 12:09
MNS-23-033325		339	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	12/21/2023 19:59
MNS-23-033326		334	2	CIVIL PAPER	LAW	Nw 5th St	WILLAMINA	12/21/2023 20:02
		330, 334,						
MNS-23-033329		336, 339	1	WARRANT SERVICE	LAW	Ne Main St	WILLAMINA	12/21/2023 20:48
MNS-23-033385	23003733	330	2	DRUG VIOLATION	LAW	SW BRANSON ST	WILLAMINA	12/22/2023 14:55
MNS-23-033389		605	3	TRAFFIC STOP	LAW	W WILLAMINA CREEK RD / NW MAIN ST	WILLAMINA	12/22/2023 15:18
MNS-23-033394	23003728	313	4	DHS	LAW	Sw Branson St	WILLAMINA	12/22/2023 16:00
MNS-23-033416		334	4	EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	12/22/2023 20:36
MNS-23-033440		323, 326	1	911 HANG UP OPEN LINE	LAW	Sw Ponderosa Dr	WILLAMINA	12/23/2023 8:33
MNS-23-033449			4	FOLLOW UP	LAW	Ne 1st St	WILLAMINA	12/23/2023 11:21

City of Willamina
December 2023

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
MNS-23-033451		323	2	SUSPICIOUS	LAW	Ne Main St	WILLAMINA	12/23/2023 12:32
MNS-23-033459		323	2	DOMESTIC	LAW	Ne Main St	WILLAMINA	12/23/2023 14:21
MNS-23-033477		324, 334	2	UNWANTED	LAW	Ne 1st St	WILLAMINA	12/23/2023 17:15
MNS-23-033506		315, 334	2	ANIMAL ABUSE	LAW	NW HIGHLANDS LP	WILLAMINA	12/23/2023 21:07
MNS-23-033516		334	4	EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	12/23/2023 22:25
MNS-23-033526		315	2	SUSPICIOUS	LAW	Sw Main St	WILLAMINA	12/24/2023 1:05
MNS-23-033533		315	2	CRIMINAL MISCHIEF	LAW	Ne 4th Pl	WILLAMINA	12/24/2023 5:03
MNS-23-033539		323	2	FRAUD	LAW	Nw 1st St	WILLAMINA	12/24/2023 11:53
MNS-23-033552		317	2	CUSTODIAL INTERFERENCE	LAW	Ne 1st St	WILLAMINA	12/24/2023 19:58
MNS-23-033555		317, 324	2	SUSPICIOUS	LAW	Ne Main St / Ne D St	WILLAMINA	12/24/2023 23:17
		311, 322,						
MNS-23-033632	23003760	GRT	1	DOMESTIC NOW	LAW	Ne 1st St	WILLAMINA	12/26/2023 11:20
MNS-23-033646		322	1	ALARM AUDIBLE	LAW	Ne Main St	WILLAMINA	12/26/2023 15:03
MNS-23-033650		322	3	FIELD INVESTIGATION	LAW	Ne C St	WILLAMINA	12/26/2023 16:20
MNS-23-033665		324	2	CUSTODIAL INTERFERENCE	LAW	Ne 1st St	WILLAMINA	12/26/2023 17:43
MNS-23-033667		324	2	ANIMAL INJURED	LAW	Ne Main St	WILLAMINA	12/26/2023 18:20
MNS-23-033682		324	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	12/26/2023 22:25
		314, 324,						
MNS-23-033690		339	1	DISTURBANCE	LAW	Sw Conastoga St	WILLAMINA	12/26/2023 23:22
MNS-23-033702		322	2	TRESPASS	LAW	Sw Fir St	WILLAMINA	12/27/2023 8:19
MNS-23-033706	23003769	337	4	DHS	LAW	Sw Pioneer Dr	WILLAMINA	12/27/2023 8:37
MNS-23-033712		322	4	FOLLOW UP	LAW	Ne 1st St	WILLAMINA	12/27/2023 9:15
MNS-23-033728		311, 322	1	WEAPONS COMPLAINT	LAW	Sw Barber Av	WILLAMINA	12/27/2023 12:00
MNS-23-033729		311, 322	1	911 HANG UP OPEN LINE	LAW	Ne E St	WILLAMINA	12/27/2023 12:23
MNS-23-033753		334	2	CIVIL PAPER	LAW	Ne E St	WILLAMINA	12/27/2023 16:39
MNS-23-033762		334	4	DETAIL	LAW	Ne Main St / Ne D St	WILLAMINA	12/27/2023 17:48
MNS-23-033764		334	4	EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	12/27/2023 18:46
MNS-23-033787		334	4	EXTRA PATROL	LAW	Ne Oaken Hills Dr	WILLAMINA	12/27/2023 23:43
MNS-23-033793		322	1	ALARM AUDIBLE	LAW	Nw 6th St	WILLAMINA	12/28/2023 7:33
MNS-23-033831		322	2	SUSPICIOUS	LAW	Ne Water St	WILLAMINA	12/28/2023 14:17
MNS-23-033835		322	2	CIVIL PAPER	LAW	Nw Hope Ct	WILLAMINA	12/28/2023 14:49
MNS-23-033873		334	2	CIVIL PAPER	LAW	Nw Hope Ct	WILLAMINA	12/28/2023 19:32

City of Willamina
December 2023

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
MNS-23-033878		334	4	DETAIL	LAW	Ne Main St / Ne D St	WILLAMINA	12/28/2023 20:32
MNS-23-033887		334	2	CIVIL COMPLAINT	LAW	Nw Hope Ct	WILLAMINA	12/28/2023 22:41
MNS-23-033892		310	2	SUSPICIOUS	LAW	Se Main St / Se Lincoln St	WILLAMINA	12/29/2023 0:23
MNS-23-033921	23003790	323	2	HARASSMENT	LAW	Se Ivy St	WILLAMINA	12/29/2023 10:58
MNS-23-033977		317	2	CIVIL PAPER	LAW	Sw Oak St	WILLAMINA	12/29/2023 20:33
MNS-23-033987		334	1	WEAPONS COMPLAINT	LAW	Sw Oak St	WILLAMINA	12/29/2023 22:55
MNS-23-034010		302	1	ALARM AUDIBLE	LAW	Ne C St	WILLAMINA	12/30/2023 13:15
MNS-23-034047		317	2	AREA CHECK	LAW	Ne Yamhill St	WILLAMINA	12/31/2023 2:09
MNS-23-034087		317	4	ORDINANCE	LAW	Ne Oaken Hills Dr / Ne Main St	WILLAMINA	12/31/2023 18:36
MNS-23-034089		317	2	AREA CHECK	LAW	Ne Main St	WILLAMINA	12/31/2023 18:43
MNS-23-034090		317, 324	3	TRAFFIC STOP	LAW	Ne Main St	WILLAMINA	12/31/2023 18:49
MNS-23-034094		317	4	EXTRA PATROL	LAW	Ne Oaken Hills Dr	WILLAMINA	12/31/2023 19:05
MNS-23-034095		317, 324	3	TRAFFIC STOP	LAW	Ne Main St / Ne E St	WILLAMINA	12/31/2023 19:12
MNS-23-034126		317, 324	4	EXTRA PATROL	LAW	Ne Yamhill St	WILLAMINA	12/31/2023 23:14
	158	25		TOTALS				

December 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
12/22/23		CODE ENFORCEMENT			WE HAD THE LIGHT UP OF THE CHRISTMAS TREE AND THE LIGHT PARADE !!! LOTS OF FUN FOR THE COMMUNITY AND LOTS OF PEOPLE JOINED IN ON DECORATING AND ENTERING OUR PARADE FOR WILLAMINA.
12/16/23	W/ MAIN AND OUTSIDE OF HILL DR JUST OUTSIDE CITY LIMITS	CODE ENFORCEMENT	CAR ACCIDENT		A LADY CAME TO CITY HALL AND INFORMED US OF A CAR ACCIDENT OUTSIDE WILLAMINA. I HEADED OUT TO SEE IF I COULD ASSIST. NOBODY HAD ARRIVED YET AT THE SCENE SO I HELPED THE PERSON INVOLVED CALLED YCOM TO HAVE A DEPUTY DISPATCHED TO THE SCENE AND A TOW TRUCK TO COME GET THE VEHICLE. THE VEHICLE HAD HIT HIGH WATER ON THE ROAD DUE TO SEVERE RAIN FALL AND HYDROPLANED AND LOST CONTROLLED HITTING EMBANKMENT AND FLIPPING ONTO ITS SIDE. DRIVER WAS OK. I DIRECTED TRAFFIC UNTIL ODOT CAME TO HELP ME AND TOOK OVER DIRECTING TRAFFIC. TRIBAL OFFICER JJ FLYN SHOWED UP TO HELP ASSIST THE ACCIDENT. NOTHING FURTHER ON MY END.
12/18/23		CODE ENFORCEMENT	HUSKY DOG HIT ON THE ROAD		A DOG WAS HIT AND KILLED ON MAIN ST. APPARENTLY THE DOGS HAD ATTACKED AND KILLED SOMEONES PET CHICKENS AND WAS WONDERING IF THE DOG WAS CHIPPED AND TO SEE IF WE COULD FIND OUT SINCE PUBLIC WORKS PICKED THE DOG UP OUT OF THE STREET. I TOOK MY CHIP READER DOWN TO SEE IF THE DOG WAS CHIPPED BUT I COULDN'T FIND ANYTHING ON THE DOG. WE ASKED THE DEPUTIES IF THIS WAS OK TO DO AND RELAY THE INFORMATION TO THE PROPERTY OWNER OF THE CHICKENS AND THEY SAID WE COULD THAT IT WOULD BE A CIVIL THING. NOTHING FURTHER ON MY END.
12/18/23	ADAMS ST	CODE ENFORCEMENT	DOG NOT ON LEASH	I ASKED THE GIRL TO MAKE SURE BOTH DOGS ARE ON A LEASH IF SHE HAS THEM OFF HER PROPERTY. ONE OF THE DOGS WAS LEASHED AND THE OTHER ONE WASN'T. SHE SAID OK.	NOTHING FURTHER ON MY END.
12/14/23		ALL HANDS ON MEETING TO GO OVER THE EMPLOYEE HANDBOOK AND HAVE OUR CHRISTMAS ORNAMENT EXCHANGE			THANK - YOU BRIDGET FOR FILLING US ALL IN ON THE UPDATED EMPLOYEE HANDBOOK AND ALSO LETTING US KNOW THERE ARE BENEFITS OUT THERE THAT A LOT OF US WERE UNAWARE OF. ALSO THANK YOU MAJOR SKYBERG FOR HOSTING OUR ORNAMENT EXCHANGE AND A DELICIOUS LUNCH AND DESSERT.
12/14/23	B ST / SELECT CAN AREA	CODE ENFORCEMENT	RED DOBERMAN PINCHER NOT ON THE LEASH	A GENTLEMAN WAS RETURNING CANS AND HAD HIS DOG OUT WITH HIM WITH NO LEASH ON. I INFORMED HIM OF OUR ORDINANCE AND HE PUT THE DOG IN THE CAR AND SAID HE UNDERSTOOD.	NOTHING FURTHER ON MY END.
12/19/23		CODE ENFORCEMENT	MERRY CHRISTMAS		COVER THE OFFICE TODAY PEOPLE OUT SICK CHRISTMAS BREAK
12/21/23-		CODE ENFORCEMENT			THE VEHICLE HAS BEEN MOVED TO THE OTHER SIDE OF THE STREET. HOPEFULLY THEY CAN GET IT FIXED AND CAN BE BACK ON THE ROAD AGAIN.
12/29/23		CODE ENFORCEMENT			
12/26/23	E ST	CODE ENFORCEMENT		CHEVY SUBURBAN PARKED ON THE WRONG SIDE OF THE ROAD AND IT IS ALSO PARKED ON THE SIDEWALK	

