

1.0 OVERVIEW AND GENERAL POLICIES

1.1 PURPOSE OF EMPLOYEE PERSONNEL POLICIES

These employee policies provide rules and regulations for all employees of the South Suburban Sanitary District (which is referred to as "The District" throughout these policies) relative to matters of personnel administration. These rules and regulations are intended to set a general framework for effective personnel administration.

These policies replace and supersede all pre-existing policies, procedures or orders relating to personnel matters of the District and its employees. Supervisors should ensure that existing department policies are consistent with this manual.

Throughout this manual where a person or position is referred to, that person or position may have a designee appointed in case of absence or illness, etc.

NOTE: (There are employee handbooks and Safety Programs that are not included in this manual. For example, the Employee Handbook for Bloodborne Pathogens, and the Safety Handbook that should be reviewed and will be made available to all employees but are not included in this manual.)

1.2 INTRODUCTION

This manual contains statements of personnel policies and procedures. It is designed to inform everyone of the working guidelines for supervisory and staff personnel in the day-to-day administration of the District, to provide employees an understanding of what is expected of them, and to ensure consistent, fair and uniform treatment of District employees.

The District reserves the right to change or modify existing policies and procedures within this manual and by accepting the offer of employment, the employee agrees to abide by any changes or modifications. These policies and procedures do not and are not intended to confer any property right in continued employment, to constitute an express or implied contract, or to give rise to a binding past practice.

The State of Oregon and The District are "At Will" compliant. Employees and the District reserve the right to end the employment relationship, with or without cause, at any time. Further, except as might be approved in writing by the District Board of Directors, no employee or representative of the District, except for the District Manager which is a contracted position, has the authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to District Board of Directors approved policies.

Each employee can assist in keeping the District employee personnel policy program up to date by notifying the Director of Administrative Services whenever problems are encountered or improvements can be made. When the need for a new or revised policy presents itself, a recommendation should be submitted to the District Manager for consideration.

1.3 PERSONNEL ADMINISTRATION GENERALLY

The District Board of Directors shall have authority over all matters of personnel administration through adoption and implementation of the District budget, pay plans, ordinances and resolutions adopting and/or amending the personnel rules and regulations.

South Suburban Sanitary District – Employee Personnel Policy Manual 2014

The Board of Directors authorizes the District Manager with responsibility for the interpretation and application of the policies.

The District Manager may specifically delegate in writing the authority for the enforcement of rules and policies.

The District Manager shall be responsible for insuring the effective implementation of these rules and regulations and may temporarily modify the personnel policy pursuant to District Board of Directors policies and shall present changes to the District Board of Directors for adoption/denial at the next regularly scheduled Board Meeting. The District Board of Directors delegates to the District Manager broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the District Board of Directors.

Labor negotiations (including the settlement of any grievance after that grievance has been denied by the District Board of Directors or a committee thereof) must and in every instance be approved by the District Board of Directors before the District may be bound.

1.4 WRITTEN DEPARTMENTAL RULES AND STANDARD OPERATING PROCEDURES

Each department may establish such additional written rules and standard operating procedures as may be deemed necessary for the efficient and orderly administration of the department. Such rules and procedures are subject to approval by the District Manager before becoming effective and must be consistent with the general policies, procedures, rules, or regulations established by the District. Copies of the applicable departmental rules and operating procedures shall be made available to all employees in the department and shall be filed with the District Board of Directors and maintained in the Director of Administrative Services office.

1.5 WHAT THE DISTRICT EXPECTS FROM YOU

1.5.1 Teamwork And Excellence - This section has been arranged to present a general overview of some of the District's expectations of its employees. Every employee should keep in mind that each is a part of a team of public employees, and public satisfaction with the District depends upon good service.

1.5.2 Personal Conduct - District employees are expected to be honest, trustworthy, possess a positive attitude, and be courteous and their conduct on and off the job are important to the District. Neatness of work performed is also important; all employees are engaged in public relations. Some deal directly with the public; others, while not in direct personal contact, do perform work under the public eye. Employees of the District, regardless of whether contacts are direct or indirect, are expected to be courteous, efficient, and helpful in all their work assignments. Favorable impressions created by employee's public behavior helps develop good will and support for District services.

1.5.3 Code of Ethics for District Employees

1.5.3.1 Personal Interests Avoided - District employees may not use District time, equipment or services for personal interest or gain. When giving testimony unrelated to their assigned District responsibilities, District employees shall not use information or facts that have come to them by virtue of their employment for personal gain or benefit. In matters of personal interest, employees should conduct themselves so as not to impair their working relationship with other employees, officials, or the public.

South Suburban Sanitary District – Employee Personnel Policy Manual 2014

1.5.3.2 Special Gifts - Supervisors may allow acceptance of non-monetary gifts of nominal value (e.g., under \$50 per year) on a non-quid-pro-quo basis. Keep in mind that the appearance of impropriety can be as damaging as actual impropriety and should be avoided.

1.5.4 Political Activities of District Employees

1.5.4.1 Official Position – Campaigning - Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office.

1.5.4.2 On-Duty Activity - Oregon law forbids any District employee, while on the job from soliciting money, influence, service, or other article of value or otherwise aiding and/or promoting any political cause or the nomination or election of any person for public office. Nothing in this rule is intended to restrict the political actions or activities of employees outside of their regular working hours.

1.5.5 Cost Consciousness - Every employee of the District is a citizen and taxpayer and is expected to practice economy in all duties. Failure to do so is not in the best interests of the District and may lead to discipline, and/or discharge, as appropriate.

1.5.6 Attendance and Punctuality - Each employee and the employee's performance on the job are important to the overall success of operations. When absent, someone else must do the job. District Employees are expected to keep regular attendance, be on time, and work as scheduled.

In accepting employment with the District, each employee is required to meet certain standards. Maintaining an acceptable level of job attendance is part of good work performance and is one of the standards by which an employee's overall contribution to the District may be measured. Continued employment carries with it the personal responsibility of each employee to be on the job on time every scheduled workday. Recurring and excessive absences and/or tardiness are disruptive to work schedules, costly to the District and its residents, and detrimental to the morale and efforts of employees who maintain a good work record.

Failure to meet these requirements subjects an employee to disciplinary action, which include termination. The ability to attend work regularly is a job requirement.

1.5.7 Personal Appearance - Each employee is responsible to present a proper, businesslike appearance whether in the office, a District vehicle, or other site. Good taste and good judgment in personal attire is expected. The District may require employees within a department of the District to wear uniforms (when the District pays for uniforms the employees are expected to wear the uniforms). In the event good judgment in personal attire is not exercised, the District may adopt specific dress standards.

At the discretion of the District Manager any employee who is deemed not to be presenting a businesslike appearance may be asked to change his/her clothing or be sent home without pay for the remainder of the shift or an extended period.

1.5.8 Appearance Of Work Areas - The District's objective is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and insure that all working documents, desks, cabinets and equipment are secure at the close of the work shift.

South Suburban Sanitary District – Employee Personnel Policy Manual 2014

1.5.9 Personal Telephone Calls - District phones are to be used for District purposes. Telephone calls of a personal nature (incoming or outgoing) should be kept to a minimum or made during breaks or lunch periods whenever possible. Under no circumstances should an employee charge a long distance call to the District unless it is work-related. Regardless of circumstance remember that District business comes first during working hours.

1.5.10 Cell Phones

1.5.10.1 Personal Cellular Phones - While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of District phones (i.e., personal telephone calls are to be kept to a minimum). Excessive personal calls during the workday, regardless of the type of phone used, can interfere with employee productivity and be distracting to others. Employees are asked to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of the District's policy. Flexibility will be provided in circumstances demanding immediate attention. The District will not be liable for the loss of personal cellular phones brought into the workplace.

1.5.10.2 Personal Use of District-Provided Cellular Phones - Where job or business needs require immediate access to an employee, the District may issue a business cellular phone to an employee for work-related communications. Such phones are to be used for business reasons only. Phone logs will be audited regularly to ensure no unauthorized use has occurred. Personal long distance calling from the District provided phones is not permitted.

Employees in possession of District equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the cell phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (i.e., 24 hours) may be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

1.5.10.3 Safety Issues for Cellular Phone Use - Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use (or have a personal cell phone used during the workday for personal matters) are not to use their cell phones while operating a motor vehicle.

Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of disciplinary action, up to and including termination of employment.

1.5.11 Tobacco Use - For health and safety considerations, the District discourages all tobacco use. State law prohibits smoking in buildings except in designated smoking areas. District policy prohibits smoking or

South Suburban Sanitary District – Employee Personnel Policy Manual 2014

e-cigarette use in any District-owned facility, including District owned buildings and District owned vehicles. Smoking is permissible in designated areas only.

1.5.12 Outside Employment

1.5.12.1 District Comes First - When an individual accepts employment with the District it is understood that the District has first call upon the services of its employees, regardless of any effect on secondary employment.

1.5.12.2 Incompatible Work - Employees shall not engage in outside employment that conflicts in any way with District employment, detracts from the efficiency of work performance, or is in conflict with the interests of the District. The District expects employees to avoid outside employment, which affects extra work endurance, overall personal health, or effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, including employees who hold outside jobs.

1.5.12.3 Notification - Employees shall notify the Supervisor in writing, in advance, of all employment outside the scope of their employment with the District.

1.5.12.4 Conflicts - The Supervisor will notify the employee at any time outside employment is found to be in conflict with the interests of the District or is likely to bring discredit upon the District. It shall be up to the employee to choose which employment option is most desired.

Any license or certification paid for by the District shall not be used for any other entity.