



COLUMBIA SWCD BOARD OF DIRECTORS MEETING AGENDA – MARCH 18, 2026

REGULAR BOARD MEETING CALL TO ORDER

APPROVAL OF MEETING MINUTES – From February 18, 2026

TREASURER REPORT- February 28, 2026

PUBLIC COMMENT – Topics from the Floor

AGENDA ITEMS

Reports:

- ◆ NRCS
- ◆ Watershed Councils
- ◆ Staff Updates

Old Business:

- ◆ Strategic Plan Update

New Business:

- ◆ Annual Meeting Reschedule (**New Resolution will be needed**)
- ◆ Director Positions up for Election (Nov) Discuss
- ◆ Budget Committee Approve
- ◆ Budget Calendar Approve
- ◆ Budget Officer Appoint
- ◆ Field Technician Position Description Approve
- ◆ Personnel Policy Approve
- ◆ Employee Leave Adjustment Approve
- ◆ Committee Appointment Approve

Reports:

- ◆ Board

ADJOURNMENT

<u>DATES TO NOTE</u>	
03/21	– Tree School, Clackamas
03/31 – 04/02	– CONNECT Conference, Seaside
04/04	– Soil School, PCC, WMSWCD and TSWCD
04/15	– Board Meeting
04/23	– UNWC Annual Meeting
05/07	– Budget Committee Meeting
05/20	– Board Meeting

<u>VOLUNTEER OPPORTUNITIES</u>	
04/04	– Nob Hill Nature Park Work Party
04/25	– Scappoose Earth Day Celebration



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**Minutes of the
Columbia SWCD Board of Directors
Meeting February 18, 2026**

Directors Present:

Michael Calhoun, Chair (via Zoom)
Debra Brimacombe
Bill Eagle, Treasurer
Paul Gibbons, Secretary
Alex Devin, Vice Chair
Jason Busch, Member

Public:

Claudia Eagle

Lower Columbia River Watershed Council

(LCRWC):

Rachael Barry

Associate Director:

Alison Charbonneau
David Taylor
Rachell Meyers, SBWC (via Zoom)

CSWCD Staff:

Taylor Murray, Executive Director
Rebekah Gaxiola, Working Lands Conservationist

Michael called the regular board meeting to order at 5:00 PM

Prior Month's Minutes: Jason moved, and Bill seconded a motion to approve the Minutes from the Board meeting held on 01/21/26, as presented. **Approved Motion passed unanimously.**

Vote Record: Approve January 21, 2026, meeting minutes as presented.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	<input checked="" type="checkbox"/>				
Jason Busch	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Michael Calhoun	<input checked="" type="checkbox"/>				
Alex Devin	<input checked="" type="checkbox"/>				
Bill Eagle	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Paul Gibbons	<input checked="" type="checkbox"/>				

Financial Report: Bill presented the Treasurer's Report. **Bill moved, and Debra seconded a motion to approve the Treasurer's Report from 1-31-26. Approved Motion passed unanimously.**

Vote Record: Accept the Financial Report for January.

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	<input checked="" type="checkbox"/>				
Jason Busch	<input checked="" type="checkbox"/>				
Michael Calhoun	<input checked="" type="checkbox"/>				
Alex Devin	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Bill Eagle	<input checked="" type="checkbox"/>				
Paul Gibbons	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	

Bills to Pay: No bills were submitted for review.

Public Comment: There was no public comment.

REPORTS

- **NRCS:** NRCS Staff are out sick and were not present for the meeting.
- **LCRWC:** Rachael reported that she had attended a recent Oregon Capitol short session “Water Day” in Salem and had met with Senator Suzanne Webber related to conservation issues. A bill to watch is 1.25% for Wildlife to support species and habitat conservation across the state. Additionally, Rachael discussed being active at recent Clatskanie Chamber of Commerce Meetings, as well as having actively met with Rainier and Clatskanie City Managers. Rachael discussed current funding for the LCRWC and expressed thanks to the CSWCD for the recent funding bridge. In terms of funding, Rachael explained she was seeking OWEB grant money for Clatskanie Basin landowners, and Federal Readiness Funds for Fox Creek. Rachael explained she was working through Small Grants with the CSWSD team. She announced that the LCRWC Board has been redefining their mission statement. Lastly, Rachael shared that her future LCRWC Board Meetings would include guest speakers and educational events. There is a volunteer planting opportunity on 2/21 to assist planting Fox Creek in partnership with LCEP.
- **SBWC:** Rachell explained that SBWC had received their technical assistance grant funding, which will help properties off Dutch Canyon Road, along S. Scappoose Creek. Additionally, SBWC is engaged in work along Salt Creek, potentially daylighting it, removing the culvert, and installing a bridge. Small grant planning to for planting along the headwaters of S. Scappoose Creek, on BLM land. Rachell explained that there are some FEMA rules that are changing that could have a major impact on in-stream work, in some watersheds. Discussion followed, Jason expressed that this new rule could deter landowners from participating. Rachell stated that she was still trying to figure out what the impact of the new rule would have on the work SBWC and CSWCD do, and that she was working to get a meeting scheduled with the County next week to see how the County would interpret this new rule. The City of Scappoose is currently holding back on implementing these new rules. Rachell stated that WC’s and the CSWCD were all hoping to have these meetings so we can figure out how to move forward with projects. There is a volunteer planting opportunity in Scappoose at Veterans Park in partnership with LCEP on 2/28. ODFW has recently updated priorities related to amphibians and reptiles. There will be a turtle/amphibian forum on March 11.
- **Staff:** Taylor reported that the personnel policy was nearing completion after 5 weeks of work, and should be available for approval at the March Board Meeting. Taylor explained that primarily he and Jenn had been working to finalize the 88-page personnel document, and that other staff had also participated in getting it completed. Taylor reported that the first policy meeting had occurred to review the personnel policy, and that all policy committee members were present for the meeting. The next policy that will be addressed is the board policies. Taylor also explained that the budget policy committee had met earlier in the week to discuss the budget for 2026-2027. Taylor explained that the approach this year will be to ensure that all needed budget lines are available in our budget, and that we determine over the next two months what our requests will be for large capitol items, such as shop upgrades. Taylor stated that this would allow for a thoughtful and accurate budget for the next year. Taylor explained that given the quick turn-around for all this desired work to be completed, that he was exploring hiring a consultant or contractor who could help get our budget created in a more thorough and meaningful way than previous years, similar to the budget of Marion County, which is tailored for an SWCD. Taylor expressed that since we have just completed the migration from QuickBooks desktop to QuickBooks online, that it would be a perfect time to design our budget the way that we want, and the perfect time for Malysa, Jenn and Taylor to get trained on this new QuickBooks system, while a consultant helps build the system and budget that we want. Bill asked whether the staff will be attending the CONNECT event in Seaside and Taylor responded that the staff will be attending that conference the end of March and beginning of April. Taylor invited any board or associate members to join him for the Scappoose Town Hall event on March 7, where CSWCD will be hosting an outreach booth, and will be set up next to SBWC. Thanks to Deb for volunteering!

NEW BUSINESS

- **Cost of Living Increase 2026:** Taylor explained that the CSWCD was requesting a 2.5% cost of living increase for FY26, which would be effective as of July 1. Taylor explained that research has shown that the average cost of living increase for county workers in Columbia County is 2.5% for 2026. **Bill moved, and Debra seconded a motion** to approve the Cost-of-Living Increase for 2026 at 2.5%. **Approved Motion passed unanimously.**

Vote Record: Approve a 2.5% COLA for 2026

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Jason Busch	<input checked="" type="checkbox"/>				
Michael Calhoun	<input checked="" type="checkbox"/>				
Alex Devin	<input checked="" type="checkbox"/>				
Bill Eagle	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Paul Gibbons	<input checked="" type="checkbox"/>				

- **Legal Representative Agreement:** Taylor explained that the district's attorney, Eileen Eakins, had taken a position with a new firm, Cable Huston. Taylor explained that the district's attorney would still be our representative at the same rate if we so desired, and that he believed it wise to keep her as our legal representative given her years of experience working with special districts, and soil and water conservation districts. A motion was made requesting that the Legal Representation Agreement be signed, ensuring that we maintain our current legal representation of Eileen Eakins. **Deb moved, and Dave seconded,** a motion for Taylor to sign and return the Legal Representative Agreement to Cable Huston. **Approved Motion passed unanimously.**

Vote Record: Approve Executive Director signing Legal Representation Agreement

Director	Yes/Aye	No/Nay	Abstain	Motion	Seconded
Debra Brimacombe	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Jason Busch	<input checked="" type="checkbox"/>				
Michael Calhoun	<input checked="" type="checkbox"/>				
Alex Devin	<input checked="" type="checkbox"/>				
Bill Eagle	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
Paul Gibbons	<input checked="" type="checkbox"/>				

OLD BUSINESS

- **Strategic Plan – Amy Stork:** Taylor explained that the staff had completed their second meeting with strategic consultant, Amy Stork, and are excited for the direction that the process is taking us as an organization. Taylor explained that staff were working to populate the activities related to each of the 5 goals, which will create a 1 through 5-year plan for the district moving forward. Taylor stated that some of the next steps involve a meeting with him, Amy and Malysa to complete goal 5, and that a meeting would also be scheduled for the personnel committee Board members meeting on behalf of the board to help provide board direction moving forward. Taylor remarked about how the strategic plan is a powerful tool that is bringing new clarity and direction for the staff.

BOARD REPORTS

Paul reported that he would be in India in May for a 3-week consultancy.

MEETING ADJOURNED AT 5:32 PM

Respectfully Submitted by: *Taylor Murray*, Executive Director

Columbia Soil and Water Conservation District Treasurer's Report

SUMMARY OF ALL ACCOUNTS		February 28, 2026	
Local Government Investment Pool		\$1,050,223.09	
US Bank Account		\$98,190.69	
TOTAL CASH AVAILABLE		\$1,148,413.78	
Local Government Investment Pool			
Balance forward		\$1,143,991.11	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$6,232.03		\$6,232.03
total cleared transactions		-\$100,000.05	-\$100,000.05
Ending balance as of February 28, 2026		\$1,050,223.09	
US Bank Account			
Balance forward		\$67,138.81	
<i>bank reconciliation detail attached</i>	Credit	Debit	
total deposit	\$102,327.24		\$102,327.24
total cleared Checks (details follow)		-\$15,543.75	-\$15,543.75
total cleared EFT (details follow)		-\$12,928.16	-\$12,928.16
total cleared Payroll		-\$42,803.45	-\$42,803.45
Ending balance as of February 28, 2026		\$98,190.69	

EFT Detail Report

Columbia Soil and Water Conservation District

February 2026

Transaction date	Num	Name	Memo/Description	Amount
02/02/2026	EFT	More Power Technology Group	MS 365 MONTHLY SUBSCRIPTION 02/01/26 - 02/28/26	-352.80
02/02/2026	EFT	More Power Technology Group	MONTHLY IT SERVICES	-2,355.20
02/04/2026	EFT	Hudson Garbage Service	GARBAGE/RECYCLE	-57.40
02/04/2026	EFT	Aflac	Aflac Acc ER - EMPLOYER PAID	-139.00
02/04/2026	EFT	Aflac	Aflac Cancer - Pre Tax - EMPLOYEE PAID	-34.68
02/04/2026	EFT	Aflac	Aflac Hospital Pre-Tax - EMPLOYEE PAID	-37.32
02/04/2026	EFT	Aflac	Aflac Life - Post Tax - EMPLOYEE PAID	-34.52
02/04/2026	EFT	Comcast	INTERNET SERVICES	-192.80
02/04/2026	EFT	Comcast	PHONE SERVICES	-287.42
02/06/2026	EFT	NW Natural Gas	GAS BILL	-100.79
02/06/2026	EFT	US Able Life	LIFE, AD&D, STD, LTD INSURANCE	-510.41
02/09/2026	EFT	City of St. Helens	SEWER	-35.93
02/13/2026	EFT	US Bank	ONLINE ACCOUNT ACCESS	-34.57
02/18/2026	EFT	Google	MONTHLY FEES	-33.60
02/18/2026	EFT	Amazon.com	MONTHLY EXPENSES FROM AMAZON	-1,483.79

02/19/2026	EFT	US Bank Visa	CHARGES 01/03/26 - 02/02/26	-6,341.95
02/19/2026	EFT	McNulty Water People's Utility District	WATER BILL	-76.00
02/23/2026	EFT	CIT	COPY MACHINE LEASE	-461.98
02/23/2026	EFT	Intuit QuickBooks	QUICKBOOK FEES	-358.00
			TOTAL	-12,928.16

Monday, March 09, 2026 05:36 PM GMTZ

Check Detail Report

Columbia Soil and Water Conservation District

02/01/26 - 02/28/26

Transaction date	Num	Name	Memo/Description	Amount
01/26/2026	3196	Waterways Consulting, Inc	CONYERS CREEK PROJECT	-5,093.75
01/28/2026	3199	Amy Stork Consulting LLC	STRATEGIC PLANNING	-10,400.00
02/23/2026	3204	CMC Oregon	LEGAL AD IN SPOTLIGHT	-50.00
TOTAL				-15,543.75

Monday, March 09, 2026 05:43 PM GMTZ

Balance Sheet

Columbia Soil and Water Conservation District

As of March 9, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
Local Gov Investment Pool 6/13	1,050,223.09
Petty Cash	63.83
US Bank (4349)	92,833.19
Total for Bank Accounts	\$1,143,120.11
Accounts Receivable	
Accounts Receivable	12,016.34
Total for Accounts Receivable	\$12,016.34
Other Current Assets	
Due From Other Funds	0.00
Grant Funds Received in Advance	0.00
Grant Receivable	0.00
LTD Tax Refund Due	0.00
Payroll Refunds	-0.06
Prepaid Expenses	0.00
Prepaid Payroll Liabilities	0.00
Prepaid Payroll & Payroll Taxes	0.00
Property Taxes Receivable	29,675.87
Simple Plan Overpayment	2,152.92
Undeposited Funds	0.00
Total for Other Current Assets	\$31,828.73
Total for Current Assets	\$1,186,965.18
Fixed Assets	
Accumulated Depreciation	-287,942.99
Property, Plant & Equipment	
Building Improvements	1,280,568.99
Equipment	15,757.25
Land	150,000.00
Vehicles	27,500.00
Total for Property, Plant & Equipment	\$1,473,826.24
Total for Fixed Assets	\$1,185,883.25
Other Assets	
Earnest Money	0.00
Prepaid Insurance	29,821.56
Total for Other Assets	\$29,821.56
Total for Assets	\$2,402,669.99

Balance Sheet

Columbia Soil and Water Conservation District

As of March 9, 2026

DISTRIBUTION ACCOUNT	TOTAL
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total for Accounts Payable	\$0.00
Credit Cards	
US Bank Visa	0.00
WEX Card	-129.88
Total for Credit Cards	-\$129.88
Other Current Liabilities	
Accrued Vacation Pay	27,582.44
Contracts Payable	0.00
Deferred Tax Revenue	38,211.69
Direct Deposit Liabilities	-4,267.07
Direct Deposit Payable	0.00
Payroll Liabilities	-\$1,372.29
Accrued Wages & PR Taxes	0.00
Aflac Can Pre Tax EE	-34.68
Aflac Hospital Pre-Tax	-37.32
Aflac Life - Post Tax	112.04
Aflac Payable	302.20
Federal Taxes (941/943/944)	0.00
Federal Withholding	0.00
FICA Social Security	0.00
Medicare	0.00
MODA Dependent	0.00
OR Employment Taxes	0.00
OR Income Tax	0.00
OR Paid Family and Medical Leave	0.00
OR Paid Family Leave	0.00
OR Statewide Transit Taxes	0.00
Providence Dep.	0.00
Simple Plan Payable	-1,494.72
State Unemployment	0.00
Statewide Transit Tax	0.00
State Withholding	0.00
WBF Assessment	0.00
Total for Payroll Liabilities	-\$2,524.77
Prepaid Grants	49,250.00
Prepaid Rent	2,327.00

Balance Sheet

Columbia Soil and Water Conservation District

As of March 9, 2026

DISTRIBUTION ACCOUNT	TOTAL
Total for Other Current Liabilities	\$110,579.29
Total for Current Liabilities	\$110,449.41
Long-term Liabilities	0.00
Building Loan Payable	0.00
Total for Long-term Liabilities	\$0.00
Total for Liabilities	\$110,449.41
Equity	0.00
Journal Entries	0.00
Net Investment in Capital Asset	10,221.45
Opening Bal Equity	0.00
Fund Balance	2,153,205.62
Net Income	128,793.51
Total for Equity	\$2,292,220.58
Total for Liabilities and Equity	\$2,402,669.99

Profit and Loss

Columbia Soil and Water Conservation District

July, 2025-June, 2026

DISTRIBUTION ACCOUNT	TOTAL
Income	
CSWCD FUNDS	11,027.00
Grant Revenue	184,454.26
Interest Earned	26,456.22
Mileage Reimbursement	1,717.80
Other Funds	7,650.00
Rent Income	
NRCS Rent Payments	18,644.21
Total for Rent Income	\$18,644.21
TAX LEVY	56.46
OTHER TAXES	772.96
UNSEGREGATED INTEREST	
YEAR 2015	11.23
YEAR 2016	11.90
YEAR 2017	9.47
YEAR 2018	35.19
YEAR 2019	44.48
YEAR 2020	81.74
YEAR 2021	2,282.17
YEAR 2022	2,028.67
YEAR 2023	2,283.27
YEAR 2024	8,748.53
YEAR 2025	626,569.19
Total for TAX LEVY	\$642,935.26
Total for Income	\$892,884.75
Gross Profit	\$892,884.75
Expenses	
LCRWC	
Admin/Fiscal	250.00
Contracted Services	45,373.14
Dues/Subscriptions	1,020.00
Materials and Supplies	369.41
Training	590.00
Travel Expenses	106.40
Total for LCRWC	\$47,708.95
MATERIALS AND SERVICES	\$3,222.62
Bank Service Charges	531.08

Profit and Loss

Columbia Soil and Water Conservation District

July, 2025-June, 2026

DISTRIBUTION ACCOUNT	TOTAL
Board of Directors	
Travel Expenses	
Travel Meals	5.50
Total for Travel Expenses	\$5.50
Total for Board of Directors	\$5.50
Building Operations	
Copy Machine Lease	3,830.56
Elevator	
Elevator Monitoring	2,169.86
Elevator Permit	197.12
Total for Elevator	\$2,366.98
Janitorial Services	4,425.00
Lawn Maintenance	3,620.00
Supplies (TP, Cleaning, etc.)	33.15
Water Delivery	393.21
Total for Building Operations	\$14,668.90
Contracted Services	
Engineering	31,951.38
Monitoring	7,432.02
Project Development	2,720.00
Project Implementation	33,951.60
Weed Spraying/Removal	16,275.00
Total for Contracted Services	\$92,330.00
CSWCD Expense	20,450.00
Dues & Subscriptions	\$60.33
Membership Dues	6,667.61
Web Subscriptions	18,036.68
Total for Dues & Subscriptions	\$24,764.62
Education & Outreach	
Entry Fees	50.60
Materials & Equipment	1,524.52
Rental Fees	-300.00
Supplies	465.61
Total for Education & Outreach	\$1,740.73
Employee Gifts	420.90
Insurance	\$1,000.00
General Liability Ins	3,727.98
Property & Crime Ins	2,074.75
Vehicle Ins	189.75
Total for Insurance	\$6,992.48

Profit and Loss

Columbia Soil and Water Conservation District

July, 2025-June, 2026

DISTRIBUTION ACCOUNT	TOTAL
Licenses & Fees	575.00
Marketing	1,937.65
Materials & Supplies	\$6,331.48
Expense Reimbursements	410.52
Field Equipment	561.78
IT/Computer	
Hardware	239.99
Software	503.02
Total for IT/Computer	\$743.01
Office Supplies	47.69
Project Supplies	10,100.76
Weed Supplies	54.97
Total for Materials & Supplies	\$18,250.21
Meeting Expense	
Registration/Facility Fees	550.00
Total for Meeting Expense	\$550.00
Meetings, Workshops, Events	
Food/Supplies	2,521.71
Total for Meetings, Workshops, Events	\$2,521.71
Postage & Mailing	
Postage & Shipping Charges	178.01
Total for Postage & Mailing	\$178.01
Printing & Reproduction	1,082.54
Professional Fees	
Accountant/Bookkeeper	550.00
Consulting	14,000.00
Legal Fees	2,527.50
Newspaper Publishing	110.00
Payroll Service Fees	-21.59
Web/IT Services	29,255.93
Total for Professional Fees	\$46,421.84
Repairs & Maintenance	-\$1,450.00
Building Maintenance	11,730.67
Total for Repairs & Maintenance	\$10,280.67
Telecommunications	
Business Phones	1,143.14
Cell Phones	4,462.85
Internet Costs	3,059.82
Total for Telecommunications	\$8,665.81

Profit and Loss

Columbia Soil and Water Conservation District

July, 2025-June, 2026

DISTRIBUTION ACCOUNT	TOTAL
<hr/>	
Training & Conferences	
Conference Registration Fees	9,086.26
Training Registration Fees	4,077.72
Total for Training & Conferences	\$13,163.98
Travel Expense	
Lodging	9,095.21
Mileage Reimbursement	1,291.01
Parking/Public Transportation	12.00
Travel Meals	837.48
Total for Travel Expense	\$11,235.70
Utilities	
Electric	2,011.60
Garbage & Recycle	459.20
Gas	315.03
Water/Sewer	937.62
Total for Utilities	\$3,723.45
Vehicle	
Gas	534.81
Vehicle Maintenance	247.85
Total for Vehicle	\$782.66
Total for MATERIALS AND SERVICES	\$284,496.06
Payroll Expenses	
Taxes	17,527.63
Total for Payroll Expenses	\$17,527.63
PERSONNEL SERVICES	\$1,017.70
Compensation	
District Manager	78,633.93
Financial Manager	55,089.80
Operations Coordinator	55,450.08
Overtime Pay	0.00
Resource Conservationist	170,274.06
Salary Adjustments	646.40
Total for Compensation	\$360,094.27
Employer Payroll Taxes	14,511.26
Health Insurance Benefits	32,666.51
Retirement Benefits	4,410.57
Supplemental Insurance	2,001.36
Workers' Compensation	556.94
Total for PERSONNEL SERVICES	\$415,258.61

Profit and Loss

Columbia Soil and Water Conservation District

July, 2025-June, 2026

DISTRIBUTION ACCOUNT	TOTAL
Reimbursements	-900.00
Total for Expenses	\$764,091.25
Net Operating Income	\$128,793.51
Other Expenses	
Voided Checks	0.00
Total for Other Expenses	\$0.00
Net Other Income	\$0.00
Net Income	\$128,793.51

Visa Detail Report
Columbia Soil and Water Conservation District
02/01/26 - 03/02/26

Transaction date	Num	Name	Memo/Description	Amount
2/1/2026	JC	POR OF CASCADE LOCKS	BRIDGE TOLL RRNW JC	3.00
2/1/2026	AK	PORT OF CASCADE LOCKS	BRIDGE TOLL RRNW AK	3.00
2/1/2026	AK	Skamania Lodge	DINER RRNW	115.49
2/2/2026	JC	Big River Grill	DINNER RRNW	136.20
02/04/2026	JC	AIRBNB	CONNECT HOUSING	2,141.15
02/04/2026	JC	Skamania Lodge	FOOD RRNW	30.70
02/05/2026	JC	Skamania Lodge	JC RRNW CONFERENCE LODGING	1,460.49
02/05/2026	JC	PORT OF CASCADE LOCKS	BRIDGE TOLL RRNW JC	3.00
02/05/2026	AK	Skamania Lodge	FOOD AT RRNW	27.82
02/05/2026	ML	NORMAS	DINNER SDAO CONFERENCE	101.50
02/06/2026	AK	PORT OF CASCADE LOCKS	BRIDGE TOLL RRNW AK	3.00
02/06/2026	AK	Skamania Lodge	AK RRNW CONFERENCE LODGING	710.72
02/06/2026	AK	Skamania Lodge	FOOD RRNW	49.60

02/07/2026	ML	Google	MONTHLY FEE	40.80
02/07/2026	ML	Out of the Box Technology	QB MONTHLY PAYMENT	100.68
02/09/2026	JC	SEASIDE GOLF COURSE	JC FOOD SDAO CONFERENCE	35.00
02/09/2026	ML	REMARKABLE	MONTHLY FEE	6.09
02/11/2026	TM	EVENTBRITE	CONNECT 2026 REGISTRATIONS	1,400.00
02/11/2026	ML	CenturyLink	ELEVATOR PHONE LINE	71.11
2/11/2026	ML	HURLIMAN CPA	BOOKKEEPING LCRWC	400.00
02/17/2026	ML	CHATGPT	MONTHLY FEE	90.00
02/17/2026	ML	Ramos' Yard Maintenance	MONTHLY LAWN SERVICE	420.00
02/18/2026	TM	Safeway Store	FOOD FOR BOARD MEETING	55.85
02/19/2026	ML	EVENTBRITE	CONNECT 2026 REGISTRATIONS	1,050.00
02/19/2026	ML	Apple	MONTHLY FEE ICLOUD	9.99
02/19/2026	ML	Tax1099.com	CREATE AND FILE 1099s	10.77
02/21/2026	TM	PORTLAND STATE UNIVERSITY	WETLAND DELINEATION COURSE FOR CB	1,389.82
02/23/2026	ML	South Columbia County Chamber of Commerce	SCC CHAMBER DUES	250.00
02/23/2026	ML	SquareSpace	WEBSITE DOMAIN LCRWC	20.00

02/23/2026	ML	BEST WESTERN	CONNECT LODGING	347.11
02/23/2026	ML	Zeffy	AK BEAVER WEBINAR	45.00
02/24/2026	ML	OREGON DCBS	ELEVATOR PERMIT FEE	197.12

TOTAL \$10,725.01



Program: Conservation

Position Title: Field Technician

Exempt/Non-exempt: Full-Time Non-exempt

Salary Range:

INTRODUCTION

The Field Technician supports the Columbia Soil and Water Conservation District (District) by providing technical assistance and program support to residents, landowners, and partner organizations working to conserve soil, water, and other natural resources. This is a full-time, non-exempt, at-will position.

The Columbia Soil and Water Conservation District is a local unit of government that operates as a special district of Oregon. The District is governed by a board of locally elected directors and funded through a permanent tax rate as well as state and federal grants.

This position advises and assists landowners, residents, and land managers with voluntary conservation practices including weed and pest management, plant identification, water quality protection, habitat enhancement, erosion control, and general watershed stewardship. The Field Technician acts as a first point of contact for inquiries and requests for technical assistance while also supporting District projects and programs.

The Field Technician works closely with District staff, watershed councils, and other conservation partners to support program implementation and outreach activities throughout Columbia County. The position provides additional support to watershed councils by responding to requests for technical assistance and information, as requested.

Work is performed both in the office and in the field and requires regular travel to rural properties and community locations throughout Columbia County.

Work is normally performed Monday through Friday, 8:30 a.m. – 4:30 p.m. but will require occasional evening or weekend hours depending on project needs, field work schedules, and outreach events.

ESSENTIAL DUTIES

Technical Assistance

- Act as first Responder for public inquiries and requests for technical assistance by phone, email, and in-person.
- Conduct site visits to evaluate resource concerns and provide management recommendations consistent with District priorities.
- Provide information about conservation programs, technical resources, best management practices, and funding opportunities available through the District and partner agencies.
- Refer landowners to local, state, or federal partners as appropriate.

- Support local watershed councils through technical assistance, participation in site visits, and project consultations.
- Attend watershed council meetings and collaborative planning discussions, as requested.
- Coordinate with partner organizations including watershed councils, other conservation organizations, and government agencies, as needed.

Field Work and Project Development

- Maintain records of landowner contacts, site visits, and technical assistance provided.
- Identify opportunities for conservation projects and assist in developing small-scale project proposals.
- Prepare applications for small grant opportunities, primarily including Oregon Watershed Enhancement Board (OWEB) funding.
- Implement small grant projects, performing all associated project management duties, including, but not limited to budget and contract management, coordination with landowners and contractors, scheduling, reporting, and monitoring activities.
- Support noxious weeds program by conducting surveys, monitoring and project documentation, field data collection, landowner outreach and communication, and mapping assistance.
- Support District and Watershed Council projects through site assessments, project documentation, and monitoring tasks, as needed.
- Support District programs by assisting with volunteer events like weed pulls and plantings, as well as other program-related activities.

Outreach and Education

- Serve as a public-facing representative of the District in community settings.
- Assist with planning and staffing outreach events such as workshops, field tours, community events, and presentations.
- Provide educational information to residents regarding conservation practices, watershed health, and stewardship opportunities as directed.
- Be available on weekends and after hours to represent the District at community events, partner meetings, and other activities as directed.

SECONDARY DUTIES

- Maintain organization of District equipment, tools, and materials.
- Perform general upkeep and maintenance of District equipment and vehicles.
- Participate in District staff meetings, program planning discussions, and serve on District committees as assigned.
- Attend District Board meetings, as requested, and provide program updates.
- Operate District-owned or leased vehicles as required.
- Ensure proper use and upkeep of District vehicles and field equipment.
- Follow District safety policies and procedures when conducting field work.
- Perform other related duties that support District operations as needed.

SUPERVISORY CONTROLS

The Field Technician is supervised by the District Manager and senior staff. Assignments are typically provided in the form of broad responsibilities and overall program objectives.

Work is performed with a high degree of independence while maintaining regular coordination with District staff and partners. Performance is evaluated based on the quality of technical assistance provided, completion of assigned projects, and progress toward District conservation program goals.

CIVIL RIGHTS

This position will be performed in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS, AND QUALIFICATIONS

- At least two years of work experience in a conservation/natural resources or related field.
- Regional knowledge of native and non-native plants, weed control strategies, and resources pertinent to vegetation management, native plant reestablishment, streamside management etc...
- Basic knowledge of watershed functions, conservation principles, and natural resource concerns.
- Ability to communicate effectively and respectfully with people of all backgrounds, opinions, and personalities.
- Ability to conduct field work in rural environments, rough terrain, and varying weather conditions.
- Ability to work independently, prioritize tasks, and manage multiple assignments. Candidate must be highly organized and self-driven.
- Ability to collaborate effectively with District staff and partner organizations.
- Detailed note taking and record keeping skills.
- Basic familiarity with GPS, mapping tools, or field data collection methods.

Preferred Qualifications

- Experience working with landowners, community groups, or conservation organizations.
- Experience developing and managing conservation or management plans, planting plans, and/or habitat restoration projects.
- Regional Knowledge of rare and endangered species and habitats.
- Experience with plant identification techniques.
- Experience participating in outreach events, workshops, or volunteer activities.
- Associate degree or coursework in natural resources, environmental science, agriculture, watershed science, forestry, or a related field; or an equivalent combination of education and relevant experience.

ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- Duties include a combination of office work and field work throughout Columbia County, including agricultural lands, forested areas, streams, and rural residential properties.
- Field work may involve walking on uneven terrain, working outdoors in varying weather conditions, and occasional lifting of equipment or materials up to approximately 40–50 pounds.
- This position requires the ability to operate landscaping equipment and to operate a truck and pull a trailer.
- The standard schedule is 40 hours per week, Monday through Friday. Evening or weekend work will be

required to accommodate meetings, outreach events, or field schedules.

- This position requires operating District vehicles as needed, including during daylight hours, after dark, and in inclement weather. A current and valid Oregon driver's license is required.
- The Field Technician shall perform all duties prudently and sensibly, following established protocols that ensure safety.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee: _____ Date: _____

Direct Supervisor/Manager: _____ Date: _____

The Columbia Soil and Water Conservation District prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the District. The District is an Equal Opportunity Employer.



Employee Handbook

This handbook outlines the policies, expectations, and benefits that guide our workplace and support our team.

DRAFT
Adopted 2026

Adapted from a template provided by HR Answers, Inc.



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Oregon Local Government Employers

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INTRODUCTION

WELCOME TO COLUMBIA SWCD

We are excited to welcome you to Columbia SWCD and are truly glad you have chosen to join our team! We are thoughtful about the people we bring into our organization, and we believe your skills, experience, and perspective will make a meaningful contribution to our work and to the people around you.

We hope your time with us will be both productive and enjoyable. At Columbia SWCD, we strive to create a supportive and respectful work environment, offer meaningful benefits, and foster a collaborative culture where people feel connected to the mission and to one another. We encourage you to bring your best ideas, energy, and efforts to your role, knowing that your work matters and makes a difference.

Every employee plays an important role in our success and in shaping the future of Columbia SWCD. We want you to feel confident and supported as you grow in your position. This Handbook is designed to help you better understand our organization, your role, and our policies, procedures, and practices. Please take time to review it and keep it as a resource whenever questions arise.

We value open, honest, and respectful communication. Our open-door approach is meant to ensure you feel comfortable asking questions, sharing ideas, and offering feedback. We welcome your suggestions for improving our programs, services, and internal operations, and we believe that the best ideas often come from working together.

Again, welcome to the Columbia SWCD team. We are glad you are here and look forward to working with you. We value the contributions you make and hope you find your work here meaningful, rewarding, and something you can take pride in every day.

[ Signature] Executive Director, Columbia SWCD

OUR HISTORY

Legal Status of Oregon Soil and Water Conservation Districts

Oregon soil and water conservation districts operate as political subdivisions of the state but are not classified as state agencies. These districts are considered municipal corporations, which are a type of local government subject to many of the same regulations as state agencies. Under Oregon law (ORS 174.116), SWCDs are explicitly included as units of local government.

Soil and water conservation districts in Oregon were established beginning in 1939. Currently, 45 districts serve communities across the state. While they are subdivisions of state government, they function as local units governed by locally elected boards of directors. This structure allows conservation districts to remain closely connected to the communities they serve while carrying out a public purpose.

About Columbia Soil and Water Conservation District

The Columbia Soil and Water Conservation District was established in 1946 and has served the residents of Columbia County since that time. For eight decades, the district has worked alongside local landowners and partners to care for the county's natural resources.

Columbia SWCD is a special district that provides free services to residents and landowners in Columbia County, Oregon, with the goal of preserving, protecting, and enhancing natural resources. The district focuses on helping landowners address land and water resource concerns on their property and on preventing potential issues before they occur. Services include free technical assistance, and in some cases, cost-share funding may be available for eligible conservation practices.

Columbia SWCD emphasizes proactive approaches to conservation by helping landowners implement best management practices that support agricultural sustainability and protect water quality. This work is grounded in collaboration, trust, and long-term relationships within the community.

Columbia SWCD is a non-regulatory agency. The district works cooperatively and voluntarily with Columbia County residents to conserve shared natural resources for current and future generations. Columbia SWCD does not create or enforce natural resource regulations or land use rules. Instead, district staff supports landowners through education, technical guidance, and partnership.

As an employee of Columbia SWCD, you are part of this community-based approach to conservation. Your work helps build relationships, provide practical solutions, and support the district's mission of voluntary, locally driven stewardship.

ABOUT THIS HANDBOOK

This Employee Handbook is a guide to help you understand our employment provisions and expectations. The Handbook applies to all our employees. It is intended to be a positive document that begins to establish the relationship between us.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask our HR Manager or our Executive Director.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we'll try to make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain in Columbia SWCD's employment, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice by the Columbia SWCD or you for any reason, at any time.

This handbook is not intended to undermine or remove your rights as outlined by the National Labor Relations Board (NLRB). We fully acknowledge and respect your rights to engage in protected concerted activities, which include the right to discuss wages, working conditions, and other terms of employment with your fellow employees, as well as the right to form, join, or assist labor organizations. If you have any concerns or questions regarding your rights or any content in this handbook, please seek clarification from your HR representative or legal counsel.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully and share it with your family members so they will also understand your work environment. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

EMPLOYMENT POLICIES

EMPLOYMENT RELATIONSHIP

You and the Columbia SWCD are engaged in an “at-will” employment relationship. Therefore, employment at Columbia SWCD is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship. It cannot be altered, except when in writing and signed by the Executive Director and you. Columbia SWCD will not make and will not be bound by any oral promises concerning the length or terms of your employment.

Equal Employment Opportunity

Columbia SWCD is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, protective hairstyle, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, total compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required for all new hires.

All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. See the standalone **Workplace Discrimination, Harassment, and Retaliation Policy**. Employees are expected to bring any questions, issues, or complaints to Management’s attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to the HR Manager or Executive Director. We also encourage you document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation, and we will not tolerate or permit retaliation by Management or co-workers.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

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

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function (walking, seeing, hearing, breathing, bodily functions, etc.);
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination based on an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

The Columbia SWCD offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodations. Essential functions are the main responsibilities that are central to the job. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodations are available to employees and applicants if the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with the Executive Director.

Pregnancy Accommodation Policy

Columbia SWCD will make reasonable accommodations to employees who are experiencing known limitations related to pregnancy, childbirth, or a related medical condition, to the extent the accommodation can be made without imposing an undue hardship on the organization. Columbia SWCD seeks to comply with both the federal Pregnant Workers Fairness Act (PWFA) and any state provisions and rules it is subject to regarding pregnancy-related conditions as well. Possible accommodations may include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Columbia SWCD will not take adverse action against an employee for inquiring about, requesting, or using a reasonable accommodation.

HARASSMENT

Columbia SWCD will not tolerate conduct by any employee, elected official, board or commission member, volunteer or intern, customer, or member of the public that harasses, disrupts, or interferes with an employee's work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, protective hairstyle, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment;

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at Columbia SWCD. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of Columbia SWCD, you have the

responsibility to immediately report any actions or words that you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to the Executive Director or HR Manager. These individuals are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks. In all cases, you will be notified of the outcome of the investigation. We will also check in with you quarterly following receipt of the information to ensure the matter has been resolved and continues to meet the organization's standards.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation; however, confidentiality cannot be guaranteed. If you are not satisfied with the handling of a complaint or the action taken by management, you should bring the complaint to the next higher level of authority. In all cases, you will generally be advised of the outcome.

Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

External Complaint Procedure

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.



- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
<https://www.oregon.gov/boli/civil-rights/pages/default.aspx>
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

Employment Agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Additional Employee Support Services

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

-  Legal services
-  Counseling and Support Services and/or Employee Assistance Services

WORKPLACE PROFESSIONALISM


Harassment due to a person's protected class is prohibited, as is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

Columbia SWCD defines unprofessionalism as repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect, which generally occurs at work and in the course of employment, but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that Columbia SWCD will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

- Making derogatory comments about your co-workers or the organization on social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas

Any Columbia SWCD employee who has experienced unprofessionalism should immediately report the behavior according to the reporting process  lined in our **Prevention of Workplace Discrimination, Harassment, and Retaliation Policy**. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

DISPUTE RESOLUTION

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, the organization has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your manager will generally follow-up to your concern.

We realize there may be valid reasons to forego this initial step; in those circumstances, *i.e.*, a concern involves an immediate manager/supervisor, you may go directly to the next level of management or to the HR Manager or Personnel Committee Chair for assistance.


EMPLOYMENT

It is our goal to fill employment vacancies with qualified applicants, whether recruiting internally, externally, or by utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, physical or mental disability, or any other characteristic protected under applicable law, including Veterans' Preference.

Our goal will always be to select the most qualified person for each available job.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member if such placement adversely affects supervision, safety, security, or morale.

RECRUITMENT

For each vacant position to be filled, the organization will review the duties and responsibilities, and the FLSA designation, prior to posting a notice inviting applications. 

Job Postings

Job postings will contain the job title, the salary range offered, the general duties and responsibilities, a summary of benefits offered, qualifications required, veterans' preference statements, and how to apply.

Veterans Preference

Oregon law requires all public employers provide employment and promotion preference to veterans, including National Guard members, and disabled veterans who qualify for civil service positions. [Reference: ORS 408.225–408.237 and related administrative rules]

- Eligibility - Preference is afforded only to veterans and disabled veterans who:
 - Successfully complete the initial screening, application examination, or civil service test;
 - Meet all minimum qualifications and any special qualifications for the position;
 - Provide required documentation to confirm eligibility:
 - Veterans (non-disabled): +5 percentage points
 - Applicants must provide:
 - Copy of Form DD-214 or 215 (Certificate of Release or Discharge from Active Duty)
 - Must show honorable discharge or general discharge under honorable conditions.
 - Disabled veterans: +10 percentage points
 - Applicants must provide:
 - A copy of Form DD-214 or 215, and
 - Official documentation from the U.S. Department of Veterans Affairs (VA), or military branch, certifying service-connected disability.
 - Examples: A VA disability rating letter or summary of benefits.
- Eligible veterans and disabled veterans receive additional preference points as follows:
 - **Scored Examinations:** Add the applicable points to the total applicant score, regardless of how the score is composed.
 - **Unscored Evaluations** (e.g., ranking, or qualitative review): Use a structured method to give special consideration. For example, elevate qualified veterans by one level and disabled veterans by two levels in the ranking.
 - **Interviews:** If an interview is part of the hiring process, the agency must interview every veteran or disabled veteran who:
 - Meets minimum and special qualifications, **and**
 - Demonstrates transferable skills relevant to the position

When final scores are equal, or the ranking places veteran and non-veteran candidates at the same level after applying preference, the veteran (or disabled veteran, if applicable) will be selected.

Documentation is required throughout the recruitment process to ensure compliance. Hiring managers must document all evaluation steps, including how veterans' preference was applied and, if applicable, reasons for not advancing or hiring a veteran.

Upon a written request by a veteran not appointed to a position, Columbia SWCD will provide a written explanation. The decision may not be based solely on veteran status; it must relate to qualifications.

If the applicant feels this policy has been violated, they may contact the HR Manager or file a verified written complaint with the Oregon Bureau of Labor and Industries (BOLI).

Application Process

An individual will follow the job posting instructions and submit application materials within the designated time-period. We have the right to exclude or disqualify applicants for failing to follow job posting instructions and timelines.

Any materials containing the applicant's age, date of birth, or when the applicant attended school or graduated, all dates must be redacted prior to submittal. If dates are not rejected from the submitted materials, this will be done by the HR Manager prior to being reviewed for qualification or shared with decision makers. Confirmation of dates, as needed, may be requested following a conditional job offer. Employers shall not require an applicant to provide a valid driver's license unless the ability to legally drive is an essential function of the job or is related to a legitimate business purpose.

Internal Job Posting

We may post internally to internal applicants as a promotional opportunity for 10 working days. Everyone's application materials will be assessed for minimum qualifications; veterans' preference, as applicable; and possessing the experience and ability to perform the job. The most qualified candidate will be selected.

External Job Posting

We may post a job vacancy externally, at the same time as an internal posting, or at the conclusion of an internal posting, and will require the same application materials for consistency in process.

Interviews or Screening Process

All questions, practical exercises, or interviews will be performed in a fair, equal opportunity manner to all job applicants regardless of race, color, religion, sex, national origin, age, disability, or genetic information. Discrimination in hiring is prohibited.

Reference Checks

We may require verification of statements contained in an application or statements made in an interview and secure further information concerning the applicant's qualifications and suitability prior to making an offer of employment. This information is gained from previous employers or personal references provided. Applicant consent will be gained at the time of the interview.

Conditional Job Offer

We will provide a conditional job offer letter to the successful candidate outlining additional conditions to be satisfied before a final job offer is extended.

- Information requiring confirmation related to age may be confirmed with the applicant only after the conditional job offer is extended. If we are unable to verify the additional information, the conditional job offer may be rescinded.
- Background checks and other requirements may not be conducted prior to the interview and will proceed after the conditional job offer is extended. If all conditions are not satisfied, the job offer may be rescinded.
- For candidates who meet all verifications and conditions, employers may extend a final job offer letter.

Final Job Offer

The final job offer letter affirms the satisfactory completion of all conditions, and an official job offer is extended. The job offer letter contains the following information:

- Title of position
- Start date
- Location of the report on the first day
- Work hours
- Employment relationship – “at will”
- Introductory period
- Pay and pay periods
- Performance review dates
- Benefits

New Employee Orientation

New employees are expected to participate in orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, you will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

Introductory Period

As a new employee, you are hired on a 90-day introductory period. The introductory 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 supervisors. Evaluation of your adjustment to work tasks, conduct, and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the introductory period, and a decision about your employment status will be made and shared with you in writing. If you have successfully completed the introductory period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment. If your skills border on satisfactory, but fall a little short, the introductory period may be extended if there is reason to believe that your skills will improve within 30 days. This period may be extended only by the approval of the Executive Director. The request for an extension won't be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must also complete an introductory period of 60 days to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

Re-employment

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees.

Credit for Prior Seniority

Employees who are rehired by Columbia SWCD will receive credit for prior time worked as follows:

- Employees who were separated because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one (1) year after the separation date.
- Employees who voluntarily resigned from their employment with Columbia SWCD will receive credit for prior time worked for the purposes of benefit eligibility, subject to management approval, if re-employed within six (6) months after the resignation date. However, a new anniversary date will be established based on the date of rehire.
- Rehires shall be considered new employees, except where federal or state law requires otherwise (e.g., the Employee Retirement Income Security Act rules, which apply to pensions, where state law applies to health insurance benefit reinstatement).

Employment Classifications

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered introductory, full-time, part-time, temporary, or on-call as described below:

- Introductory*: Newly hired or promoted employees within the introductory period. New hires normally earn and can use sick and vacation time.
- Regular Full-time: An employee who is regularly scheduled to work 30 hours or more per week. Classification normally is eligible for benefits. For health insurance coverage, 30 hours per week is considered full-time.
- Regular Part-time: An employee who is regularly scheduled to work at least 20 but less than 30 hours per week. This classification is normally eligible for benefits, but on a pro-rata basis.
- Temporary: An employee who is hired for a specified period of time, usually no more than six (6) months. This classification is typically not eligible for benefits, except for those mandated by law.
- On-Call: An employee who does not have a set schedule and works only when called upon.

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your supervisor/manager.

- Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors,

professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

EMPLOYMENT RECORD KEEPING

Access to Personnel Files

The organization maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies, or any management representative involved in a pending personnel action.

Your personnel file is available for review, except for any references and other material exempt from disclosure under state law, by making advance arrangements with the HR Department. We will provide copies of personnel records or files as required by law.

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the HR Manager.

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary[ies]
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment

EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the state's Ethics laws found in ORS 244.

Public Officials

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an “agent.” An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization, you became a Public Official.

Gifts

During a calendar year, a public official, a candidate, or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to a public official, or a relative or member of the household of the public official, any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

Use of Official Position or Office

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official, or a relative, or a member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official, or a relative, or member of the household of the public official, from a source that could reasonably be known to have a legislative or administrative interest.

- Gifts received by a public official, a relative, or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding a position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding a position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

Honoraria

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation, or expertise of the public official or candidate.

Financial Interest in Public Contracts

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics Commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

CONFIDENTIALITY

Organization and Customers

At the Columbia SWCD, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information, and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials, may be removed from our premises without permission from Columbia SWCD, except in the ordinary course of performing duties on behalf of Columbia SWCD. Additionally, the contents of organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records

Columbia SWCD's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files, are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access.

Personal employee information used in business system applications will be protected under the company's proprietary electronic transmission and Virtual Private Network policies and security systems.

Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record-keeping needs.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Executive Director. The Executive Director has the responsibility to investigate the incident and take corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates, i.e., day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates.

- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

WHISTLEBLOWER PROTECTIONS

Columbia SWCD encourages any employee with knowledge of an illegal or dishonest activity to report it to their direct supervisor or the [**Designated Position**]. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from [**Designated Position**].

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the [**Designated Position**]. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due process, the privacy of the individual making the report will be protected to the extent possible. Columbia SWCD will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments, as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the [**Designated Position**] immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the [**Designated Position**], who is responsible for investigating and coordinating corrective action.

WORKPLACE RULES

Columbia SWCD believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive but serve as guidelines to demonstrate the work behaviors considered important to Columbia SWCD.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. You are expected to regard your workplace with respect and attention. Columbia SWCD records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
3. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by Columbia SWCD or by outside regulatory bodies.
4. You are expected to conduct yourself professionally, exhibiting a high regard for our customers, vendors, business associates, and co-workers. No breach of professional behavior [abusive language, harassment, personal business during work time, etc.] will be condoned. This also applies to alcohol consumption when representing the Columbia SWCD in a business or social capacity.
5. You are expected to maintain the confidentiality of organization information or customer information in your possession [*i.e.*, personnel information, trade secrets, etc.].
6. You are expected to wear clothing that is neat, clean, and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, and other employees, as well as the need to promote organization and employee safety. Because some positions involve outdoor and field work, clothing may reasonably reflect the conditions of that work; however, employees are expected to present a clean and neat appearance when attending meetings, public events, or other important interactions. Clothing, jewelry, and hairstyles should not create a safety hazard. Columbia SWCD is committed to a diverse and inclusive workplace that respects natural hair texture and protective hairstyles as part of cultural identity. Good individual judgment is the best guideline, but management retains the right to determine what dress and appearance are appropriate.

COMMUNICATION AND SOFTWARE SYSTEMS

Electronic Communications Systems

The Columbia SWCD provides electronic communication systems to maintain superior communications both within the organization and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based on this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only during business hours. Use of company systems during business hours for purposes other than work-related should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time, and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of Columbia SWCD to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the **Information Security Policy**. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

Any messages or communications used through this system are subject to our **Prevention of Workplace Discrimination, Harassment, and Retaliation Policy and Information Security Policy**. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisor immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organizational letterhead.

You should know that even when a message is erased through email, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those

messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords will be kept by IT.

Organization-owned Personal Computers

To ensure proper data management, backup, and public records compliance, employees must save all work-related documents and materials to the Columbia SWCD network server or other approved shared storage locations. Work files should not be stored solely on an individual computer desktop, local hard drive, or personal storage device. Employees are responsible for ensuring that work materials are stored on the server so they are accessible, backed up, and retained in accordance with organizational records requirements.

To protect the integrity of our systems, all software used on our computers must be registered with the IT Services Provider. Personal or downloaded software may only be installed after written authorization from the IT Services Provider. A virus check of all such software must be completed immediately before it is installed on any organization's computer. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the organization prior to their use with an organization-owned computer. The copy or transfer of organization-owned software may occur only with the written authorization of Management and the IT Services Provider.

Laptop Security

All staff who are issued laptops and other computer-related equipment will be given a copy of Columbia SWCD's computer-related equipment guidelines. These guidelines include security precautions and procedures as recommended by Columbia SWCD.

Mobile Devices

Employees who access Columbia SWCD systems or information through mobile devices must take appropriate steps to protect confidential and sensitive data. Mobile devices include smartphones, tablets, laptops, and similar equipment.

Because mobile devices may contain confidential electronic information, including personally identifiable information, employees must ensure that this information is protected from unauthorized access if a device is lost or stolen. To protect organizational information, Columbia SWCD reserves the right to delete organizational data and applications from any device containing District information. **This action may be performed remotely or on-site if necessary to protect confidential, sensitive, or proprietary information. By accessing or storing District information on a mobile device, employees acknowledge and consent to this authority.**

Employees should regularly back up personal information such as photos, applications, and other personal data to another device or cloud service. A remote wipe may remove both business and personal information stored on the device.

Mobile devices used to access Columbia SWCD systems must be secured with a PIN or other password-based lock and configured to automatically lock after five minutes of inactivity. Access credentials may be required by the Information Technology provider to support security and system management.

Any loss or theft of a mobile device used for work purposes, including laptops, must be reported immediately to the Executive Director. Mobile devices should always be safeguarded using at least two levels of protection

when not in use (for example, locked in a trunk when stored in a vehicle or secured in a hotel safe while traveling). Failure to properly safeguard these devices may result in the employee being responsible for the cost of the device or the loss of organizational information, and may lead to corrective action, up to and including termination.

Employees who access Columbia SWCD systems, data, or email using a personal device must also comply with the District's **Bring Your Own Device (BYOD) Policy**. See the standalone Bring Your Own Device Policy for additional requirements and guidelines.

Use of the Internet, Virtual Private Network, and Commercial Online Systems

Employees must obtain management approval before posting information on commercial online systems, the VPN, or the Internet, unless posting is a regular and assigned responsibility of their position.

Any material not owned by Columbia SWCD must have appropriate permission from the original source prior to posting. Employees are responsible for ensuring that all required permissions are obtained before submitting content for approval.

Columbia SWCD does not typically obtain copyright registrations or trademark designations for newly created materials. However, employees should ensure that all content is accurate, appropriate, and approved before it is posted.

Social Media and Networking

Social networking websites and online communities, such as Instagram, LinkedIn, Facebook, and other sites, are increasingly used and can be accessed by individuals not only from computer systems but also from smartphones. These tools have value because they can be used to market Columbia SWCD products and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits; however, guidelines and expectations surrounding their use are necessary, as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. Columbia SWCD wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws and ethical considerations.

Business Use

Employees may use social networking websites to conduct organizational business, as long as such use is authorized and complies with the organization's policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

Monitoring

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for usernames and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your email account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts that reveal your or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited, and employees should be aware that they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Telephone Usage

Columbia SWCD realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible.

Voice Mail System

The voice mail system at Columbia SWCD is the property of the organization and is provided for use in conducting organizational business. All communications and information transmitted by, received from, or stored in this system are organization records and property of Columbia SWCD. The voice mail system is to be used for business only; use of the system for personal purposes is prohibited. You have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. Columbia SWCD, in its discretion as owner of the voice mail system, reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason, and without employee permission. You are not authorized to retrieve or listen to any voice mail messages that are not sent to you. Any exception to this policy must receive prior approval from the Executive Director.

Cell Phones


Where job or business needs necessitate immediate access to an employee, the organization may provide/require a business cell phone for work-related communications. This phone is provided for business use only. Business cell phones are not to be used for purposes not related to work. Keep in mind that cell phone internet usage, phone records, voice mail, and text messages are not private and may be accessed. If an organization-provided phone is used for personal business, any phone charges incurred by an employee related to the personal usage will be the sole responsibility of the employee.

Personal calls during the workday using personal cell phones can be distracting to others and can interfere with employee productivity. Please be mindful and take personal calls in private settings.

Any use of a cell phone while driving may present an unsafe condition for the driver, other employees, and the general public. The organization prohibits the use of cell phones while driving, except when hands-free accessories are used. In cases where a cell phone call is necessary, employees must adhere to all federal, state, and local rules and regulations regarding such to help ensure the safe operation of both organization-owned and private vehicles. If an employee is using a cell phone while driving and has an accident, any costs, fees, and fines shall be solely the responsibility of the employee.

Regardless of the media or device used, typically, information generated or exchanged for the purpose of government work is subject to Public Records laws. While not all information is accessible to the public, our organization is required to maintain these records.

PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which Columbia SWCD can continuously monitor the effectiveness of organizational operations and employee performance, all employees will receive regularly scheduled formal performance evaluations annually, with performance check-in discussions scheduled quarterly. 

The objectives of our performance management and formal appraisal process are to:

- Ensure that employees know their individual performance against established performance standards;
- Determine how well the organization is doing in assisting employees with work performance and meeting goals;
- Ensure communication and two-way feedback;
- Provide a consistent, objective, and fair method of making compensation decisions;
- Provide a tool for career planning; and,
- Provide a permanent record of employee performance and organizational contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance, such as:

- Reasonable employee training;
- Assigning, directing, controlling, and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;

- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of Columbia SWCD to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

Corrective actions taken at the discretion of management may include **any** of the following:

- Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your personnel file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Demotion, which will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. **The above options are not to be seen as a process in which one step always follows another.** Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Counseling, verbal warnings, and written warnings may be undertaken by the Executive Director without prior approval, provided the Personnel Committee is informed. Suspension with or without pay, demotion, and discharge may also be undertaken by the Executive Director, with notice to the Personnel Committee but without prior approval.

COMPENSATION

PAY ADMINISTRATION

Columbia SWCD values high-quality work from its employees and is committed to compensating employees for their efforts and results. We intend to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internal equity is achieved.

Salary Placement Upon Hire

Your pay as a new employee is established based on the pay level of current employees performing work of comparable character and based upon factors such as your previous experience and education. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

Upon promotion, Columbia SWCD normally gives a salary increase to the next higher rate in the new salary range. Promotional increases greater than the next higher rate, as described above, must consider an internal assessment for compliance with the Oregon Equal Pay Act. Columbia SWCD will retain documentation on the established rate of the promotional pay amount.

Salary upon Demotion

Upon demotion, Columbia SWCD normally reduces the employee's pay to the top step of the new classification, if the employee's current pay is above the top step of the new classification; or maintains the current rate of pay, if the employee's pay is within the range for the new classification unless an internal assessment warrants a higher pay rate within the range. Columbia SWCD will retain documentation on the established rate of the promotional pay amount.

Pay while Temporarily Working at a Higher Level

Upon assignment of higher-level duties for a full pay period or more, employees may receive a five (5) percent increase from the employee's current base wage for the duration of the assignment. If a five (5) percent increase falls below the lowest step of the higher-level classification, the employee receives the first step of the higher classification. Columbia SWCD will retain documentation on the established rate of the promotional pay amount.

Pay Increases

It is Columbia SWCD's policy to reward you with increases in pay for dedication to your work, extra effort, and contributory performance. Management does not award increases on an automatic basis. Recommended increases are not effective until approved by the next level of management, following the salary chart approved by the Board.

PAY PRACTICES

Pay Orientation

At the time of hire, a written explanation of earnings and deductions shown on the itemized pay statement is provided to the employee through multiple forms of communication, such as human resources information systems, a shared electronic file, or delivery by email. Review and update of this information is performed on an annual basis to ensure accuracy. The information will include access to a comprehensive list of the following:

- a) All pay rates that employees may be eligible for include hourly or salary rates.
- b) All benefit deductions and contributions with the corresponding payroll code and definition of each.
- c) All other deductions with definitions of each.
- d) Any allowances, if any, are claimed as part of the minimum wage.

Paydays

You will be paid every other week. Paydays are generally on the day following payroll, which is usually Monday, depending on Holidays. A payroll reminder will be emailed out the prior week, and time sheets are due by 10 AM on Monday, unless otherwise specified in the reminder email.

Pay Statements

Each pay statement shall include the following information to provide transparency for an employee:

- a) The date of payment
- b) Dates of work covered by the payment
- c) The name of the employee
- d) The name and business registry number or business identification number
- e) The address and telephone number of the employer
- f) Gross wages
- g) Net wages
- h) The amount and purpose of each deduction – full definitions of deductions are available from the payroll office
- i) Accrual balances

Payroll Deductions

Certain mandatory and elective deductions that are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

Delivery of Paychecks

All paychecks will be directly deposited into your designated bank account.

Pay Advances

The District does not issue pay advances at this time.

Method of Payment

You will receive an email with your paystub the day of payroll. Please notify HR ASAP if you find any discrepancies.

Employee Withholding Allowance Certificates (Form W-4)

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form at any time. When you submit an updated Form W-4, the organization will implement the desired changes by the start of the first payroll period ending on or after the 30th day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

Time Records for Non-Exempt Employees

The timesheet is a record of time worked and must be filled out weekly. It provides a permanent record of time spent on the job, indicating the exact time you worked.

Time sheets should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Your signature on the time sheet each pay period verifies that the times and dates are true and accurate to the best of your knowledge. You should never allow someone else to make entries on your timecard. Willfully falsifying a timecard will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees classified as exempt must provide written documentation of their pay, and no deduction of pay will be made for hours worked fewer than eight (8) hours per day, unless authorized by law. However, because Columbia SWCD does have PTO. If you have earned time in these bank(s), you must use this time first to cover any time off that is less than your normal workday.

Overpayments

When a public employee is overpaid and receives funds not due to them, the employee may deduct the amount of the overpayment from the employee's wages in accordance with the following:

- a) If the overpayment occurred during the 364 days immediately preceding the discovery, the employer shall provide the employee with a written notice, at least ten calendar days before making a deduction.
- b) The total amount of the deduction may not exceed five percent of the employee's gross pay each pay period, unless the employee requests that a greater percentage or amount be deducted.
- c) If an employee is terminated or separates from employment, the Columbia SWCD can recoup the balance owed from the employee's final paycheck.

The written notice of overpayment shall include the following information:

- a) the reason the overpayment occurred,
- b) the total amount of the overpayment,
- c) the purpose of each deduction in the deduction transaction,
- d) the amount of deduction (lump sum or repayment schedule, including amount and dates of deduction transactions)
- e) the date the deduction is to occur
- f) employee's signature authorizing deduction

Dispute Resolution Process for Paycheck Errors


If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the HR Manager.

Final Paycheck

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends), you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

HOURS OF WORK AND WORK SCHEDULES

Organization Hours

The general office hours at Columbia SWCD are 8:30 a.m. to 4:30 p.m., Monday through Friday. 

Specific workday and workweek schedules for each employee will be determined from time to time by the Executive Director based on the organization's needs. Work may occasionally be required outside of regular business hours, including evenings, weekends, or overnight, depending on operational needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of the change. Management reserves the right to modify schedules consistent with the needs of the organization.

The normal workday is 8 hours. The total hours in a normal workweek are 40, Monday through Sunday.

Overtime and Compensatory Time

You may occasionally be required to work hours in excess of 40 in a workweek. Non-exempt employees will receive either overtime pay or compensatory time in accordance with applicable state and federal laws. In most cases, the District will provide compensatory time rather than overtime pay.

Non-exempt employees who work more than 40 hours in a workweek accrue compensatory time at a rate of one and one-half (1.5) hours for each hour worked beyond 40. Employees may not accrue more than 80 hours of compensatory time unless approved by management. Upon separation, employees will be paid for any unused compensatory time on the books at the time of separation.

In some situations, overtime pay at one and one-half (1.5) times the employee's regular rate may be approved when it is determined to be more appropriate or cost-effective for the District. Overtime must be approved in advance by the Executive Director as early as possible. Paid time off is not counted as hours worked when calculating overtime.

Meal and Rest Periods

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency situation, is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

Lactation

Columbia SWCD promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks that support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

Columbia SWCD will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the HR Manager. Hand washing facilities and a refrigerator will also be available at all sites, and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

NOTE: Since breast milk is a bodily fluid and as such, could harbor certain communicable diseases, it is important that it be labeled with the employee's name.

Social and Recreational Activities

Participation in off-duty social or recreational activities, such as organization picnics and holiday parties, is entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office.

In the event that Columbia SWCD makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide email OR text from the Executive Director. It is the responsibility of each employee to email and text if there is any doubt regarding office operations.

All employees are encouraged to work from home. Laptops should be taken home to ensure the ability to do so. If you wish to take the day off, please notify the Executive Director, and you will be required to use PTO. Please make sure to track these changes in the shared calendar.

TELEWORK OR TELECOMMUTE

Both telework and telecommute are a flexibility that may be available to some positions within the organization. These are two different arrangements. Telework is the planned practice of regularly working from a non-organization address. This is most typically the employee's residence. Telecommuting is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee's residence.

All telework and telecommute arrangements require the prior approval of the Executive Director and may be changed at the discretion of the Executive Director. Telework and telecommute may be permissible for some jobs, but not all jobs.

Employees are responsible for ensuring a safe work environment when telecommuting or teleworking. Employees are also responsible for meeting the expectations of their job, regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

Any employee who is teleworking or telecommuting must be available during established work hours and provide a timely response to email, phone calls, etc. Absences, including unavailability during work hours, must be pre-approved. Employees must account for all time worked. Supervisors may consider an employee's request to alter regular work hours in the same way they would evaluate these requests for a person working at an organization's address.

An employee's salary, benefits, and insurance coverage do not change as a result of teleworking or telecommuting.

Employees are responsible for the utilization of Columbia SWCD networks while working remotely in a safe and secure manner as directed by the Executive Director.

As mentioned above, these are planned arrangements. Employees and supervisors must work together to determine if an arrangement can be made and the details of the arrangement.

Please also see our Telework policy for more information.

Information Technology

Teleworking or telecommuting employees are expected to be able to set up a remote office and use both the organization's and their own equipment without direct physical help from the organization. While any equipment supplied by the organization will be maintained by or at the direction of the organization, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

Employees are expected to have sufficient Internet access if work assignments require the use of Web resources in the performance of their duties while working at a remote worksite.

The organization will determine, with information supplied by the employee and the supervisor, what equipment will be supplied for each telecommuting situation. The employee must sign an inventory sheet and agree in writing to take appropriate action to protect the inventoried items from damage or theft.

All equipment supplied by the organization will be maintained by or at the direction of the organization. Equipment supplied by the employee will be maintained by the employee. The organization accepts no responsibility for damage or repairs to employee-owned equipment.

All equipment and software supplied by the organization are only for the organization's business and must comply with the organization's security and maintenance policies and practices. Portable equipment must, at all times, have organization-authorized security measures installed and running

If the teleworking employee provides equipment, the equipment provided must comply with the organization's security and maintenance policies and practices, and any additional safeguards required by the organization.

Employees will notify the organization immediately in the event of a breakdown or other issue with supplied equipment, software, or other materials. Employees will follow the organization's direction regarding any necessary repair, update, replacement, etc.

Upon separation of employment, or discontinuation of a planned arrangement, whichever comes first, all organization property issued to the teleworking employee must be returned.

Organization stored on any employee's personal electronic equipment is subject to public records requests and discovery, and to review by the organization at any time.

Security

Employees are expected to ensure the protection of the organization and district information accessible from their home office.

Steps include making sure that:

- All devices have anti-virus software managed by IT professionals.
- All Wi-Fi, cellular, or similar access points are protected with strong passwords or passphrases.
- All Wi-Fi, cellular, or similar access point passwords or passphrases are changed on a regular and scheduled basis.
- Login and password information is secure and protected, even from family members.
- Basic network practices are being applied [firewall with appropriate security standards].
- Web-based systems are secure
- Two-factor authentication is enabled and being used if available.
- All data is saved to organization-authorized shared network drives or cloud locations; **no** data is saved or stored on portable machines.
- VPN access is only via organization-issued devices. No personal devices are connected via VPN.

Physical Security

Employees are expected to ensure physical office security by taking steps like keeping proprietary material in locked file cabinets and desks, securing doors and windows, hiding devices when not in use, and taking any other measures appropriate for the job and the environment.

Employees will follow all organization policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential information, paper and electronic, in transit or at the alternate worksite.

When accessing the organization's network from a personal computer, employees are responsible for preventing access to any computer resources or data by unauthorized users. In addition, employees are expected to ensure the remote host is not connected to any other network at the same time, except for personal networks that are under their complete control or under the complete control of the employee.

Performance of illegal activities through the organization network or on organization time by any user authorized or otherwise is prohibited. The employee bears responsibility for any consequences of misuse of their access.

The IT Department will confirm that the user's device does not contain any traces of protected, sensitive, organization, or proprietary information and delete any protected, sensitive, organization, and/or proprietary data, licensing, and information remaining on the device.

Technology Support

The IT Department will only provide device support that relates to organization devices and connections.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

Columbia SWCD will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by the Executive Director before payment will be made if over \$50.

Expense Reimbursement Procedure and Reports

Requests for expense and mileage reimbursement must be submitted with your time sheets each payroll period. Supporting documentation and/or itemized receipts must be provided to each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense.

Mileage Reimbursement

While in the course and scope of duties on behalf of Columbia SWCD, employees may use their vehicle for business purposes. While driving on behalf of Columbia SWCD and in the course and scope of duties assigned, liability would accrue to Columbia SWCD for negligent actions. As such, employees are encouraged to follow all rules of the road and drive courteously. Coverage provided by Columbia SWCD for damages to the employee's own vehicle is secondary to any other collectible coverage. Employees are encouraged to have comprehensive and collision coverage on vehicles used for the Columbia SWCD business.

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS-determined rate per mile.

In order to recover these costs, a mileage sheet must be signed by you and dated for processing according to policy. If you have questions about expense reports and mileage allowances, please ask.

Credit Card Payment

If a credit card is provided to you, the employee, all receipts must be provided to the Financial Manager for the credit card reconciliation process.

Employees may expense and/or use a company-provided credit card for business-related activities approved by management.

Overnight Travel and Meal Expense Reimbursement

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverages, and any incidental expenses that are necessary and business-related. Reimbursement for meals may follow the District's established per diem rates; see the standalone **Per Diem Policy** for current rates and guidelines as established by the Oregon Watershed Enhancement Board (OWEB).

Transportation Expense Reimbursement

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental, and fuel for such rental.

Spouse/Guest Expense Reimbursement

Columbia SWCD will pay for meals or entertainment of spouses/guests/significant others, only if approved by the Executive Director.

Columbia SWCD expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

PAY EQUITY

Columbia SWCD strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time to time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on Columbia SWCD's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the Executive Director to obtain clarification.

BENEFITS

PURPOSE AND POLICY

Columbia SWCD strives to provide equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to temporary or on-call employees.

Some benefits may accrue during your new-hire introductory period, but in most cases, eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Benefit Pro-ration and Employee Cost Sharing

If you are a regular part-time employee, your benefits are prorated based on the number of hours you work. Essentially, you accrue vacation and sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by Columbia SWCD. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. When costs of discretionary insurance benefit plans exceed the organization's interest in or ability to pay the full premium, we will require you to share in the cost of your coverage.

Benefit Design and Modification

Columbia SWCD reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

Benefit Plan Documents

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the HR Manager for your review. We ask that you refer any questions about this information to the HR Manager.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

HEALTH INSURANCE BENEFIT

Columbia SWCD currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. You will be provided with information about the plan at the time you become eligible to participate. You are asked to review the summary plan description for answers to questions you may have. Any need for further information should be referred to the HR Manager.

Eligibility

This benefit is provided for all regular full-time employees. If otherwise eligible, you may begin to participate in the plan after you have completed [60] days of continuous employment. Insurance plan coverage begins on the first day of the month following completion of 60 days of employment. Part-time, temporary, and on-call employees are generally not eligible to participate in the health insurance plan.

Plan Enrollment

Once you are eligible, you may complete the enrollment forms available through the HR Manager. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred that qualifies you for a special enrollment period.

Columbia SWCD pays 100 percent of the monthly premium for enrolled employees for health and vision coverage. Regular part-time employees receive a proportionately reduced District contribution.

Coverage for dependents of employees is also available; however, employees are responsible for the full cost of the monthly premium associated with this coverage for health and vision.

An eligible employee who chooses not to enroll in the insurance plan is entitled to a monthly payment of one-third (1/3) of the District's cost for benefits offered. This payment is taxable.

The District also pays for life insurance coverage for employees who are eligible for the group health plan.

Medical information is covered by HIPAA regulations. Columbia SWCD realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

Premium Cost

Specific types of coverage and benefit payment schedules are described in the organization's health care plan booklet that is available to all eligible employees. At the time of eligibility and during open enrollment each year, you will be informed of how much the organization will contribute toward your monthly premiums if you are eligible to participate in the plan. Premium rates are established by the insurance carrier and are subject to change, usually based on increased costs to provide medical services and the amount of services our employees require.

Any premium co-payment and dependent coverage you are required to pay is funded through a monthly payroll deduction. Columbia SWCD determines the payroll deduction schedule.

Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the option of extending your health plan coverage for a period of time under the continuation coverage provided by state law. Eligibility can be lost if certain “qualifying events” occur that would otherwise cause your or a dependent’s group health coverage to terminate. Examples of qualifying events include termination of employment, a reduction in hours, death of the covered employee, divorce, entitlement to benefits under Medicare, and a qualified beneficiary losing dependent child status.

Portability / Conversion of Health Plan

You, your spouse, and dependents may continue group health insurance for up to nine (9) months at your own expense if you were enrolled in the plan for at least three (3) months. However, continuation does not occur automatically. You must elect coverage within the insurer’s required response time, or you and any dependent will lose the right to state continuation coverage. Payment of the premium must then occur within a specified timeframe for coverage to continue. You and any covered dependent(s) will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

DENTAL INSURANCE BENEFIT

Columbia SWCD provides a Dental Insurance plan for employees and their dependents.

Eligibility

Employees regularly scheduled to work 30 hours or more per week are eligible for dental insurance coverage after 60 days of employment. Part-time, temporary, and on-call employees are not eligible to participate in dental insurance.

Cost

Columbia SWCD pays 100% for employees and their dependents.

OTHER INSURANCE BENEFITS

Life Insurance, Long Term Disability, Short Term Disability

Columbia SWCD provides these benefits at no cost to the employee. Only employees are covered by these benefits.

Accident Insurance

Columbia SWCD provides each employee with an accident policy through Aflac. Employees are also able to sign up for other benefits through Aflac at their own cost.

VACATION BENEFIT

All full-time and regularly scheduled part-time employees are eligible for vacation based on the schedule below. All accruals begin on day one of employment.

You will earn vacation benefits according to the following schedule:

<u>Number of continuous years of service</u>	<u>Benefit per year</u>
Earned during 1 st through 3 rd year	4 hours per paycheck
Earned during 4 th through 5 th year	6 hours per paycheck
Earned during 6 th through 9 th year	7 hours per paycheck
Earned 10 years and beyond	8 hours per paycheck

Accrual for part-time employees is on a pro-rated basis, calculated on the established work schedule. Continuous service will be calculated from the first of the month nearest your date of hire.

We provide vacation and personal time so you can enjoy periods of time away from work. Vacation is intended for rest and recreation, and vacation pay may not be taken instead of time off. Vacation accrual will be paid out at separation in accordance with this policy and any applicable law.

Vacation time is intended to be used and not accumulated indefinitely. Employees may accrue vacation hours beyond 240 during the year; however, on January 1 of each year, any accrued balance exceeding 240 hours will be reduced to 240 hours. Employees are encouraged to plan and use vacation time throughout the year to avoid loss of accrued hours.

Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing and submitted to your supervisor. We'll try to grant each request, but we cannot guarantee your request will be approved.

SICK LEAVE

Columbia SWCD provides paid sick leave to all employees in accordance with state law. For any questions about sick leave, please contact the HR Manager.

The accrual of sick time begins on the first day of employment at the rate of 4 hours of sick time earned for every pay period.

Sick time may be used for an employee's own serious or non-serious illness, for preventative care appointments, donating blood, or to care for an immediate family member with an illness. Columbia SWCD does allow employees to donate sick time to other employees in need. You may donate all but 40 hours of your banked time. Your unused sick time is not paid out upon separation from employment.

PAID HOLIDAY BENEFIT

Columbia SWCD observes the following holidays each year, and our offices are officially closed on these days:

New Year's Day	Columbus Day/Indigenous Peoples Day
MLK Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Juneteenth	Christmas Eve
Independence Day	Christmas Day
Labor Day	Personal Holiday

These holidays or any additional time observed, such as New Year's Eve, will be determined each year at management's discretion.

Eligibility

Employees regularly scheduled to work 20 hours or more per week will be paid for the above holidays. Part-time employees between 20 and 30 hours will receive a prorated amount of paid time based on their regularly scheduled time. For instance, a part-time employee working 20 hours per week would receive four (4) hours of holiday pay because 50% of a full-time schedule is worked.

OTHER BENEFITS



Retirement Plan

The District offers a retirement plan that will match up to 3% of employee contributions.

Employee contributions are taken from each paycheck and deposited into their retirement account monthly. The Employer match is deposited at the same time.

Participation in the retirement plan is voluntary. If the retirement plan is not chosen, there will not be any other compensation given.

Employee Assistance Program

The organization recognizes that employees and their family members may, from time to time, face personal issues that affect their careers and personal lives or both. Solutions to some of these problems may not be readily apparent. To this end, we offer, at no expense to you, the services of outside professional counseling for you and your family to help deal with personal problems such as family relationships, substance abuse, etc. You or a member of your family may consult with these professionals up to six (6) consultations per incident on a confidential basis at no cost. Literature describing plan provisions and how to contact our providers is made available during your introductory period and to all staff members as plan provisions change.

Employees regularly scheduled to work 40 hours or more per week become eligible on the first day of the month following hire.

LEAVES OF ABSENCE

LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Bereavement Leave	Disability Leave (Non-FMLA)	Family and Medical Leave
Civic Duty	Military Leave	Leave to Donate Bone Marrow
Personal Leave	Crime Victims' Leave	Domestic Violence Leave
Paid Leave Oregon (Insurance)		

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for leave or your benefits and rights while on leave, please contact the HR Manager.

BEREAVEMENT LEAVE

You are eligible to take a Bereavement Leave in the event of the death of a family member or friend.

This leave may be taken to attend the funeral **or** memorial of a family member or friend, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within 60 days after the date on which you received notice of the death of your family member or friend, unless otherwise approved.

Length of Leave

The total length of leave you may be granted for bereavement is situational and may be decided based upon the unique circumstances of your need and applicable law. The Columbia SWCD provides 3 paid bereavement days per occurrence, and other leave may be used if necessary.

Request Procedure

Please contact the Executive Director to advise of the leave and time needed.

Status of Benefits

Company-paid bereavement leave won't affect your eligibility for benefits or the continuation of benefit accruals.

CIVIC DUTY LEAVE

Jury or Witness Duty Leave

If a summons for jury duty is received, the employee shall notify their supervisor as soon as possible. Work will be adjusted, and time off will be granted. Regular employees will be paid their regular wages during periods of jury duty service. Employees are expected to report for work promptly when excused from jury service for part of a day or at the completion of jury service.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

CRIME VICTIMS' LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony, or if an employee is a victim of harassment, under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

The company will provide reasonable safety measures if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then consider your work schedule when scheduling the criminal proceedings.

Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation/sick/personal time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by crime victims' leave.

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking, or whose minor child or dependent is a victim, may be entitled to take protected leave from work.

Eligibility

All Columbia SWCD employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

Length of Leave

The amount of leave taken will be reasonable and that which does not create a significant difficulty and expense (undue hardship) for the organization.

Request Procedure

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Safety Measures

The District will provide reasonable safety measures if you are the victim of domestic violence, harassment, sexual assault, or stalking.

Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid vacation/sick/personal time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by domestic violence leave.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

OREGON ORGANIZATIONS WITH 50 OR MORE EMPLOYEES IN A 75-MILE RADIUS

The Federal Family and Medical Leave Act applies to all government employers. However, due to our size with fewer than 50 employees, employees are not eligible for this leave type. Notice will be provided to employees if this eligibility changes.

PERSONAL LEAVE OF ABSENCE

Full-time, regular employees may be granted an unpaid personal leave of absence under certain circumstances. A personal leave of absence is an approved period of time away from work for personal reasons that do not fall under the guidelines of the Family and Medical Leave Policy or any other leave policy. A personal leave of absence is granted at our discretion and is normally granted to protect the length of service and benefit rights of an employee whose service might otherwise be terminated.

Eligibility

You become eligible for a personal leave of absence after 12 months of service; all earned paid leave must be exhausted first. If you want to take a personal leave of absence, you must make arrangements with your supervisor.

Length of Leave

The leave may be requested for any time over 30 consecutive days. A personal leave of absence starts on the first regular workday following the last day worked. The maximum leave allowed under this policy is 90 days.

Request Procedure

A written request should be submitted at least one-week before time off that will exceed 5 days, except in emergencies. Leave requests must include an expected date of return. If you do not return after three (3) days of that date and no extension has been requested, we'll assume you have resigned.

LEAVE TO DONATE BONE MARROW

Eligibility

Employees working 20 or more hours per week are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of leave, which may be taken as paid or unpaid time. In extenuating circumstances, approval to take more time off may be granted by a supervisor or manager.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Eligibility

All employees of the organization except those hired on a brief, non-recurrent basis are eligible for leave.

Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

Request Procedure

You must provide written notice to your direct supervisor of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize vacation benefits earned before the commencement of the leave.

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. Employees enrolled in the District's health benefits at the time leave begins will continue to receive those benefits for up to 30 days. For

any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

- 1 to 30 days: You are expected to report to work on the first regularly scheduled workday following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.
- 31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Columbia SWCD, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.
- 181 days or longer: You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by Columbia SWCD, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, Columbia SWCD will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran’s control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

PAID LEAVE OREGON – INSURANCE

Columbia SWCD provides a Paid Leave Oregon Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meet their personal needs.

Cost

Employees will see up to 60% of 1% deduction from gross wages for each paycheck. The employer will contribute 0% of the employee's gross wages for each paycheck, due to the fact that the district has fewer than 25 employees.

The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. Employees will receive notice in advance of any change.

NOTE: Oregon Employment Department will assess and adjust, as needed, the employee deduction and employer contribution levels, and total gross wage cost annually.

Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by the Oregon Employment Department. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of leave

The length of leave is part of the determination process. An employee may qualify for up to twelve (12) weeks of leave annually. The annual benefit year begins on the Sunday prior to the first use of leave for any reason. The coverage may be approved in intermittent single-day use up to a continuous twelve (12) week period.

Reasons for leave

Benefits may apply to a variety of situations, including:

- Family leave
 - The birth of a child
 - Bonding with a child in the first year after birth, adoption, or placement in the employee's home through foster care.
 - To care for a family member with a serious health condition*.
- Medical leave - The employee's own serious health condition
- Safe leave - For survivors of:
 - Sexual assault
 - Domestic violence
 - Harassment
 - Bias Crimes
 - Stalking
- Pregnancy Disability Leave (Additional 2 weeks)

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance benefit while on leave

The amount of benefit the employee will receive will be calculated based on the employee's earnings for the prior year. This will also be part of the determination of coverage process. The Oregon Employment Department may adjust the minimum and maximum benefit amounts annually, and the employee will receive

notification before a change occurs. Visit the Employees and Paid Leave Oregon at paidleave.oregon.gov for the current rates.

Use of accrued leaves when on PLO

Employees may choose to use accrued leave while on PLO. Leaves will be used in the following order: compensatory time, sick leave, vacation time. Employees may use up to the number of hours they are regularly scheduled to work, OR the number of hours that represent the difference between their benefit and their regular rate of pay, excluding overtime. Employers may not require an employee to use these leave balances.

Notification of the need for leave

An employee is required to provide the employer with notice of the intention to take leave. For planned events, the employee is required to provide thirty (30) days' written notice. For unplanned events, the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to the unplanned event and is unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

NOTE: Please use the Columbia SWCD Paid Leave Oregon – Leave Notification Form (stand-alone form)

Please complete the Notice Form found at the HR Manager's Office to notify the employer of the intention to take leave. The employee may also contact the Executive Director for a copy.

Filing a Claim for Coverage

Employees will need to establish an account at [Frances Online](https://frances.oregon.gov/), <https://frances.oregon.gov/>, and file claims electronically. This is the electronic system of records for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

NOTE: The employer (District) will issue the Paid Leave Oregon Employee letter after receiving notice from the State of Oregon that an employee has been approved for Paid Leave Oregon (stand-alone form)

Job and Benefit Protection while on leave

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist.

NOTE: Employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

Complaints Procedure

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the Executive Director or HR Manager promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage.

Employees may contact the Oregon Bureau of Labor and Industries (BOLI) to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

HEALTH AND SAFETY

EMPLOYEE HEALTH AND SAFETY

Columbia SWCD is committed and legally responsible to provide our employees with a safe and healthful work environment while on-site, in the field, and working at an approved alternative location (such as an employee's home). To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through our management and Safety Committee. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject Columbia SWCD to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted in the copy room with other labor notices.

If an injury or illness occurs you are required to:

- Take remedial first aid actions; seek emergency care if necessary.
- Report the injury or illness as soon as possible.
- Fill out the report form and workers' compensation form.
- Provide your supervisor with a medical release from a doctor.
- Review the incident with our HR Manager.

Early Return to Work Program

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job injury or job-related illness. The program is not intended to be a substitute for a reasonable accommodation when an injured or ill employee also qualifies as an individual with a disability.

The Return-to-Work program consists of a team effort by supervisors, employees, and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning an employee to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the organization will attempt to provide such a job until you are able to resume your regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries or illness may be covered in the Leave section.

Tobacco in the Workplace

Columbia SWCD is a non-smoking facility and a tobacco-free zone. This includes the use of electronic cigarettes and vaping devices, as well as chewing tobacco. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 10 feet of any entrance, exit, window, or air intake device. If any employee has a concern about the areas designated, that individual should speak with the Executive Director.

Employee Right to Know/Hazard Communication Program

Columbia SWCD provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or HR Manager.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

The Executive Director will verify that all hazardous containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks.

SUBSTANCE AND ALCOHOL

The objective of this policy is to provide a workplace and environment that is free from the effects of substance abuse. Furthermore, the Columbia SWCD has a responsibility to our employees, to those who use or come into contact with our services, and to the general public to ensure safe operating and working conditions. To satisfy our drug-free workplace objective and meet these responsibilities, we have established a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances. Accordingly, we have adopted this substance and alcohol policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing us in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing, or possessing alcohol or other controlled substances that impair job performance or pose a hazard when use or possession occurs (as a government employer, this includes marijuana);
- Reporting for or being at work while impaired by the use of alcohol, drugs, or controlled substances.

If your doctor prescribes over-the-counter or pharmaceutical drugs, you are responsible for determining if you are able to maintain work performance standards, including safety. If you are not, you are to contact the Executive Director or Human Resource Manager before returning to work.

If you have a problem with substance or alcohol use and wish to undertake rehabilitation, you may be granted a leave of absence for this purpose. It is your responsibility to seek help before the problem adversely affects your work performance or results in a violation of this policy. If you need assistance in seeking this help, you may talk to the Executive Director or Human Resource Manager. No one will be discriminated against for undertaking rehabilitation.

Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine the presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether a reasonable basis exists.

The following definitions apply:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance, including, for example, noticeable odor of alcohol, behavior, or speech of the employee, or as being involved in an accident on the organization's premises that results in physical injury or property damage.

Presence is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employee's mental or physical faculties.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

Testing Paragraphs

If you voluntarily request assistance in dealing with a personal drug or alcohol problem, you may do so through the Employee Assistance Program or the Human Resources Manager. The request for assistance will not jeopardize your employment if this assistance is sought before work performance has deteriorated or disciplinary problems have begun. Other treatment programs for drug and alcohol problems may be available through our health insurance coverage.

As a result of corrective action arising from a drug or alcohol problem, you may be required to participate in a drug or alcohol treatment program. If so required, you will regularly be evaluated for drug and alcohol use by a professional. When such an evaluation is scheduled, we will pay the cost. You may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct that led to your mandated participation in an alcohol and drug treatment program, you may be required to submit to random or unannounced screening for alcohol or drugs for a specified period. You may also be required to meet various performance standards that are imposed as a condition of continuing employment.

If you are involved in a job-related accident resulting in property damage or physical injury requiring off-site medical attention, you may be required to submit to testing to determine the presence or absence of a controlled substance. We may waive the requirement if we do not have a reasonable basis to conduct drug or alcohol testing or, if we determine, at our discretion, that the accident could not have been caused by using a controlled substance.

You may be required to submit to testing on a random or unannounced basis to determine the presence of, use of, or involvement with drugs or alcohol. This may include testing by random selection, testing of an entire department or work unit, or testing of specific identified categories of employees as a group.

We will also conduct testing as required or recommended under the provisions of any state or federal government regulations. If you are within a regulated group requiring testing, you will be required to abide by policy as well as any government programs.

When being tested, you may request that any sample be split into two parts, with one part tested and the other retained by the testing laboratory for future re-testing in the event of a positive test result. If you request a re-test, it will be at your expense and must be conducted by a laboratory that is acceptable to us. A list of approved laboratories will be provided upon request.

If you believe that your specimen was not collected in accordance with established procedures, you must report any deficiencies within 24 hours of the collection. Deficiencies reported after 24 hours have expired and will not be considered.

WORKPLACE VIOLENCE

The Columbia SWCD recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, this organization specifically prohibits any employee, customer, or vendor from bringing any kind of weapon, knife (other than a folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Situations may occur, despite our best efforts to prevent them, that present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the Executive Director or Human Resource **Manager**.

All information related to the reports, including the names of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include an investigation of criminal records and a search of the organization's property, such as desks, work areas, lockers, file cabinets, voicemail systems, and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

EMERGENCY PREPAREDNESS

Columbia SWCD may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. Columbia SWCD will try to provide emergency and limited services during periods of disruptions. The Executive Director, with feedback from NRCS, **sh** shall make the determination to close the organization, suspend activities, or make the organization available for community support via telework.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact the Executive Director and Human Resource Manager.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available PTO.

Should a threat to company property or an employee be received, it should be reported immediately to the Executive Director or Human Resource Manager.

EMPLOYMENT SEPARATION

SEPARATION FROM EMPLOYMENT

Separation from employment with Columbia SWCD occurs when you voluntarily resign, are laid off, or are discharged by the organization.

Resignation

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure. For supervisors and management-level personnel, at least 30 days’ notice of a resignation is required.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work for 3 consecutive shifts or days, job abandonment and voluntary resignation will be assumed.

Job Elimination, Reduction in Work Hours

We desire to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;
- Your job knowledge, skills, and ability to do the required work;
- Your performance, attendance, safety, and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to go the extra mile for the organization, co-workers, and customers, and
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of, or lay off, the employee with the shortest term of service. An immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of 6 months. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the available job and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

Discharge

Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The organization has a corrective action policy found in this Handbook that describes the action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found in this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities, and how you will receive your final paycheck.

Return of Organization Property

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization.

Employee Notes

Columbia Soil and Water Conservation District
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM

As an employee of the Columbia SWCD, I acknowledge the following:

I have been provided a copy of the Employee Handbook. I understand that the Handbook contains important information about Columbia SWCD's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked the Human Resource Manager for clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

The Executive Director is the only person authorized to make changes to the Handbook with prior approval from the District Board of Directors, and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is "at-will" and either the organization or I can end the relationship at any time, with or without reason or notice. The Executive Director is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of the Columbia SWCD, and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature _____ Date _____

Print Employee's Name _____