<table>
<thead>
<tr>
<th>Item #</th>
<th>Time</th>
<th>Board Meeting Agenda Item</th>
<th>Purpose</th>
<th>Presenter</th>
<th>Packet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>6:00</td>
<td>Welcome and meeting called to order:</td>
<td>Information/</td>
<td>Till</td>
<td>a. 9/18/17 annual/board meeting minutes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review/revise agenda</td>
<td>Decision</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review previous action items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Approve board meeting minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6:05</td>
<td>Time reserved for public comment and introductions¹</td>
<td>Information</td>
<td>Public</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONSENT AGENDA**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Time</th>
<th>Board Meeting Agenda Item</th>
<th>Purpose</th>
<th>Presenter</th>
<th>Packet</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>6:10</td>
<td>Recommend approval:</td>
<td>Decision</td>
<td>Till</td>
<td>a. SPACE-18-007 application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SPACE-18-007, Dig In Community $2,000; Field Activity Guide for K-12 teachers.</td>
<td></td>
<td></td>
<td>b. SPACE-18-008 application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SPACE-18-008, Ecumenical Ministries of Oregon $2,000; climate change education for high school students.</td>
<td></td>
<td></td>
<td>c. SPACE-18-009 application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SPACE-18-009, Confluence $1,550; Confluence Community Stewardship Day at the Delta.</td>
<td></td>
<td></td>
<td>d. SPACE-18-010 application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• SPACE-18-010, Pollinator Parkways $2,000; 3,000SF of pollinator habitat in parking strips.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY17/18 Budget: $62,000 Expended to date: $8,950 Total recommended: $7,550 Total expended if funded: $16,500 Remaining if funded: $45,500</td>
<td>Decision</td>
<td>Till</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>100% 14% 12% 27% 73% 33% Year Complete 67% Year Remaining</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BOARD ITEMS**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Time</th>
<th>Board Meeting Agenda Item</th>
<th>Purpose</th>
<th>Presenter</th>
<th>Packet</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>6:15</td>
<td><strong>New Associate Board Directors Committee Appointments</strong></td>
<td>Decision</td>
<td>Till/</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Udelhoven</td>
<td></td>
</tr>
</tbody>
</table>

Overview: New Associate Board Directors (Gerel and Sanneman) have expressed a desire to serve on three committees each: Gerel on the Land Legacy Committee (LLC), Partners in Conservation Grants Review Committee, and the Budget Committee; and Sanneman on the LLC, Small Projects and Community Events Committee, and the Budget Committee. The Board of Directors will be asked to consider these assignments and, if in agreement, make the appropriate appointments.

¹ Each member of the public who wishes to speak shall be given approximately 3 minutes.

Packet materials referenced above available in hardcopy by request or electronically at: [http://emswcd.org/about/board/meetings/](http://emswcd.org/about/board/meetings/)
## EXECUTIVE ITEMS

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Item</th>
<th>Type</th>
<th>Presenter</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6:25</td>
<td>Strategic Planning Preparation</td>
<td>Discussion</td>
<td>Udelhoven/Brown/Nudleman</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Overview: Staff will introduce the facilitator for the upcoming three-day Board-staff retreat. The draft agenda will be discussed. Board will be asked to provide input on the agenda and goals for the retreat.

|   | 6:40   | Strategic Planning Briefings #8 & #9      | Information/Discussion | Woolery/Previdelli | N/A           |

Overview: As part of strategic planning, the Board will be briefed on each major program element and related significant issues leading up to the Board-staff retreat, which is scheduled for November 2017. The eighth and ninth briefings, during this board meeting, will be on the Marketing and Diversity, Equity, and Inclusion. Staff will present the current status and activities related to the programs, as well as future issues. The Board will be given a chance to ask questions and identify issues that they would like to see raised during the retreat and resolved in the strategic plan. The Board will not be asked to make decisions at this time.

|   | 7:20   | Personnel Policies                        | Decision       | McAdams/Udelhoven             |               |

Overview: On September 5, 2017, the Personnel Committee (PC) met to review and consider a set of updated personnel policies. The PC agreed to make a recommendation to the Board of Directors to approve a modified set of personnel policies. In the attached draft modified policies: items highlighted in yellow still need clarification by BOLI; one item highlighted in blue is a new addition that is intended to address PC concerns until a longer term solution is developed. The Board of Directors will be asked to approve the draft policies subject to BOLI clarifications.

|   | 7:50   | Staff Salary bumps                        | Decision       | McAdams/Udelhoven             | a. Salary evaluation * |

Overview: On September 5, 2017, the PC met to consider an evaluation of current salaries and proposed one-time salary bumps for two staff: Andrew Brown (a $10,000 annual bump) and Suzanne Easton (a $5,000 annual bump). The PC agreed to make a recommendation to the Board of Directors to approve the two salary bumps as a means to provide more equitable salary compensation when considering the staffs’ years of professional experience, their educational backgrounds, and their work-related responsibilities relative to their peers. The Board of Directors will be asked to approve the salary bumps.

*Packet materials referenced above available in hardcopy by request or electronically at: [http://emswcd.org/about/board/meetings/](http://emswcd.org/about/board/meetings/)*
## URBAN LANDS

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Cooperative Landowner Incentive Program Proposal</td>
<td>Decision</td>
<td>Baily</td>
</tr>
</tbody>
</table>

**Overview:** Staff will present a proposed urban CLIP project that will remove invasive species and plant native species on ## acres of a ##-acre residential lot located near Johnson Creek. Total project cost is $5,865; EMSWCD cost-share request is $2,500. The Board will be asked to approve the project.

## FINANCE & OPERATIONS

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter</th>
<th>Action</th>
</tr>
</thead>
</table>

## CLOSING ITEMS

<table>
<thead>
<tr>
<th>Time</th>
<th>Items</th>
</tr>
</thead>
</table>
| 8:30 | • Announcements and reminders  
• Action Items  
• Meeting adjourned |

| Information | Till | N/A |

### Future board meeting agenda items

- Water master presentation
- Climate Action Plan presentation
- Impacts of homelessness on natural areas and parks
- International Dark Sky

### EMSWCD Board Members, Committees and Meeting Dates

<table>
<thead>
<tr>
<th>EMSWCD Board Members, Committees and Meeting Dates</th>
<th>Ad-Hoc²</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMSWCD Board</strong></td>
<td><strong>EMSWCD Committees</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Members</th>
<th>Positions</th>
<th>Officers</th>
<th>Budget</th>
<th>Land Legacy</th>
<th>Personnel</th>
<th>Grants</th>
<th>PIC Review³</th>
<th>SPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nellie McAdams</td>
<td>Zone 1 Director</td>
<td>Vice-Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Laura Masterson</td>
<td>Zone 2 Director</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Mike Guebert</td>
<td>Zone 3 Director</td>
<td>Treasurer</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rick Till</td>
<td>At-Large 1 Director</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Allison Hensey</td>
<td>At-Large 2 Director</td>
<td>Secretary</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Dianna Pope</td>
<td>Director - Emeritus</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Carrie Sanneman</td>
<td>Director - Associate</td>
<td>Secretary</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Mike Gerel</td>
<td>Director - Associate</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Chair</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upcoming Schedule</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>2nd</td>
<td>5th</td>
</tr>
<tr>
<td>November</td>
<td>6-8th</td>
<td>27th</td>
</tr>
<tr>
<td>December</td>
<td>4th</td>
<td>12th</td>
</tr>
<tr>
<td>January</td>
<td>8th</td>
<td>29th</td>
</tr>
<tr>
<td>February</td>
<td>5th</td>
<td>5th</td>
</tr>
<tr>
<td>March</td>
<td>5th</td>
<td>5th</td>
</tr>
<tr>
<td>April</td>
<td>2nd</td>
<td>2nd</td>
</tr>
<tr>
<td>May</td>
<td>7th</td>
<td>7th</td>
</tr>
<tr>
<td>June</td>
<td>4th</td>
<td>12th</td>
</tr>
</tbody>
</table>

² For Associate Board Director recruitment during winter/spring 2017.
³ External Committee members include: Jennifer Devlin, BES; Sheilagh Diez, Metro; Daneiel Evans, LCWP; and Anita Yap, ODEP.

Packet materials referenced above available in hardcopy by request or electronically at: [http://emswcd.org/about/board/meetings/](http://emswcd.org/about/board/meetings/)
Board of Directors Meeting
East Multnomah Soil and Water Conservation District
Monday, October 2, 2017; 6:00 PM – 8:30 PM
To be held at: EMSWCD, 5211 N. Williams Ave., Portland OR 97217

Internal EMSWCD Teams
- **Equity Team:** Angela Previdelli (lead), Lissa Adams, Chelsea White-Brainard, Suzanne Easton, Rowan Steele, Laura Masterson, Jay Udelhoven
- **Climate Change Team:** Andrew Brown (lead), Julie DiLeone, Kathy Shearin, Rowan Steele
- **CLIP Team:** Jeremy Baker, Julie DiLeone, Kathy Shearin, Suzanne Easton
- **Green Team:** Andrew Brown (lead), Julie DiLeone, Kathy Shearin, Jed Arnold, Scot Wood
- **Safety Team:** Scott Wood (lead), Jon Wagner, Katie Meckes

EMSWCD representation on community and partner committees
- 4-County Cooperative Weed Management Area - Lucas Nipp; Chelsea White-Brainard
- Beaver Creek Conservation Partnership – Kathy Shearin, Lucas Nipp
- City of Portland Community Watershed Stewardship Program Grant Committee – Suzanne Easton
- Columbia Gorge Cooperative Weed Management Area - Lucas Nipp (Co-Chair)
- Columbia Slough Watershed Council - Kathy Shearin
- Inter-jurisdictional Johnson Creek Watershed Council – Aaron Guffey
- Johnson Creek Watershed Council – Andrew Brown
- Lower Willamette Ag Water Quality – Vacant; Julie DiLeone assists with meeting logistics
- Metro Nature in the Neighborhood Capital Grants Review Committee – Julie DiLeone (Chair)
- Northwest Adult Conservation Education – Kathy Shearin
- Oregon Technical Advisory Committee Agricultural Land Easement Subcommittee - Vacant
- Oregon State University Metro Small Farms Advisory Group – Rowan Steele
- Oregon Watershed Enhancement Board Lower Willamette-East Small Grant Team – Julie DiLeone
- Sandy River Ag Water Quality –Dianna Pope when possible; Julie DiLeone assists with meeting logistics
- Sandy River Basin Partners – Julie DiLeone (Chair)
- Sandy River Basin Watershed Council – Julie DiLeone; Dianna Pope when possible
- Western Invasives Network Steering Committee – Lucas Nipp

Packet materials referenced above available in hardcopy by request or electronically at: [http://emswcd.org/about/board/meetings/](http://emswcd.org/about/board/meetings/)
### Attendees

<table>
<thead>
<tr>
<th>Board Directors</th>
<th>Nellie McAdams, Vice-Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allison Hensey, Secretary</td>
</tr>
<tr>
<td></td>
<td>Laura Masterson</td>
</tr>
<tr>
<td></td>
<td>Mike Guebert, Treasurer</td>
</tr>
<tr>
<td></td>
<td>Dianna Pope, Director Emeritus</td>
</tr>
<tr>
<td>Associate Board Directors</td>
<td>Mike Gerel</td>
</tr>
<tr>
<td></td>
<td>Carrie Sanneman</td>
</tr>
<tr>
<td>Board Members Not attending</td>
<td>Rick Till, Chair</td>
</tr>
</tbody>
</table>

### Staff

<table>
<thead>
<tr>
<th>Jay Udelhoven, Executive Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lissa Adams, Chief of Finance &amp; Operations</td>
</tr>
<tr>
<td>Andrew Brown, Conservation Legacy Program Supervisor</td>
</tr>
<tr>
<td>Julie DiLeone, Rural Lands Program Supervisor</td>
</tr>
<tr>
<td>Kathy Shearin, Urban Lands Program Supervisor</td>
</tr>
<tr>
<td>Suzanne Easton, Grants Manager</td>
</tr>
<tr>
<td>Rowan Steele, Headwaters Farm Program Manager</td>
</tr>
<tr>
<td>Scot Wood, Facilities Manager</td>
</tr>
<tr>
<td>Matt Shipkey, Land Legacy Program Manager</td>
</tr>
<tr>
<td>Angela Previdelli, Urban Outreach &amp; Education Specialist</td>
</tr>
<tr>
<td>Lindsay Nelson, Office Manager</td>
</tr>
<tr>
<td>Chelsea White, Rural Outreach &amp; Education Specialist</td>
</tr>
<tr>
<td>Katie Meckes, Urban Outreach &amp; Education Specialist</td>
</tr>
<tr>
<td>Whitney Baily, Senior Urban Conservationist</td>
</tr>
<tr>
<td>Alex Woolery, Marketing &amp; Media Manager</td>
</tr>
<tr>
<td>Lucas Nipp, Senior Rural Conservationist</td>
</tr>
<tr>
<td>Jeremy Baker, Senior Rural Conservationist</td>
</tr>
<tr>
<td>Aaron Guffey, Senior Rural Conservationist</td>
</tr>
<tr>
<td>Jon Wagner, Rural Conservationist Specialist</td>
</tr>
<tr>
<td>Chris Aldassy, Rural Conservationist Specialist</td>
</tr>
</tbody>
</table>

### Guests

*Due to the amount of guest in attendance, please reference the sign in sheets

<table>
<thead>
<tr>
<th>Time</th>
<th>Annual Meeting Agenda</th>
<th>Lead/Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 – 6:15 PM</td>
<td>Arrival</td>
<td>All</td>
</tr>
<tr>
<td>6:15 – 6:45 PM</td>
<td>Buffet Dinner</td>
<td>All</td>
</tr>
</tbody>
</table>

Packet materials referenced above available in hardcopy by request or electronically at: [http://emswcd.org/about/board/meetings/](http://emswcd.org/about/board/meetings/)
<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Participants</th>
</tr>
</thead>
</table>
| 6:45 – 7:00 PM | Welcome & Introductions          | • Rick Till, EMSWCD  
• Bill Dodds, Multnomah Grange                                                 |
|            | McAdams, the Vice Chair ran the meeting in Till’s absence.  
• McAdams explained the relationship between EMSWCD and the Grange and introduced Bill Dodd.  
• Dodd provided the history of the Multnomah Grange and introduced members of the Grange that were in attendance. |
| 7:00 – 7:15 PM | Awards                          | • Rick Till, EMSWCD  
• Jay Udelhoven, EMSWCD                                                        |
|            | McAdams presented two awards; The Conservationist of the Year recipient was Dan Prince and Employee of the Year was Angela Previdelli. |
| 7:10 – 7:45 PM | FY15-16 Annual Report & Accomplishments Presentations | • Lissa Adams, Chief of Finance and Operations, EMSWCD  
• Kathy Shearin, Urban Lands Program Supervisor, EMSWCD  
• Julie DiLeone, Rural Lands Program Supervisor, EMSWCD  
• Andrew Brown, Conservation Legacy Program Supervisor, EMSWCD |
|            | Adams provided a summary of annual budget notating actual amounts spent, in addition to significant accomplishments in FY16-17 for the Finance and Operations Program.  
• Shearin provided a summary of significant accomplishments in FY16-17 for the Urban Lands Program  
• DiLeone provided a summary of significant accomplishments in FY16-17 for the Rural Lands Program  
• Brown provided a summary of significant accomplishments in FY16-17 for the Conservation Legacy Program |
|            | Meeting adjourned at 7:45pm       |                                                                                |
| 7:45 – 8:00 PM | Break / Socializing            | All                                                                          |

Attachment 1: FY15-16 Annual Report
**Annual Meeting & Board of Directors Meeting Minutes**  
East Multnomah Soil and Water Conservation District  
Monday, September 18, 2017  
Annual Meeting 6:00 PM – 8:00 PM; Board of Director’s Meeting 8:00 PM – 9:00 PM  
Held at: Multnomah Grange, 30639 SE Bluff Rd., Gresham, Oregon, OR 97080

<table>
<thead>
<tr>
<th>Item #</th>
<th>Time</th>
<th>Board Meeting Agenda Item</th>
<th>Purpose</th>
<th>Presenter</th>
<th>Packet</th>
</tr>
</thead>
</table>
| 1     | 8:03 | Welcome and meeting called to order:  
- Review/revise agenda  
- Review previous action items  
- Approve board meeting minutes | Information/Decision | Till | a. 8/7/17 board meeting minutes |

Called to order at 8:03pm  
- Udelhoven reviewed the previous meeting’s action items.

MOTION: Masterson moved to approve the August 2017 Board Meeting minutes  
Guebert 2nds  
All in favor- motion passes unanimously

2  8:05 Time reserved for public comment and introductions\(^1\)  
Information  
Public  
N/A

- No comments were made from the public.

### CONSENT AGENDA

| Item # | Time | Recommend approval:  
- SPACE-18-006, Save the Giants, $500, for a 3-hour afternoon workshop for elementary teachers. | Purpose | Presenter | Packet |
|-------|------|-------------------------------------------------|---------|-----------|--------|
| 3     | 8:05 | FY17/18 Budget: $62,000  
Expended to date: $8,450  
Total recommended: $500  
Total expended if funded: $8,950  
Remaining if funded: $53,050 | Decision | Till | a. SPACE-18-006 application |

\(^{25\%} Year Complete\)  
\(^{75\%} Year Remaining\)

MOTION: Guebert moved to approve the Consent Agenda  
Hensey 2nds  
All in favor- motion passes unanimously

### RURAL LANDS

4  8:10 Strategic Planning Briefings #5 & #6:  
Information/Discussion  
DiLeone/ Aldassy  
N/A

- DiLeone presented a briefing on program elements and major issues.  
  - DiLeone provided an overview of the Rural water quality and stream care. She also reviewed the current goals, provided an update on completion, and gave insight on what they would like to do moving forward to address the issues.  
- Aldassy presented a briefing on weed eradication and provided an update on the statuses and activities pertaining to each program.  
- Aldassy also gave predictions on what future issues may arise and opened the opportunity for Board members to ask questions or give suggestions for focal points for the strategic planning retreat in November.

\(^1\) Each member of the public who wishes to speak shall be given approximately 3 minutes.

Packet materials referenced above available in hardcopy by request or electronically at: [http://emswcd.org/about/board/meetings/](http://emswcd.org/about/board/meetings/)
**FINANCE & OPERATIONS**

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Item</th>
<th>Information</th>
<th>Responsible</th>
<th>Due Date</th>
<th>Current Status as of Date of Draft Minutes</th>
</tr>
</thead>
</table>

- Adams provided a briefing on the July, 2017 financial report.

**CLOSING ITEMS**

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
<th>Item</th>
<th>Information</th>
<th>Responsible</th>
<th>Due Date</th>
<th>Current Status as of Date of Draft Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>9:00</td>
<td>• Announcements and reminders</td>
<td>Information</td>
<td>Till</td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Action Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Meeting adjourned</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Udelhoven announced that the Grants Committee Meeting needed to be rescheduled.
  - In the near future, Udelhoven will schedule one on one meetings with the Board members.
  - Bob Sallinger’s deposition is scheduled for 29th of September.

Meeting adjourned at 9:06pm

<table>
<thead>
<tr>
<th>Date Generated</th>
<th>Action Items</th>
<th>Responsible Parties</th>
<th>Due Date</th>
<th>Current Status as of Date of Draft Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/18/17</td>
<td>Produce a few options of reimbursement forms and procedures for the Board.</td>
<td>Udelhoven</td>
<td>10/02/17</td>
<td>pending</td>
</tr>
</tbody>
</table>

**Future board meeting agenda items**

- Water master presentation
- Climate Action Plan presentation
- Impacts of homelessness on natural areas and parks
- International Dark Sky
Annual Meeting & Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, September 18, 2017
Annual Meeting 6:00 PM – 8:00 PM; Board of Director’s Meeting 8:00 PM – 9:00 PM
Held at: Multnomah Grange, 30639 SE Bluff Rd., Gresham, Oregon, OR 97080

EMSWCD Board Members, Committees and Meeting Dates

<table>
<thead>
<tr>
<th>Members</th>
<th>EMSWCD Board</th>
<th>EMSWCD Committees</th>
<th>Ad-Hoc²</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Members</td>
<td>Positions</td>
<td>Officers</td>
</tr>
<tr>
<td>Nellie McAdams</td>
<td>Zone 1</td>
<td>Director</td>
<td>Vice-Chair</td>
</tr>
<tr>
<td>Laura Masterson</td>
<td>Zone 2</td>
<td>Director</td>
<td>Chair</td>
</tr>
<tr>
<td>Mike Guebert</td>
<td>Zone 3</td>
<td>Director</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Rick Till</td>
<td>At-Large 1</td>
<td>Director</td>
<td>Chair</td>
</tr>
<tr>
<td>Allison Hensey</td>
<td>At-Large 2</td>
<td>Director</td>
<td>Secretary</td>
</tr>
<tr>
<td>Dianna Pope</td>
<td></td>
<td>Director Emeritus</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Upcoming Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
</tr>
<tr>
<td>September 18ᵗʰ</td>
</tr>
<tr>
<td>October 2ⁿᵈ</td>
</tr>
<tr>
<td>November 6-8ᵗʰ</td>
</tr>
<tr>
<td>December 4ᵗʰ</td>
</tr>
</tbody>
</table>

| 2018              |
| January 8ᵗʰ       | 29ᵗʰ | tbd |      | n/a | -- |
| February 5ᵗʰ      |      | tbd |      | n/a | -- |
| March 5ᵗʰ         | ~5ᵗʰ | 26ᵗʰ | 13ᵗʰ | n/a | -- |
| April 2ⁿᵈ         | ~2ⁿᵈ |      |      | n/a | -- |
| May 7ᵗʰ           | ~7ᵗʰ | 21ˢᵗ |      | n/a | -- |
| June 4ᵗʰ          |      | 12ᵗʰ |      | n/a | -- |

Internal EMSWCD Teams

- Equity Team: Angela Previdelli (lead), Lissa Adams, Chelsea White-Brainard, Suzanne Easton, Rowan Steele, Laura Masterson, Jay Udelhoven
- Climate Change Team: Andrew Brown (lead), Julie DiLeone, Kathy Shearin, Rowan Steele
- CLIP Team: Jeremy Baker, Julie DiLeone, Kathy Shearin, Suzanne Easton
- Green Team: Andrew Brown (lead), Julie DiLeone, Kathy Shearin, Jed Arnold, Scot Wood
- Safety Team: Scott Wood (lead), Jon Wagner, Katie Meckes

EMSWCD representation on community and partner committees

- 4-County Cooperative Weed Management Area - Lucas Nipp; Chelsea White-Brainard
- Beaver Creek Conservation Partnership – Kathy Shearin, Lucas Nipp
- City of Portland Community Watershed Stewardship Program Grant Committee – Suzanne Easton
- Columbia Gorge Cooperative Weed Management Area - Lucas Nipp (Co-Chair)
- Columbia Slough Watershed Council - Kathy Shearin
- Inter-jurisdictional Johnson Creek Watershed Council – Aaron Guffey
- Johnson Creek Watershed Council – Andrew Brown
- Lower Willamette Ag Water Quality – Vacant; Julie DiLeone assists with meeting logistics
- Metro Nature in the Neighborhood Capital Grants Review Committee – Julie DiLeone (Chair)
- Northwest Adult Conservation Education – Kathy Shearin

² For Associate Board Director recruitment during winter/spring 2017.
³ External Committee members include: Jennifer Devlin, BES; Sheilaith Diez, Metro; Daniel Evans, LCWP; and Anita Yap, ODEP.

Packet materials referenced above available in hardcopy by request or electronically at: http://emswcd.org/about/board/meetings/
• Oregon Technical Advisory Committee Agricultural Land Easement Subcommittee - Vacant
• Oregon State University Metro Small Farms Advisory Group – Rowan Steele
• Oregon Watershed Enhancement Board Lower Willamette-East Small Grant Team – Julie DiLeone
• Sandy River Ag Water Quality – Dianna Pope when possible; Julie DiLeone assists with meeting logistics
• Sandy River Basin Partners – Julie DiLeone (Chair)
• Sandy River Basin Watershed Council – Julie DiLeone; Dianna Pope when possible
• Western Invasives Network Steering Committee – Lucas Nipp
<table>
<thead>
<tr>
<th>Project or Event Name</th>
<th>Field Activity Guide</th>
<th>Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dig In Community</td>
<td></td>
<td>$2,000</td>
</tr>
</tbody>
</table>

Application may be submitted as a paper document or emailed in Word or PDF format, 3-page limit.

**Organization Name**
Dig In Community

**Address**
14942 SE Stanhope

**City**
Clackamas

**Phone #**
503-784-4693

**State**

**OR**

**Zip code**
97015

**Website**
www.digincommunity.org

**Applicant Category**

- [ ] Nonprofit
  
- [] Tribe

- [x] Educational

- [ ] Government

- [ ] Watershed Council

**Project Contact Person**

- Name: Steve Kennett
- Phone: 503-784-4693
- Title: Director
- E-mail: digincommunity@gmail.com

**Fiscal Agent, If Applicable**
Cascade-Pacific

**Address**
847 NW Monroe Ave

**City**
Corvallis

**State**

**OR**

**Zip code**
97330

**Fiscal Contact Person**

- Name: Molly Davis
- Phone: 541-248-3094
- Title: Fiscal Manager
- E-mail: molly@cascadepacific.org

**Description of Applicant Organization**
Dig In grows future environmental leaders and provides opportunities for all youth to connect with nature, to learn and to serve.

**Project Description**

To produce an “Field Activity Guide” to elevate teachers understanding of environmental restoration and enhancement and to clearly communicate how each field activity meets the next generation science standards.
Key Project Components

(A snapshot of your project, including population to be served and measurable outcomes, such as number of native plants planted, number of volunteers engaged, square feet of habitat (restored, etc.))

The guide's main value is that it places outdoor restoration field activities in context and provides teachers with a basic and clear understanding of the ecological basis for each activity. It also will serve as an outreach document to invite teachers who are not yet comfortable bringing students outside out-into the field.

The "Field Activity Guide" would be prepared by Dig In staff, two Dig In steering committee members who work as environmental consultants as well as five educators: three high school educators, one middle school and one elementary teacher. Each of the teachers would be paid a $200 stipend for 8 hours of editing and helping align content to the Next Generation Science Standards.

The activities covered in the guide would include the following:
1. Site inventory
2. Investigating historic conditions
3. Interpreting landscape changes
4. Developing restoration or enhancement plan
5. Implementing the plan
6. Monitoring
7. Sharing the results

The guide will be posted on the Dig In website and offered to teachers freely wherever outreach to teachers is possible. It will be used by Dig In staff, as well as by Dig In teachers in communicating with educators who may be considering opportunities to implement field studies and restoration projects outside.

Approximately 50 teachers and 1600 students

Portland Metro

Green Infrastructure, stormwater, erosion, water quality, fish and wildlife habitat

☐ Engineering of a conservation project
☐ Sustainable agriculture/gardening
☐ Sustainable stormwater management

Date of Project or Event

Begin on Nov 1<sup>st</sup>, 2017 with completion by March 1<sup>st</sup>, 2018

Project Budget

Total project budget $2,000
Total requested $2,000

How will EMSWCD Funds be used?

To pay a small portion of staff time and offer a $200 stipend to five teachers.

How will EMSWCD be recognized?

Pay up front or reimburse? (choose one)

Pay upfront by (date) 10/1/2017 Reimburse by (date)

Signatures of Applicant

Original or scanned signatures must be provided.
I certify that the above information is true and accurate.
I certify that my organization will abide by the terms outlined in the SPACE Application Instructions, which are attached and included as part of this Agreement.

For the Applicant

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>9/8/2017</td>
</tr>
</tbody>
</table>

**Kirk Shimell**

**Executive Director**

---

For the Fiscal Agent (if applicable)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td>9/8/2017</td>
</tr>
</tbody>
</table>

**Nelly Davis**

**Fiscal Manager**

---

For the Landowner (if applicable)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Printed Name]</td>
<td></td>
</tr>
</tbody>
</table>

---

For East Multnomah Soil and Water Conservation District

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Signature]</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Printed Name]</td>
<td></td>
</tr>
</tbody>
</table>

---

**Due by 5pm on the 15th Day of Each Month:**
Suzanne@emswcd.org
Grants Department
EMSWCD
5211 N. Williams Ave
Portland, OR 97217
East Multnomah Soil & Water Conservation District
Small Projects and Community Events (SPACE) Program
Application Instructions

The East Multnomah Soil & Water Conservation District Small Projects and Community Events Program (SPACE) advances the mission of the EMSWCD by leveraging District funds through conservation-related work that is carried out by other organizations. This program provides small amounts of money (up to $2,000) to support conservation projects, conservation education, and community events that promote natural resource conservation.

The types of projects/events that are eligible for SPACE Program funding are:

1. On-the-ground restoration or conservation project. Examples: tree planting, weed removal.
2. Sustainable agriculture or gardening project. Examples: soil tests, composting, use of beneficial insects.
4. Demonstration project. Examples: parking lot bioswale, interpretive sign at a restoration site.
6. Education of youth and/or adults. Examples: school field trip to learn about watershed health, informational booth on alternatives to pesticides for lawns and gardens.
7. Community event focused on improving public understanding of natural resource conservation. Example: festival celebrating the annual return of salmon to spawn.

Note: Preference may be given to small projects or events for which the level of funding provided by the District is a significant portion of the budget and will make a meaningful difference in ensuring the success of the project or event. The general guideline to be followed is that the total project budget does not exceed $10,000.

To be eligible for SPACE Program funding, the applicant must meet one of the following criteria:

1. Nonprofit organization or group -- 501 (c) (3) status is not required if you have a fiscal sponsor
2. Educational institution
3. Government agency
4. Native American tribe

To be eligible for SPACE Program funding, the project or event must meet these criteria:

Must address one or more of the following: soil erosion prevention/control, soil quality, water quality, water conservation, watershed health;

AND:

1. Be located within the EMSWCD service area (Multnomah County lying east of the Willamette River), and/or
2. Directly benefit residents in the EMSWCD service area.

SPACE Program funding schedule and limits:

1. The maximum dollar limit for requests is $2,000 per application. If funded, the amount awarded for a particular project or event will be determined by the EMSWCD.
2. Applications will be accepted and considered on a first-come, first-served basis during the fiscal year (July to June).
3. Applicants are welcome to submit applications for more than one project or event per fiscal year.
4. If the available funds for the SPACE Program for a given fiscal year are committed before the fiscal year ends, additional applications may not be taken until the start of the next fiscal year.
5. For many awards, payment will be made on a reimbursement basis after the project/event has been completed and the applicant has submitted copies of bills and/or receipts to the EMSWCD. If needed, the applicant may request payment to be made up front (before the project/event takes place) by so indicating on the application.
6. For awards over $600, the income may be taxable. The EMSWCD will send an IRS W-9 form to applicants to which this requirement may apply and will report the income on a 1099-MISC form. Recipients are responsible for any personal tax consequences associated with receipt of grant funds.
7. Applicant and project/event eligibility, approval or denial of applications, and dollar amounts awarded (for individual projects or organizations and for the fiscal year) will be determined at the discretion of the EMSWCD.

Instructions for applicants, terms of agreement:

1. The Application form must be filled out completely and signed. It may be sent electronically or mailed. Send completed application forms to Suzanne Easton (contact information below). Each signer must be authorized to represent his/her organization and to sign contracts on its behalf.

2. The deadline for Applications is the 15th of the month to be considered at the following board meeting (first Monday of each month). Board meeting dates may change.

3. Applications should be submitted at least 40-60 days before the start date of the project or date of an event.

4. By signing the Application, the applicant certifies that:
   a. EMSWCD funds will be used only for the purposes approved by the EMSWCD and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
   b. The project/event will comply with the EMSWCD’s nondiscrimination policy. (The District prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual’s income is derived from any public assistance program.)
   c. Subject to the limitations of the Oregon Tort Claims Act (ORS 30.260 through 30.300), the applicant organization agrees to be responsible for its own actions and for any damage or third party liability arising from the organization’s activities related to its agreement with the EMSWCD. It agrees to indemnify and hold harmless the EMSWCD and its officers, directors, agents, and employees from any and all losses, claims, damages, and expenses resulting from, or arising out of, the acts or omissions of the applicant and its officers, directors, agents, and employees under the agreement.
   d. The applicant agrees that obtaining permits, if needed, is the responsibility of the applicant. The EMSWCD is not responsible for the safety of organizers or participants in the project/event, or for providing insurance coverage. (The applicant organization is advised to check to be sure adequate insurance coverage is obtained for the project/event.)

5. **The applicant agrees to provide public recognition of the EMSWCD’s support,** which may include: Signage, mention on the applicant’s website or newsletter, listing of the EMSWCD as a sponsor on brochures, verbal announcement at the event, or in another form as appropriate.

6. Submit all correspondence, including bills, receipts, and reports, to the attention of Suzanne Easton.

7. Applicants must submit requests for reimbursement no later than 60 days after the project/event. Requests/documentation received after that time may not be processed.

8. **The applicant must send the EMSWCD a brief written report and photos following the project/event describing the activity, accomplishments, and how EMSWCD funds provided support.**

The applicant organization, fiscal agent (if applicable), and landowner (if applicable) must sign the Application. If the EMSWCD Board awards funding, the EMSWCD Executive Director or his designee will sign the Application. This fully executed Application will then serve as the official Agreement between the parties. The Agreement will include these Instructions and any other relevant documents.

**Applicants are encouraged to call with any questions** about the application process, EMSWCD expectations, terms of the agreement, payments, reporting requirements, etc.

**Contact:** Suzanne Easton, Grants Program Manager
**Phone:** 503-935-5370
**Email:** suzanne@emswcd.org
**Address:** East Multnomah SWCD
5211 N Williams Ave.
Portland, OR 97217
# EMSWCD Board of Directors Meeting October, 2017 - Item 3b

## East Multnomah Soil and Water Conservation District
### Grant Application
#### Small Projects and Community Events (SPACE) Program

**Today's Date:** 9/12/2017  
**Requested Amount:** $2,000  
**App #** 18-008

---

<table>
<thead>
<tr>
<th>Project or Event Name</th>
<th>Our Voice, Our World, Our Future</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Application may be submitted as a paper document or emailed in Word or PDF format, 3-page limit.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Ecumenical Ministries of Oregon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate name/acronym</td>
<td>EMO</td>
</tr>
<tr>
<td>Address</td>
<td>0245 SW Bancroft St., STE. B</td>
</tr>
<tr>
<td>City</td>
<td>Portland</td>
</tr>
<tr>
<td>Phone #</td>
<td>503-221-1054</td>
</tr>
<tr>
<td>State</td>
<td>OR</td>
</tr>
<tr>
<td>Zip code</td>
<td>97239</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.emoregon.org">www.emoregon.org</a></td>
</tr>
</tbody>
</table>

**Applicant Category**

- Nonprofit X  
- Tribe  
- Educational  
- Government  
- Watershed Council

**Project Contact Person**

<table>
<thead>
<tr>
<th>Name</th>
<th>Jane Turville</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Grants Manager</td>
</tr>
<tr>
<td>Phone</td>
<td>503-221-1054</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:jturville@emoregon.org">jturville@emoregon.org</a></td>
</tr>
</tbody>
</table>

**Fiscal Agent, If Applicable**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>E-mail</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip code</td>
<td></td>
</tr>
</tbody>
</table>

**Description of Applicant Organization**

For over 40 years, EMO has offered programs that provide direct services to those in our community that are the most vulnerable, including low-income, youths, the elderly, minority populations and communities of color as well as immigrants and newly arrived refugees. Our methods include social service programs, education and public policy advocacy. We work to build strong partnerships with like-minded organizations and other service providers to better leverage our human and financial resources. The EMO mission and core value statement are solidly built on the concepts of diversity, equity and inclusion. These values lie at the center of all EMO programs, including Oregon Interfaith Power & Light.

With the mission to create a statewide faith-based advocacy network that is an active, impactful force in promoting solutions to slow climate change and its tragic consequences, including poverty, worsening health, racism and inequality, Ecumenical Ministries of Oregon’s (EMO) Oregon Interfaith Power & Light (O IPL) program focuses on significantly increasing public awareness of the larger social and ethical implications of climate change legislation.

**Project Description**

(One or two sentences)

With Our Voice, Our World, Our Future, CI IPL will partner with 8-12 students and faculty from the Gresham campus of Rosemary Anderson High School (RAHS) to provide the youths with education around the often-recognized social justice impacts of climate change and an opportunity to have their voices heard by their state policy makers.
**Key Project Components**

(A snapshot of your project, including population to be served and measurable outcomes, such as number of native plants planted, number of volunteers engaged, square feet of habitat restored, etc.)

| How many persons will benefit directly from the project? | A minimum of 8-12 students will engage as many as 800 attendees during the Collins Lecture event. |
| What Geographic Area will be served or impacted? | Rockwood Neighborhood, East Portland. |
| What Natural Resource Issue(s) will be addressed? | Understanding impacts of climate change on local watersheds and how those impacts relate to the well-being of those in the student's community. |

- [ ] Restoration/conservation
- [X] Environmental Education
- [ ] Pollution prevention
- [ ] Monitoring
- [ ] Engineering of a conservation project
- [ ] Sustainable agriculture/gardening
- [ ] Sustainable stormwater management

**Date of Project or Event**

Nov. 2, 2017; Feb. 2018

**Project Budget**

<table>
<thead>
<tr>
<th>Total project budget</th>
<th>Total requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

EMSWCD funds will be used to for van rental for student travel to Collins Lecture and to State Capitol, stipend and travel expenses for Climate Change specialist to RAHS location; materials needed by students to conduct interviews and create presentation to be given at The Collins Lecture and costs for 10 RAHS students and two RAHS faculty to attend the pre-Collins lecture dinner.

**How will EMSWCD Funds be used?**

- Interfaith Power & Light
  - Secured? Yes
  - Interfaith Power & Light
    - $2,000

**Other proposed sources of funding and amounts for each (please note if funding secured with "Yes" or "No").**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Secured?</th>
<th>Interfaith Power &amp; Light</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Leupold &amp; Stevens Foundation</td>
<td>$6,500</td>
<td>No</td>
<td>$2,000</td>
</tr>
<tr>
<td>Metolius Trust</td>
<td>$3,000</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

**How will EMSWCD be recognized?**

- On EMO website
- In monthly EMO e-news
- On online Collins Lecture registration form
- In emails to Collins Lecture workshop registrants
- In Collins Lecture event program distributed to up to 800 people
- In RAHS publications

**Pay up front or reimburse? (choose one)**

- Pay upfront by (date) Nov. 1, 2017
- Reimburse (by (date))
<table>
<thead>
<tr>
<th>Signatures of Applicant</th>
<th>Original or scanned signatures must be provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that the above information is true and accurate. I certify that my organization will abide by the terms outlined in the SPACE Application Instructions, which are attached and included as part of this Agreement.</td>
<td></td>
</tr>
</tbody>
</table>

**For the Applicant**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Turville</td>
<td>Sept. 6, 2017</td>
</tr>
</tbody>
</table>

**Printed Name**

<table>
<thead>
<tr>
<th>Grants Manager</th>
</tr>
</thead>
</table>

**Title**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

**For the Landowner (If applicable)**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Printed Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
</table>

**For the Fiscal Agent (If applicable)**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Printed Name</th>
</tr>
</thead>
</table>

**Title**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

Due by 5pm on the 15th Day of Each Month:
Suzanne@emswcd.org
Grants Department
EMSWCD
5211 N. Williams Ave
Portland, OR 97217
## East Multnomah Soil and Water Conservation District

**Grant Application**

**Small Projects and Community Events (SPACE)**

### Today's Date:
- **September 13, 2017**

### Project or Event Name
- **Confluence Community Stewardship Day at the Delta**

### Requested Amount:
- **$1550**

Application may be submitted as a paper document or emailed in Word or PDF format, 3-page limit.

### Application Information

<table>
<thead>
<tr>
<th><strong>Organization Name</strong></th>
<th>Confluence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alternate name/acronym</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>1109 East 5th St.</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Vancouver</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>WA</td>
</tr>
<tr>
<td><strong>Zip code</strong></td>
<td>98663</td>
</tr>
<tr>
<td><strong>Phone #</strong></td>
<td>360-693-0123</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.confluenceproject.org">www.confluenceproject.org</a></td>
</tr>
</tbody>
</table>

### Applicant Category

| Nonprofit | X |
| Tribe | |
| Educational | |
| Government | |
| Watershed Council | |

### Project Contact Person

| **Name** | Courtney Yilk |
| **Title** | Program Manager |
| **Phone** | 360-693-0123 |
| **E-mail** | Courtney@confluenceproject.org |

### Fiscal Agent, If Applicable

| **Address** |            |
| **City** |            |
| **State** |            |
| **Zip code** |            |

### Fiscal Contact Person

| **Name** | Deanna Ouchida |
| **Title** | Business Manager |
| **Phone** | 360-693-0123 |
| **E-mail** | Deanna@confluenceproject.org |

### Description of Applicant Organization

Confluence is a non-profit working to connect people to place through art and education. We do this through six public art installations, educational programs, community engagement and a rich digital experience.

### Project Description

(One or two sentences)

Confluence, with the support of Delta partners, is hosting a community service day on October 28th, 2017 to tend to trail maintenance and additional needs at the Delta.

### Key Project Components

(A snapshot of your project, including population to be served and measurable outcomes, such as number of native plants planted, number of volunteers engaged, square feet of habitat restored, etc.)

Confluence is working with USFS, National Forest Foundation and Friends of the Sandy River Delta to recruit a minimum of 75 community members to help resurface roughly 1/3 mile of the Confluence Trail and tend to other trail maintenance needs through the Delta. Volunteers will also help with trash removal along heavily used trails and to fill dog pot-hole in some of the open spaces near the parking lot. We will also be planting herbaceous plugs in a 10 x 10’ area around the Bird Blind as a start to a phase-two restoration effort to address a healthier understory.

### How many persons will benefit directly from the project?

A conservative estimate of 200,000 Delta users per year and an estimated 75 volunteers participating in the project.

### What Geographic Area will be served or impacted?

East Multnomah County and Portland metro residents.

### What Natural Resource Issue(s) will be addressed?

- [ ] Restoration/conservation
- [X] Pollution prevention
- [ ] Environmental Education
- [ ] Monitoring
- [ ] Engineering of a conservation project
- [ ] Sustainable agriculture/gardening
- [ ] Sustainable stormwater management
## Date of Project or Event
October 28th, 2017

## Project Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total project budget</td>
<td>$11,750</td>
</tr>
<tr>
<td>Total requested</td>
<td>$1550</td>
</tr>
</tbody>
</table>

## How will EMSWCD Funds be used?
Funds will be used to purchase food and beverage for volunteers, develop and print marketing materials and purchase plants and materials.

## Other proposed sources of funding and amounts for each (please note if funding secured with “Yes” or “No”).
You may include the value of in-kind support.

<table>
<thead>
<tr>
<th>Source</th>
<th>Secured?</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Forest Foundation</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Secured?</td>
</tr>
</tbody>
</table>

## How will EMSWCD be recognized?
In any and all marketing, such as National Make a Difference Day Website, Confluence and partner marketing and outreach posts and onsite signage.

## Pay up front or reimburse? (choose one)
Pay upfront by (date)
Reimburse by (date)

<table>
<thead>
<tr>
<th>Pay upfront</th>
<th>Reimburse</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>November 28th, 2017</td>
</tr>
</tbody>
</table>

## Signatures of Applicant
Original or scanned signatures must be provided.

### For the Applicant

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Printed Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
</table>

### For the Fiscal Agent (if applicable)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Printed Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
</table>

### For the Landowner (if applicable)

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Printed Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
</table>

Due by 5pm on the 15th Day of Each Month:
Angela Previdelli
Angela@emswcd.org
Grants Department
EMSWCD
5211 N. Williams Ave
Portland, OR 97217
East Multnomah Soil & Water Conservation District  
Small Projects and Community Events (SPACE) Program  
Application Instructions

The East Multnomah Soil & Water Conservation District Small Projects and Community Events Program (SPACE) advances the mission of the EMSWCD by leveraging District funds through conservation-related work that is carried out by other organizations. This program provides small amounts of money (up to $2,000) to support conservation projects, conservation education, and community events that promote natural resource conservation.

The types of projects/events that are eligible for SPACE Program funding are:

1. On-the-ground restoration or conservation project. Examples: tree planting, weed removal.
2. Sustainable agriculture or gardening project. Examples: soil tests, composting, use of beneficial insects.
4. Demonstration project. Examples: parking lot bioswale, interpretive sign at a restoration site.
6. Education of youth and/or adults. Examples: school field trip to learn about watershed health, informational booth on alternatives to pesticides for lawns and gardens.
7. Community event focused on improving public understanding of natural resource conservation. Example: festival celebrating the annual return of salmon to spawn.

Note: Preference may be given to small projects or events for which the level of funding provided by the District is a significant portion of the budget and will make a meaningful difference in ensuring the success of the project or event. The general guideline to be followed is that the total project budget does not exceed $10,000.

To be eligible for SPACE Program funding, the applicant must meet one of the following criteria:

1. Nonprofit organization or group -- 501 (c) (3) status is not required if you have a fiscal sponsor
2. Educational institution
3. Government agency
4. Native American tribe

To be eligible for SPACE Program funding, the project or event must meet these criteria:

Must address one or more of the following: soil erosion prevention/control, soil quality, water quality, water conservation, watershed health;

AND:

1. Be located within the EMSWCD service area (Multnomah County lying east of the Willamette River), and/or
2. Directly benefit residents in the EMSWCD service area.

SPACE Program funding schedule and limits:

1. The maximum dollar limit for requests is $2,000 per application. If funded, the amount awarded for a particular project or event will be determined by the EMSWCD.
2. Applications will be accepted and considered on a first-come, first-served basis during the fiscal year (July to June).
3. Applicants are welcome to submit applications for more than one project or event per fiscal year.
4. If the available funds for the SPACE Program for a given fiscal year are committed before the fiscal year ends, additional applications may not be taken until the start of the next fiscal year.
5. For many awards, payment will be made on a reimbursement basis after the project/event has been completed and after the applicant has submitted copies of bills and/or receipts to the EMSWCD. If needed, the applicant may request payment to be made up front (before the project/event takes place) by so indicating on the application.
6. For awards over $600, the income may be taxable. The EMSWCD will send an IRS W-9 form to applicants to which this requirement may apply and will report the income on a 1099-MISC form. Recipients are responsible for any personal tax consequences associated with receipt of grant funds.
7. Applicant and project/event eligibility, approval or denial of applications, and dollar amounts awarded (for individual projects or organizations and for the fiscal year) will be determined at the discretion of the EMSWCD.

Instructions for applicants, terms of agreement:

1. The Application form must be filled out completely and signed. It may be sent electronically or mailed. Send completed application forms to Angela Previdelli (contact information below). Each signer must be authorized to represent his/her organization and to sign contracts on its behalf.

2. The deadline for Applications is the 15th of the month to be considered at the following board meeting (first Monday of each month). Board meeting dates may change.

3. Applications should be submitted at least 40-60 days before the start date of the project or date of an event.

4. By signing the Application, the applicant certifies that:
   a. EMSWCD funds will be used only for the purposes approved by the EMSWCD and will not be used for lobbying, for attempts to influence voting or legislation, or for litigation of any kind.
   b. The project/event will comply with the EMSWCD’s nondiscrimination policy. (The District prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual’s income is derived from any public assistance program.)
   c. Subject to the limitations of the Oregon Tort Claims Act (ORS 30.260 through 30.300), the applicant organization agrees to be responsible for its own actions and for any damage or third party liability arising from the organization’s activities related to its agreement with the EMSWCD. It agrees to indemnify and hold harmless the EMSWCD and its officers, directors, agents, and employees from any and all losses, claims, damages, and expenses resulting from, or arising out of, the acts or omissions of the applicant and its officers, directors, agents, and employees under the agreement.
   d. The applicant agrees that obtaining permits, if needed, is the responsibility of the applicant. The EMSWCD is not responsible for the safety of organizers or participants in the project/event, or for providing insurance coverage. (The applicant organization is advised to check to be sure adequate insurance coverage is obtained for the project/event.)

5. The applicant agrees to provide public recognition of the EMSWCD’s support, which may include: Signage, mention on the applicant’s website or newsletter, listing of the EMSWCD as a sponsor on brochures, verbal announcement at the event, or in another form as appropriate.

6. Submit all correspondence, including bills, receipts, and reports, to the attention of Angela Previdelli.

7. Applicants must submit requests for reimbursement no later than 60 days after the project/event. Requests/documentation received after that time may not be processed.

8. The applicant must send the EMSWCD a brief written report and photos following the project/event describing the activity, accomplishments, and how EMSWCD funds provided support.

The applicant organization, fiscal agent (if applicable), and landowner (if applicable) must sign the Application. If the EMSWCD Board awards funding, the EMSWCD Executive Director or his designee will sign the Application. This fully executed Application will then serve as the official Agreement between the parties. The Agreement will include these Instructions and any other relevant documents.

Applicants are encouraged to call with any questions about the application process, EMSWCD expectations, terms of the agreement, payments, reporting requirements, etc.

Contact: Angela Previdelli, Outreach and Education Specialist
Phone: 503-935-5371
Email: angela@emswcd.org
Address: East Multnomah SWCD
5211 N Williams Ave.
Portland, OR 97217
**East Multnomah Soil and Water Conservation District**  
**Grant Application**  
**Small Projects and Community Events (SPACE) Program**

<table>
<thead>
<tr>
<th>Today’s Date:</th>
<th>9/14/17</th>
<th>Project or Event Name</th>
<th>Pollinator Parkways</th>
<th>Requested Amount:</th>
<th>$2,000</th>
</tr>
</thead>
</table>

Application may be submitted as a paper document or emailed in Word or PDF format, 3-page limit.

**Organization Name:** Pollinator Parkways  
**Alternate name/acronym:** PPW

<table>
<thead>
<tr>
<th>Address</th>
<th>1304 NE 76th Ave</th>
<th>City</th>
<th>Portland</th>
<th>Zip code</th>
<th>97213</th>
</tr>
</thead>
</table>

| Phone # | 503.724.7585 | Website | http://pollinatorparkways.weebly.com/ |

**Applicant Category**

| Nonprofit | X | Tribe | Educational | Government | Watershed Council |

**Project Contact Person**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sherrie Pelsma</th>
<th>Title</th>
<th>Founder</th>
</tr>
</thead>
</table>

| Phone | 503.724.7585 | E-mail | Pollinatorparkways@gmail.com |

**Fiscal Agent, If Applicable**

| City Repair Project | City | Portland | State | OR | Zip code | 97242 |

<table>
<thead>
<tr>
<th>Name</th>
<th>Priti Shah</th>
<th>Title</th>
<th>Office Coordinator</th>
</tr>
</thead>
</table>

| Phone | 503.719.2809 | E-mail | office@cityrepair.org |

**Description of Applicant Organization**

Pollinator Parkways works with people to convert parking strips into pollinator habitat. Methods are researched and plant choices vetted by Xerces Society, EMSWCD, Audubon Society (Backyard Bird Habitat).

**Project Description**

Converting 3,000 square feet of parking strips into pollinator habitat. Parking strips will have interpretive signs explaining the project, and the residents who chose to have the project will become stewards of the habitat, promising not to use pesticide and to share information about pollinator conservation.

**Key Project Components**

(A snapshot of your project, including population to be served and measurable outcomes, such as number of native plants planted, number of volunteers engaged, square feet of habitat restored, etc.)

Last year with $3,000 from Metro and $1,000 from Awesome Portland, PPW converted over 4,000 square feet of sod/weeds into habitat for pollinators and birds. We engaged over 85 volunteers (Solve, Boyscouts, and others) who donated nearly 400 hours to the creation of new habitat. Nearly 1,000 plants went into the ground at 19 locations (17 residential, a school, and a church). This year the plan is to convert over 3,000 square feet at a smaller number of large habitats with the appropriate number of plants. Last year many of the habitats had such thick thatch that water couldn’t penetrate to the soil, making it nearly impermeable. Volunteers dug up sod, tilled the soil, mixing it with compost, and put in plants with varied root depth to better manage stormwater runoff.

**How many persons will benefit directly from the project?**  
10-20 (depending on size of applicant strips)

**What Geographic Area will be served or impacted?**  
East Portland, in and around the Montavilla Neighborhood
Date of Project or Event: [Blank]

Project Budget:
- Total project budget: 3,000
- Total requested: 2,000

How will EMSWCD funds be used?
- Purchase of plants, compost, and much more, FISCAL SPONSORSHIP (✓)

Other proposed sources of funding and amounts for each (please note if funding secured with "Yes" or "No").
- You may include the value of in-kind support:
  - Awesome Portland: Secured? No
  - City of Portland: Secured? No
  - BES: Secured? Yes

How will EMSWCD be recognized?
- Newsletter, presentation to volunteers, social media, website

Pay up front or reimbursed (choose one):
- Pay Upfront
- Reimburse by (date) [Blank]

Signatures of Applicant:
- For the Applicant: [Signature] [Date] 9/14/2017
  - Sherri Pelana
  - Printed Name: FOUNDATION
  - Title: [Blank]

For the Fiscal Agent (if applicable):
- For the Fiscal Agent: [Signature] [Date] 9/14/2017
  - Priti Shah
  - Printed Name: [Blank]
  - Title: Co-Director/Operations Manager

For the Landowner (if applicable):
- For East Multnomah Soil and Water Conservation District:
  - Signature [Blank]
  - Date [Blank]
  - Printed Name [Blank]
  - Title [Blank]

Due by 5pm on the 15th Day of Each Month:
- Suzanne@emswcd.org
- Grants Department
- EMSWCD
- 5211 N. Williams Ave
- Portland, OR 97217

In FY 2017-18
1.0 Introduction
This Employee Handbook of Directives (hereafter referred to as the “Employee Handbook”) includes the East Multnomah Soil and Water Conservation District’s (EMSWCD’s) formal resolutions, policies, rules, procedures, and guidelines (collectively hereafter referred to as “directives”). New and existing employees should become extremely familiar with the structure and content of the Employee Handbook and should refer to it often during their careers at EMSWCD.

After new employee orientation and after reviewing and becoming familiar with the contents of the Employee Handbook, each employee must sign and date Section 6 and Section 7 of this directive and submit a copy of the completed sections to EMSWCD’s Office Manager for retention in the employee’s personnel file. If any directive-related issue is unclear at any time during an employee’s employment at EMSWCD, employees should let their supervisor, the Executive Director, and/or a board member know.

The Employee Handbook and the directives herein are neither a contract nor a guarantee of continued employment and will be used by EMSWCD as guidance. The Employee Handbook is also not a promise that the arrangements and benefits described herein will not change or be eliminated. EMSWCD reserves the right to deviate from the directives and use its discretion on a case-by-case basis to make all employment decisions. EMSWCD reserves the right to change, add to, or delete directives at any time. The authorities to alter the directives are clearly identified in Directive 1.01. Employees will be informed in writing of all formal substantive changes, which will be effective on dates determined by EMSWCD with board approval. Employees cannot rely on directives that have been superseded. EMSWCD reserves the right to employ at-will. Employment can be terminated, with or without cause, and with or without notice, at any time, at the option of EMSWCD and its Board of Directors or at the option of the employee. The EMSWCD Board of Directors has the authority to change, downsize or discontinue any program and to eliminate any and all employees at any time, with or without cause.
2.0 Applicability of Directives
These directives apply to all EMSWCD employees and, where specifically stated, to all board members.

3.0 Purpose and Authority of EMSWCD
Nationally, Soil Conservation Districts (SCDs) came about in the 1930s during the Dust Bowl, when the Federal government realized conservation needs varied greatly by region and that local conservation districts could better help landowners with their specific challenges. The first Oregon SCD was formed in 1940; EMSCD was formed in 1950. The “and Water” was added in 1963. A Soil and Water Conservation District (SWCD), similar to other types of Special Districts, such as Fire, Library or School Districts, is a unit of local government in Oregon created to serve a particular purpose. The general powers and authorities of Oregon SWCDs are described in State statute: Oregon Revised Statutes (ORS) chapter 568 (http://www.leg.state.or.us/ors/568.html).

4.0 Administration and Review of Directives
EMSWCD directives are under the direct control of the Executive Director and the Board of Directors. Each employee, however, can assist in keeping the directives up-to-date. When new or revised directives are needed, a recommendation may be submitted to a supervisor, the Executive Director, the Personnel Committee, or an individual board member.
## 5.0 Directives Index

<table>
<thead>
<tr>
<th>DIR #</th>
<th>Subject Areas</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0.0</td>
<td>Finance &amp; Operations</td>
<td></td>
</tr>
<tr>
<td>1.0.1</td>
<td>Handbook Introduction, Index, and Employee Signature</td>
<td>~</td>
</tr>
<tr>
<td>1.0.2</td>
<td>Directive decision-making authorities</td>
<td>~</td>
</tr>
<tr>
<td>1.1.0</td>
<td>Human Resources</td>
<td></td>
</tr>
<tr>
<td>1.1.1</td>
<td>EEO, Discrimination, and Harassment</td>
<td>P2017</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Job Families, Classifications, and Positions</td>
<td>2014; P2017</td>
</tr>
<tr>
<td>1.1.3</td>
<td>Pay Determination</td>
<td>P2017</td>
</tr>
<tr>
<td>1.1.4</td>
<td>Job Recruitments</td>
<td>P2017</td>
</tr>
<tr>
<td>1.1.5</td>
<td>Informational Interviews</td>
<td>P2017</td>
</tr>
<tr>
<td>1.1.6</td>
<td>Position Parameters</td>
<td>P2017</td>
</tr>
<tr>
<td>1.1.7</td>
<td>Scheduling, Breaks, and Overtime</td>
<td>P2017</td>
</tr>
<tr>
<td>1.1.8</td>
<td>Time Off/Leave</td>
<td>P2017</td>
</tr>
<tr>
<td>1.1.9</td>
<td>Employee Conduct</td>
<td>P2017</td>
</tr>
<tr>
<td>1.1.10</td>
<td>Open Door, Grievances, and Whistle Blower</td>
<td>~</td>
</tr>
<tr>
<td>1.1.11</td>
<td>Employee and Public Safety</td>
<td>2013</td>
</tr>
<tr>
<td>1.1.12</td>
<td>Emergency Action Plan</td>
<td>2016</td>
</tr>
<tr>
<td>1.1.13</td>
<td>Annual Performance Reviews</td>
<td>P2017</td>
</tr>
<tr>
<td>1.1.14</td>
<td>Professional Development</td>
<td>~</td>
</tr>
<tr>
<td>1.1.15</td>
<td>Benefits: Health and Life Insurance</td>
<td>~</td>
</tr>
<tr>
<td>1.1.16</td>
<td>Benefits: Wellness and Commuting Incentives</td>
<td>~</td>
</tr>
<tr>
<td>1.1.17</td>
<td>Benefits: Retirement Plan</td>
<td>~</td>
</tr>
<tr>
<td>1.1.18</td>
<td>Disciplinary Actions and Separation from Service</td>
<td>~</td>
</tr>
<tr>
<td>1.1.19</td>
<td>Tort Liability</td>
<td>~</td>
</tr>
<tr>
<td>1.2.0</td>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>1.2.1</td>
<td>Filing Categories &amp; Retention</td>
<td>2009?</td>
</tr>
<tr>
<td>1.2.2</td>
<td>Public Contracting</td>
<td>2005</td>
</tr>
<tr>
<td>1.2.3</td>
<td>Public Records and Disclosure</td>
<td>2008</td>
</tr>
<tr>
<td>1.2.4</td>
<td>Inter-Governmental Agreements</td>
<td></td>
</tr>
<tr>
<td>1.2.5</td>
<td>Public Commenting</td>
<td>2015</td>
</tr>
<tr>
<td>1.2.6</td>
<td>Public Resource Complaints</td>
<td>2003</td>
</tr>
<tr>
<td>1.2.7</td>
<td>Provision of Clothing, Equipment and Supplies</td>
<td>~</td>
</tr>
<tr>
<td>1.3.0</td>
<td>Board &amp; Committees</td>
<td></td>
</tr>
<tr>
<td>1.3.1</td>
<td>Board &amp; Committees Policies and Procedures</td>
<td>2016</td>
</tr>
<tr>
<td>1.3.2</td>
<td>Public Meetings</td>
<td>~</td>
</tr>
<tr>
<td>1.4.0</td>
<td>Facilities</td>
<td></td>
</tr>
<tr>
<td>1.4.1</td>
<td>Public Facilities and Use</td>
<td>~</td>
</tr>
<tr>
<td>1.4.2</td>
<td>Security Alarm Procedures</td>
<td>2014</td>
</tr>
<tr>
<td>1.5.0</td>
<td>Finance &amp; Budget</td>
<td></td>
</tr>
</tbody>
</table>
# Directive 1.0.1: Employee Handbook of Directives

## East Multnomah Soil & Water Conservation District

<table>
<thead>
<tr>
<th>DIR #</th>
<th>Subject Areas</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5.1</td>
<td>Fiscal Policies &amp; Procedures</td>
<td>2014-2015</td>
</tr>
<tr>
<td>1.5.2</td>
<td>Employee Expenses</td>
<td>~</td>
</tr>
<tr>
<td>1.5.3</td>
<td>Time Keeping and Payroll</td>
<td>~</td>
</tr>
<tr>
<td>1.6.0</td>
<td>Marketing</td>
<td></td>
</tr>
<tr>
<td>1.6.1</td>
<td>Media and Outreach</td>
<td>~</td>
</tr>
<tr>
<td>1.7.0</td>
<td>Information Technology</td>
<td></td>
</tr>
<tr>
<td>1.7.1</td>
<td>Cyber-Security</td>
<td></td>
</tr>
<tr>
<td>1.7.2</td>
<td>Use of District I.T. Equipment</td>
<td></td>
</tr>
<tr>
<td>1.7.3</td>
<td>Replacement of I.T. Equipment</td>
<td></td>
</tr>
<tr>
<td>1.8.0</td>
<td>Vehicles/Fleet</td>
<td></td>
</tr>
<tr>
<td>1.8.1</td>
<td>Vehicle Use &amp; Accident Reporting</td>
<td>~</td>
</tr>
<tr>
<td>2.0.0</td>
<td>Urban Lands</td>
<td></td>
</tr>
<tr>
<td>2.1.0</td>
<td>Demonstration Projects</td>
<td></td>
</tr>
<tr>
<td>2.2.0</td>
<td>Site Consultation</td>
<td></td>
</tr>
<tr>
<td>2.3.0</td>
<td>Workshops</td>
<td></td>
</tr>
<tr>
<td>2.4.0</td>
<td>Events</td>
<td></td>
</tr>
<tr>
<td>3.0.0</td>
<td>Rural Lands</td>
<td></td>
</tr>
<tr>
<td>3.1.0</td>
<td>Rural Water Quality/StreamCare</td>
<td></td>
</tr>
<tr>
<td>3.2.0</td>
<td>Weed Free</td>
<td></td>
</tr>
<tr>
<td>3.3.1</td>
<td>Integrated Pest Management</td>
<td>2012</td>
</tr>
<tr>
<td>4.0.0</td>
<td>Conservation Legacy</td>
<td></td>
</tr>
<tr>
<td>4.1.0</td>
<td>Land Legacy</td>
<td></td>
</tr>
<tr>
<td>4.1.1</td>
<td>Program Establishment</td>
<td>2013</td>
</tr>
<tr>
<td>4.2.0</td>
<td>Grants</td>
<td></td>
</tr>
<tr>
<td>4.2.1</td>
<td>Disclosure &amp; Bias</td>
<td>2014</td>
</tr>
<tr>
<td>4.2.2</td>
<td>Strategic Conservation Investment Grants</td>
<td>2015</td>
</tr>
<tr>
<td>4.2.3</td>
<td>CLIP Guidelines</td>
<td>2016</td>
</tr>
<tr>
<td>4.2.4</td>
<td>PIC Process and Criteria</td>
<td></td>
</tr>
<tr>
<td>4.2.5</td>
<td>Program Decision-making</td>
<td>2015</td>
</tr>
<tr>
<td>4.3.0</td>
<td>Headwaters</td>
<td></td>
</tr>
<tr>
<td>4.3.1</td>
<td>HIP Farmer’s Manual</td>
<td>2015</td>
</tr>
<tr>
<td>4.3.2</td>
<td>HIP Fine Structure</td>
<td>2013</td>
</tr>
<tr>
<td>4.3.3</td>
<td>HIP Opportunities for Private Events</td>
<td>2015</td>
</tr>
</tbody>
</table>
6.0 New Employee Notification Check List

Please contact your supervisor if you have not completed any of the items below.

☐ I have read/received a copy of the Employee Handbook and understand that I am responsible to know and follow the policies and procedures therein, printed and signed the Acknowledgement Form on the last page and submitted it to my manager.

☐ I have received a copy of my job description.

☐ I have received documentation of COBRA benefits available. (N/A for temporary positions.)

☐ I have received/read/completed/submitted coverage and enrollment documents for health, dental, vision, life and disability insurance. (N/A for temporary positions.)

☐ I have completed/submitted forms W-4 and I-9.

☐ I have received building and office keys, read and practiced the security system procedures, and received my building security code.

☐ I have been shown the bulletin boards and am aware of the posted documents.

☐ I have received a copy of the EMSWCD’s retirement account information and enrollment forms. (N/A for temporary positions.)

☐ I have received/submitted a copy of the electronic payroll enrollment form.

☐ I have been informed of/read the form for the reporting requirements for an on the-job-injury.

☐ I have provided EMSWCD with my emergency contact information.

☐ I have received a copy of the EMSWCD staff and board contact list
7.0 Acknowledgement of New Employee Checklist Completion and Receipt of Employee Handbook

EAST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT

I, ___________________________ acknowledge that I have completed each item contained within the new employee checklist and that I received the EMSWCD Employee Handbook. I understand that the Employee Handbook is not intended to cover every situation which may arise during my employment, but is simply a guide to the policies, practices, procedures, and benefits (collectively, “directives”) of the EMSWCD.

I am aware that I am expected to read, become familiar with, and follow the directives set forth in this Handbook. I understand that if I ever have any questions about any of the directives or expectations, I should let my supervisor, the Executive Director, and/or a board member know. I am also aware that I am expected to read and be familiar with any future updates/changes to the information contained in this Handbook.

I understand that the Handbook is not a contract of employment and should not be deemed as such, and that I am employed at-will.

I understand EMSWCD employment is based on the availability of funds designated for this purpose.

Employee Signature ___________________________ Date ____________

Supervisor Signature ___________________________ Date ____________

Distribution of this form after completion:
- Employee
- Supervisor
- Personnel file
Directive 1.0.2: Directives Approval Authority
East Multnomah Soil & Water Conservation District

Directive originally approved by EMSWCD Board of Directors on: ______________________

Directive revised and approved by EMSWCD Board of Directors on: ______________________

Approval authority to establish, implement, change, and abolish EMSWCD directives (and programs) is identified in the table below. Any general authority is subordinated when a more specific authority exists and differs. Authorities specific to the Grants Program are identified in Directive 4.2.5. Approval authorities will be updated as-needed and as new directives are established. Regardless of approval authorities, the Personnel Committee will be informed of any changes.

<table>
<thead>
<tr>
<th>DIR #</th>
<th>Issue</th>
<th>ED</th>
<th>Committee</th>
<th>Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any</td>
<td>Initial establishment and abolishment</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Any</td>
<td>Implementation</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1.0.2</td>
<td>Any changes to existing approval authorities or establishment of new approval authorities</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1.1.2</td>
<td>Approval of new job families and classifications</td>
<td></td>
<td>PC</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of changes to existing job families, classifications, and position descriptions</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of new job positions</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>1.1.3</td>
<td>Approval of annual updates to salary and wage schedule to account for inflation (via board approved process).</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of annual merit-based salary/wage increases for individual staff</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of one-time salary/wage bonuses and bumps</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of exempt/non-exempt employee determinations</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Approval of salary/wage exceedances of the previously approved salary schedule</td>
<td></td>
<td>PC</td>
<td></td>
</tr>
<tr>
<td>1.1.4</td>
<td>Approval of recruitment team selection, process, and candidate selection</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of starting salary/wage for new employees</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1.1.5</td>
<td>Approval of substantive and non-substantive changes</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>1.1.6</td>
<td>At-will employment divergence</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Dismissal of an employee within introductory/probationary period</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extension of introductory/probationary periods</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approval of job sharing</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### Directive 1.0.2: Directives Approval Authority

**East Multnomah Soil & Water Conservation District**

<table>
<thead>
<tr>
<th>Approval of alternative work locations</th>
<th>X</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.7 Approval of flexible/alternative work schedules</td>
<td>X</td>
</tr>
<tr>
<td>1.1.8 Approval of all leave-related requests</td>
<td>X</td>
</tr>
<tr>
<td>1.1.9 Approval of use of tools necessary for normal job duties</td>
<td>X</td>
</tr>
<tr>
<td>1.1.13 Approval of process, forms, criteria/questions, and any implementation-related items</td>
<td>X</td>
</tr>
</tbody>
</table>

**Committee Key:**

<table>
<thead>
<tr>
<th>Budget</th>
<th>Budget Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLC</td>
<td>Land Legacy Committee</td>
</tr>
<tr>
<td>PC</td>
<td>Personnel Committee</td>
</tr>
<tr>
<td>Grants</td>
<td>Grants Committee</td>
</tr>
<tr>
<td>PIC</td>
<td>Partners in Conservation Grants Review Committee</td>
</tr>
<tr>
<td>SPACE</td>
<td>Special Projects and Community Events Grants Review Committee</td>
</tr>
</tbody>
</table>
Directive 1.1.1: EEO, Discrimination, and Harassment
East Multnomah Soil & Water Conservation District

Directive originally approved by EMSWCD Board of Directors on: _____________

Directive revised and approved by EMSWCD Board of Directors on: _____________

In this Directive

1.0 Equal Employment Opportunities

EMSWCD is committed to equal employment opportunity (EEO) and to the benefits that come from a diverse workforce, and strives to be consistent with federal, state, and municipal EEO laws. Appointments, promotions, assignments, training, and performance evaluations will be based on individual qualifications and merit, and shall be equally available to all qualified applicants and employees. Each employee is responsible for helping EMSWCD maintain a climate that provides equal opportunity for all. EMSWCD employs measures to ensure EEO in all aspects of employment and the work environment. Policies and actions of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

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

EMSWCD prohibits workplace discrimination and harassment in all of its programs and activities on the basis of:

- Age;
- All or part of an individual’s income is derived from any public assistance program;
- Color;
- Disability;
- Familial status;
- Gender identity;
- Genetic information;
- Marital status;
- National origin;
- On-the-job injury;
- Parental status;
- Political beliefs;
- Race;
- Religion;
- Reprisals;
- Sex;
- Sexual orientation;
- Veteran status; or
- Any other status, protected or not protected, by applicable law.

EMSWCD will not condone or tolerate prejudicial remarks, actions, slurs, or jokes expressed and directed at or to any person for any reason.

EMSWCD further prohibits retaliation against employees for making complaints of discrimination and harassment (or of any other kind), or for cooperating in an investigation or legal proceeding regarding such complaints.

Each EMSWCD employee has a responsibility to maintain a workplace free of any form of discrimination, harassment, and retaliation. This directive covers employee conduct in the workplace, at social functions when attending on behalf of EMSWCD (e.g., holiday dinners, picnics, sporting events), at business functions (e.g., conferences, trainings), and conduct outside the workplace that has an impact on the workplace. Any employee who violates this directive while conducting EMSWCD business will be subject to disciplinary action, including possible termination.
2.1 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 qualified individuals with disabilities from discrimination in the workplace. The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

It is EMSWCD's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. Additionally, the ADA and Oregon disability law require employers to reasonably accommodate qualified individuals with disabilities. It is the policy of EMSWCD to comply with all federal, state, and local laws concerning the employment of persons with disabilities. EMSWCD will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of the job in question as long as doing so does not create an undue hardship for EMSWCD. An individual who can be reasonably accommodated for the job in question, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

Employees/applicants with a disability who believe they need a reasonable accommodation to perform the essential functions of their job or the job for which they are applying should contact the direct supervisor of the position.

2.1 Harassment Prevention

EMSWCD does not tolerate harassment of any kind. No employee shall be subjected to unwelcome sexual advances, requests for sexual favors, or any form of verbal or physical conduct of a sexual nature that is offensive, hostile or intimidating.

*Harassment* includes offensive slurs, remarks, jokes, graphic images, gestures, verbal or written material, and physical conduct.

*Sexual harassment* includes any unwelcome sexual advances, requests for sexual favors, or conduct of a sexual nature (verbal, physical, or visual), that is directed toward an individual because of gender. It can also include conduct that is not sexual in nature, but is gender-related. Sexual harassment can be instigated from someone of any gender and directed toward someone of any gender. This includes any type of sexual harassment by anyone connected to EMSWCD – a vendor, partner, client, or any person doing business or involved with EMSWCD in any way.

2.3 Workplace Bullying

EMSWCD focuses on customer service, productivity, and the ability for each employee to flourish. This makes it essential that employees treat each other, and those with whom they come into contact, with courtesy, respect, and professionalism. Further, employees must work cooperatively and constructively in resolving issues or problems on the job to foster satisfactory working relationships. In that light, bullying and other similar disruptive behavior is prohibited by EMSWCD in or related to the EMSWCD workplace.
**Bullying** includes repeated or one-time inappropriate behavior, either direct or indirect, whether verbal, non-verbal, or physical, conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Bullying may be intentional or unintentional. Verbal bullying can include, but is not limited to: slandering, ridiculing, or maligning a person; name calling that is hurtful, insulting, or humiliating; using a person as a butt of jokes; or abusive and offensive remarks. Physical bullying can include, but is not limited to touching, pushing, shoving, or making a threat of physical assault, as well as damage to a person’s work area, personal possessions, or property. Other examples of emotional bullying include threatening gestures or glances, which can convey the same message, and excluding someone socially at work.

Additional examples of bullying include:

- Making false, defamatory, or discriminatory comments on Facebook, texting, misuse of other forms of social media;
- Public humiliation in any form;
- Criticism on matters unrelated or minimally related to the person’s job performance or description;
- Spreading rumors and gossip regarding individuals;
- Interfering with the ability of someone to do their job duties, or assigning menial tasks not central to the job; and
- Taking credit for another person’s ideas.

Bullying, whether exhibited between co-workers, management and staff, board members, vendors/customers or other outside parties, or members of the public, violates EMSWCD’s policy. This policy also applies to off-site behavior exhibited by employees that negatively impacts working relationship.

EMSWCD’s goal is to create and maintain a worker friendly environment. EMSWCD will take the actions necessary to ensure that employees are treated with respect and regard.

### 3.0 Reporting Incidents of Discrimination, Harassment, Retaliation, and Bullying

EMSWCD provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discrimination, harassment, retaliation, and/or bullying. Employees of EMSWCD have the right and responsibility to immediately report any actions or words by a board member, supervisor, co-worker, vendor, or other individual that the employee believes to be discriminatory, harassing, retaliatory, or bullying. EMSWCD further prohibits retaliation against employees for making complaints of discrimination, harassment, retaliation, and bullying or for cooperating in an investigation or legal proceeding regarding such complaints.

Any EMSWCD employee who feels he or she has experienced or witnessed discrimination, harassment, retaliation, and/or bullying should immediately report (verbally or in writing) the incident to a supervisor, the Executive Director, the Personnel Committee or committee member, or a Board Director. A discrimination claim can also be filed either with the Civil Rights Division of Oregon’s Bureau of Labor & Industries (BOLI), or the federal Equal Employment Opportunity Commission (EEOC). The employee experiencing and/or reporting the issue may choose who to report the incident to based on that employee’s level of comfort in reporting the incident to the receiving person.
EMSWCD will promptly and thoroughly investigate all complaints 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. When an allegation is made, the intent of the alleged offender will be considered. However, the effect of the behavior upon the targeted individual will often be given primary weight. To the extent practicable, legally required, and appropriate under the circumstances, discretion will be used during the investigation in order to maintain as much confidentiality as possible while effectively completing the investigation. In all cases, employees reporting such issues will be generally advised of the outcome. Any employee who has been found to discriminate, harass, retaliate, or bully another individual while conducting EMSWCD’s business will be subject to disciplinary action, including possible termination.

3.1 Reporting Civil Rights Violations
Alleged discrimination may also be reported to the Oregon Civil Rights Commission and the Federal Equal Opportunity Employment Commission. Hiring processes must comply with the Civil Rights Clause of the Cooperative Working Agreement, which states:

“The parties will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended. The Civil Rights Restoration Act of 1987 (Public Law 100-259) and other nondiscrimination statutes, namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, and in accordance with regulations of the Secretary of Agriculture (7CFR-15, Subparts A & B) which provide that no person in the United States shall, on the grounds of race, color, national origin, age, sex, religion, marital status, or disability be excluded from participation, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance from the Department of Agriculture or any agency thereof.”

3.2 Reporting Other Issues
Complaints of discrimination, harassment, retaliation, and bullying should be reported as described above. Any other questions or concerns employees may have (which may not neatly fit the situations described above) should also be discussed with immediate supervisors, the Executive Director, Personnel Committee, or individual board members.

4.0 Appeal Process
A formal personnel committee review is permitted in cases where employees believe a decision regarding a complaint demonstrates that EMSWCD policy has been inappropriately applied or that the employee has been unfairly treated or unjustly disciplined. The Executive Director will review the issue with the Personnel Committee and a conclusion will be drawn regarding the appropriateness of the original determination. If the employee remains unsatisfied with the decision, at the discretion of the Chair of Board of Directors, the issue may be presented to the full EMSWCD Board of Directors for review and settlement. The decision of the Board will be final. All cases will be reviewed on an individual basis.
1.0 Job Families, Classifications, and Position Descriptions

Jobs at the East Multnomah Soil and Water Conservation District (EMSWCD) are grouped into two distinct job “families”: 1) conservation and 2) administration. The conservation job family requires experience, knowledge, education, and/or aptitude related to conservation work. The administration job family requires experience, knowledge, education, and/or aptitude related to administrative work, such as office management, facilities management, fleet management, finance and budget oversight, board and committee coordination, human resources management, information technology, and marketing/media.

Within each job family, jobs are further grouped into distinct job classification levels. The conservation job family and administration job family each have five distinct classification levels. There are parallels between the different job classification levels in each job family, as each job family includes a trainee...
position, technician position, specialist position, senior position, and supervisor position. Each of these classification levels share similar responsibilities and degrees of independence. The conservation job family has one distinct job classification level, the program manager. The administration job family has one distinct job classification level, the executive director.

A description of each job classification is below. A side-by-side comparison (in a spreadsheet format) of job classifications can be accessed in an appendix to this directive (Directive 1.5.2.A1). Each job classification level within each job family has a distinct pay range. The pay schedules for each job classification, which are updated annually, are found in Directive 1.5.3.

Individual job positions that may be filled by staff are determined on an annual basis through planning, reporting, evaluation, and budgeting. The need for new, different, or elimination of job positions will be proposed by the Executive Director, through a consultative process with the management team, to the Personnel Committee and eventually approved or denied by the full Board of Directors. Each individual job position will have an associated individualized job position description that will be developed by the supervisor and approved by the executive director. Job position descriptions must be reviewed and updated (if necessary) each year and signed by the employee filling the position.

1.1 Authorities
The Executive Director has the authority to approve changes to existing job families, classifications, and position descriptions. The Executive Director also has the authority to approve new job descriptions for new job positions that have been approved by the Board of Directors.

The establishment of new job families and classifications must be approved by the Personnel Committee. If the Personnel Committee does not exist or could not be convened, the establishment of new job families and classifications must be approved by the full Board of Directors.

The establishment of new job positions must be reviewed and recommended for approval by the Personnel Committee to the full Board of Directors. The full Board of Directors must then approve new job positions. If the Personnel Committee does not exist or could not be convened, the establishment of new job positions must be proposed directly to the full Board of Directors for review and approval.

1.2 Employer-Employee Relationship
Nothing in this document is to be construed as a contract; EMSWCD is an at-will employer.
2.0 Conservation Job Family – Job Classifications

2.1 Conservation Trainee (CT)

Position level:
- Entry-level, non-professional, trainee/developmental position.
- Hourly position.

Required experience and education:
- Little or no directly relevant work experience.
- Little or no higher education that substitutes for prior work experience.

Required oversight:
- Works under the close supervision senior staff and/or as part of a team which includes more senior staff.

Required continuing training:
- Frequent (~weekly/monthly) on-the-job training.

Job responsibilities:
- Performs routine tasks, which may include monitoring, data collection, field work, outreach, and reporting.

Stakeholder responsibilities:
- Normally interacts with constituents only when accompanied by more senior staff.

Budget responsibilities:
- Has no spending authority
- Provides no budget oversight.

Supervisory responsibilities:
- Provides no oversight of staff, teams or contractors.

Board-related responsibilities:
- Has no responsibilities related to the Board.
2.2 Conservation Technician (C1)

Position level:
- Entry-level, non-professional position.
- Hourly position.

Required experience and education:
- 1-2 years of related work experience, sufficient to be productive following the normal orientation process.
- At least an Associate of Arts degree in a related field.

Required oversight:
- Normally works as part of a team or assists more senior staff; may occasionally work independently under the general supervision or direction of more senior staff.

Required continuing training:
- Regular (~2-4x/year) on-the-job training.

Job responsibilities:
- Performs routine tasks, which may include monitoring, data collection, field work, outreach, training and reporting.
- Normally implements activities, practices and/or curricula that has been previously established or designed by more senior staff.
- May occasionally develop new curricula or modify others subject to review and approval by more senior staff.

Stakeholder responsibilities:
- May interact with constituents but is not normally the initial or primary contact.

Budget responsibilities:
- Has minimal spending authority (see fiscal policies and procedures for most recent limits).
- Provides no budget oversight.

Supervisory responsibilities:
- Provides no staff supervision; may provide some team leadership if the senior member of a team; may provide some oversight of contractors.

Board-related responsibilities:
- Has minimal responsibilities related to the Board.
2.3 Conservation Specialist (C2)

Position level:
- Mid-level, professional position.
- Hourly or salary position.

Required experience and education:
- 3-4 years of directly related work experience, sufficient to be productive with minimal orientation.
- At least a 4-year degree in a related field.

Required oversight:
- Often works independently or as part of a team under the general supervision of more senior staff.

Required continuing training:
- Occasional (~1-2x/year) on-the-job training.

Job responsibilities:
- Performs routine tasks, which may include monitoring, data collection, field work, outreach, training and reporting.
- Is typically expected to follow courses of action prescribed by senior staff, a considerable latitude is given due to position's experience, expertise and judgment.
- May occasionally lead the recommendation, development, coordination and implementation of conservation practices, programs or materials.
- May provide conservation information and outreach services.
- May serve as a resource in a particular conservation subject area.

Stakeholder responsibilities:
- May serve routinely as the primary contact for constituents.

Budget responsibilities:
- Has project level spending authority (see fiscal policies and procedures for most recent limits).
- Provides oversight of project-level budgets.

Supervisory responsibilities:
- May be responsible for leading staff teams and supervising the work of seasonal/temporary employees, interns, volunteers, and contractors.

Board-related responsibilities:
- May occasionally provide reports to the Board on subject-area specialty.
2.4 Senior Conservationist (C3)

**Position level:**
- Senior-level, professional position.
- Salary position.

**Required experience and education:**
- 5-6 years of directly related work experience, sufficient to be productive with no or little orientation.
- At least a 4-year degree in a related field. A Master degree in a related field preferred.
- At least 40 hours of technical training in the subject area of position.

**Required oversight:**
- Typically works independently with general oversight provided by senior staff.

**Required continuing training:**
- At least 40 hours annually of professional-level skill refresher training.

**Job responsibilities:**
- Provides technical advice to land owners, land managers, developers, planners, policy makers, constituent groups, partner groups, workshop and training participants, and residents.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, projects or materials.
- Has considerable reporting and outreach/training responsibilities.
- Is a subject-area expert in at least one area of EMSWCD operations.

**Stakeholder responsibilities:**
- Is normally the primary contact for constituents when addressing highly technical matters.

**Budget responsibilities:**
- Has project level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing project and program budgets, fundraising and grant management.

**Supervisory responsibilities:**
- May be responsible for leading staff teams and occasionally supervising the work of 1-2 staff, seasonal/temporary employees, interns, volunteers, and contractors.

**Board-related responsibilities:**
- Often provides reports to the Executive Director and Board on subject-area specialty.
2.5 Conservation Program Manager (C4)

**Position level:**
- Senior-level, professional position.
- Salary position.

**Required experience and education:**
- 5-6 years of directly related work experience, sufficient to be productive with no or little orientation.
- At least a 4-year degree in a related field. A Master degree in a related field preferred.
- At least 40 hours of technical training in the subject area of position; at least 40 hours of professional-level program/project management training.

**Required oversight:**
- Typically works independently with general oversight provided by senior staff.

**Required continuing training:**
- At least 40 hours annually of professional-level skill refresher training.

**Job responsibilities:**
- Responsible for the development and/or implementation (including planning, budgeting and effectiveness monitoring), for a standalone EMSWCD program.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, programs, policies or materials.
- Has considerable reporting and outreach/training responsibilities.
- Is a subject-area expert in at least one area of EMSWCD operations.

**Stakeholder responsibilities:**
- Is normally the primary contact for constituents when addressing highly technical matters; collaborates with EMSWCD partners.

**Budget responsibilities:**
- Has program level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing stand-alone program budgets, fundraising and grant management.

**Supervisory responsibilities:**
- May be responsible for leading staff teams and supervising the work of 1-2 staff, seasonal/temporary employees, interns, volunteers, and contractors.

**Board-related responsibilities:**
- Often provides reports to the Executive Director and Board on program-area specialty.
2.6 Conservation Program Supervisor (C5)

Position level:
- Senior-level, professional position.
- Salary position.

Required experience and education:
- 7-8 years of directly related work experience, sufficient to be productive with no or little orientation.
- At least a 4-year degree in a related field. A Master degree in a related field preferred.
- At least 40 hours of technical training in the subject areas of position; at least 40 hours of professional-level program/project management training; at least 40 hours of professional-level leadership/supervisory training.

Required oversight:
- Works independently with periodic oversight provided by the Executive Director.

Required continuing training:
- At least 40 hours annually of professional-level skill refresher training.

Job responsibilities:
- Responsible for managing a multi-faceted EMSWCD programmatic unit, including planning, budgeting, effectiveness monitoring and adaptation, and proposing policy changes.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, programs, policies or materials.
- Has considerable reporting and outreach/training responsibilities.
- Requires program-specific expertise in two or more aspects of the EMSWCD's work.
- Serves on EMSWCD's Management Team with other Program Supervisors and the Executive Director.
- Serves in the Executive Director's stead as requested.

Stakeholder responsibilities:
- Is the primary contact for program-related partnerships.

Budget responsibilities:
- Has program level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing multi-faceted program budgets, fundraising and grant management.

Supervisory responsibilities:
- Responsible for supervising 2-7 staff, including staff recruitments, evaluation, development/coaching and instruction regarding procedures, policies rules and expectations; responsible for the oversight of multiple contractors.
- May be responsible for leading staff teams and supervising the work of seasonal/temporary employees, interns, volunteers, and contractors.

Board-related responsibilities:
- Frequently interacts with and reports to the Executive Director and the EMSWCD's Board.
3.0 Administration Job Family – Job Classifications

3.1 Administrative Trainee (AT)

Position level:
- Entry-level, non-professional, trainee/developmental position.
- Hourly position.

Required experience and education:
- Little or no directly relevant work experience.
- Little or no higher education that substitutes for prior work experience.

Required oversight:
- Works under the close supervision of senior staff and/or as part of a team which includes more senior staff.

Required continuing training:
- Frequent (~weekly/monthly) on-the-job training.

Job responsibilities:
- Performs routine tasks, which may include minor administrative support, facilities care, and outreach material preparation.

Stakeholder responsibilities:
- Normally interacts with constituents only when accompanied by more senior staff.

Budget responsibilities:
- Has no spending authority.
- Provides no budget oversight.

Supervisory responsibilities:
- Provides no oversight of staff, teams or contractors.

Board-related responsibilities:
- Has no responsibilities related to the Board.
Directive 1.1.2: Job Families, Classifications, and Positions
East Multnomah Soil & Water Conservation District

3.2 Administrative Technician (A1)

Position level:
- Entry-level, non-professional position.
- Hourly position.

Required experience and education:
- 1-2 years of related work experience, sufficient to be productive following the normal orientation process.
- At least an Associate of Arts degree in a related field.

Required oversight:
- Works as part of a team or assists more senior staff; may occasionally work independently under the general supervision or direction of more senior staff.

Required continuing training:
- Regular (~2-4x/year) on-the-job training.

Job responsibilities:
- Provides general administrative and program support.
- May manage buildings and other infrastructure, vehicles and equipment, and supplies.

Stakeholder responsibilities:
- May interact with constituents but is not normally the initial or primary contact.

Budget responsibilities:
- Has minimal spending authority (see fiscal policies and procedures for most recent limits).
- Provides no budget oversight.

Supervisory responsibilities:
- Provides no staff supervision; may provide some team leadership if the senior member of a team; may provide some oversight of contractors.

Board-related responsibilities:
- May provide support to the Board, preparing public notices, taking minutes, preparing the board room and facilities.
3.3 Administrative Specialist (A2)

Position level:
- Mid-level, professional position.
- Hourly or salary position.

Required experience and education:
- 3-4 years of directly related work experience, sufficient to be productive with minimal orientation.
- At least a 4-year degree in a related field.

Required oversight:
- Often works independently or as part of a team under the general supervision of more senior staff.

Required continuing training:
- Occasional (~1-2x/year) on-the-job training.

Job responsibilities:
- Provides general administrative and program support.
- Responsibilities may include routine clerical tasks such as filing, phoning, typing etc. as well as developing systems for improved work flow and efficiency.
- Tasks may include managing infrastructure and equipment, public notices, taking minutes etc.
- Has decision-making authority for some tasks.
- Excellent working knowledge of EMSWCD operations and is able to significantly contribute to both staff and Board Director effectiveness.

Stakeholder responsibilities:
- May serve routinely as the primary contact for constituents.

Budget responsibilities:
- Has project level spending authority (see fiscal policies and procedures for most recent limits).
- Provides oversight of project-level budgets.

Supervisory responsibilities:
- May be responsible for leading staff teams and supervising the work of seasonal/temporary employees, interns, volunteers, and contractors.

Board-related responsibilities:
- May provide support to the Board, preparing public notices, taking minutes, preparing the board room and facilities.
3.4 Senior Administrator (A3)

**Position level:**
- Senior level.
- Salary position.

**Required experience and education:**
- 5-6 years of directly related work experience, sufficient to be productive with no or little orientation.
- At least a 4-year degree in a related field. A Master degree in a related field preferred.
- At least 40 hours of technical training in the subject area of position.

**Required oversight:**
- Typically works independently with general oversight provided by senior staff.

**Required continuing training:**
- At least 40 hours annually of professional-level skill refresher training.

**Job responsibilities:**
- Tasks may include managing the EMSWCD’s benefits system, maintaining personnel files, responsibility for infrastructure, equipment and supplies, managing contracts on behalf of the EMSWCD and representing the EMSWCD in negotiations with vendors and contractors.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of administrative practices, projects or materials.
- High degree of responsibility as well as advanced administrative skill.
- Excellent working knowledge of EMSWCD operations and is able to significantly contribute to both staff and Board Director effectiveness.
- Specific job knowledge, organizational and communication skills.

**Stakeholder responsibilities:**
- Is normally the primary contact for constituents.

**Budget responsibilities:**
- Has program level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing project and program budgets.

**Supervisory responsibilities:**
- May be responsible for leading staff teams and occasionally supervising the work of 1-2 staff, seasonal/temporary employees, interns, volunteers, and contractors.

**Board-related responsibilities:**
- Often provides reports to the Executive Director and Board on administrative matters.
3.5 Administrative Program Supervisor/Chief of Finance & Operations (A4)

Position level:
- Senior level, professional position.
- Salary position.

Required experience and education:
- 7-8 years of directly related work experience, sufficient to be productive with no or little orientation.
- Higher education (at least a 4-year degree; a Master degree preferred) in accounting and/or finance; CPA preferred.
- At least 40 hours of technical training in the subject areas of position; at least 40 hours of professional-level program/project management training; at least 40 hours of professional-level leadership/supervisory training.

Required oversight:
- Works independently with periodic oversight provided by the Executive Director.

Required continuing training:
- At least 40 hours annually of professional-level skill refresher training.

Job responsibilities:
- Responsible for managing a multi-faceted EMSWCD programmatic unit, including financial and budgetary management, human resources, board preparation and hosting, marketing and media, information technology, office management, facilities management, contracting and policy changes.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, programs, policies or materials.
- Has considerable reporting and outreach/training responsibilities.
- Requires program-specific expertise in two or more aspects of the EMSWCD's work.
- Serves on EMSWCD's Management Team with other Program Supervisors and the Executive Director.
- Serves in the Executive Director’s stead as requested.

Stakeholder responsibilities:
- Is the primary contact for program-related partnerships.

Budget responsibilities:
- Has program level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for managing multi-faceted program budgets, fundraising and grant management.

Supervisory responsibilities:
- Responsible for supervising 2-7 staff, including staff recruitments, evaluation, development/coaching and instruction regarding procedures, policies rules and expectations; responsible for the oversight of multiple contractors.
- May be responsible for leading staff teams and supervising the work of seasonal/temporary employees, interns, volunteers, and contractors.

Board-related responsibilities:
- Frequently interacts with and reports to the Executive Director and the EMSWCD’s Board.
3.6 Executive Director (A5)

Position level:
- Executive level, professional position.
- Salary position.

Required experience and education:
- 7-8 years of directly related work experience, sufficient to be productive with no or little orientation.
- Higher education (at least a 4-year degree; a Master degree preferred).
- At least 40 hours of technical training in the subject areas of position; at least 40 hours of professional-level program/project management training; at least 40 hours of professional-level leadership/supervisory training.

Required oversight:
- Works independently.

Required continuing training:
- At least 40 hours annually of professional-level skill refresher training.

Job responsibilities:
- Reports to the Board of Directors; works directly and frequently with the Board Chair and other board members to establish and implement board/committee meetings and related actions.
- Serves as the primary liaison between the Board of Directors and staff.
- Responsible for establishing strategic goals and implementing actions to achieve the goals.
- Responsible for establishing policies and procedures.
- Responsible for all aspects of EMSWCD programmatic units, focusing on providing leadership for program supervisors.
- Independently develops and implements specific courses of action.
- Frequently leads the recommendation, development, coordination and implementation of conservation practices, programs, policies or materials.
- Requires program-specific expertise in two or more aspects of the EMSWCD's work.
- Serves on EMSWCD's Management Team with the program supervisors.

Stakeholder responsibilities:
- Is the primary contact for EMSWCD-wide partnerships.

Budget responsibilities:
- Has district level spending authority (see fiscal policies and procedures for most recent limits).
- Responsible for oversight of multi-faceted program budgets, fundraising and grant management.

Supervisory responsibilities:
- Responsible for supervising 2-7 staff, including staff recruitments, evaluation, development/coaching and instruction regarding procedures, policies rules and expectations; responsible for the oversight of multiple contractors.

Board-related responsibilities:
- Frequently interacts with and reports to the EMSWCD Board of Directors.
Directive 1.1.3: Salaries and Wages
East Multnomah Soil & Water Conservation District

In this Directive
1.0 Salaries and Wages ................................................................................................................................. 1
2.0 Salary versus Wage Determination..................................................................................................... 3
3.0 Salary and Wage Schedule Adjustments to Account for Inflation ...................................................... 3
4.0 Merit-based Salary and Wage Determinations...................................................................................... 3
5.0 One-time Bonuses and Bumps............................................................................................................. 4
6.0 Authorities ............................................................................................................................................. 5

1.0 Salaries and Wages
Salaries and wages for employees of the East Multnomah Soil and Water Conservation District
(EMSWCD) shall fall within the ranges for the job families and job classifications as indicated in the table
below.

Salaries and wages for new employees who meet the baseline requirements for positions will typically
be set at the minimum level of the job classification for the positions employees are filling. Negotiated
starting salaries or wages above the minimum are possible due to:

- Post-graduate, relevant education above and beyond baseline requirements;
- Work-related experience above and beyond baseline requirements;
- Relevant professional certifications and licenses above and beyond baseline requirements;
- Fluency in additional languages above and beyond baseline requirements; and
- Extenuating circumstances, such as job market competition.

Regular full-time salaried employees receive a fixed monthly salary based on 173.33 hours per month.
Regular full-time hourly employees are paid for 40 hours per week.

When reclassifications occur for existing employees, new salary levels will normally be set at the
minimum for the new position classification unless the conditions above (for negotiated starting salaries
or wages above the minimum) apply.
Directive 1.1.3: Salaries and Wages  
East Multnomah Soil & Water Conservation District

<table>
<thead>
<tr>
<th>Job Family</th>
<th>Job Classifications</th>
<th>2017-2018 Salary and Wage Schedule 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Min</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A5</td>
<td>Executive Director 2</td>
<td>$95,645</td>
</tr>
<tr>
<td>A4</td>
<td>Administration Program Supervisor / Chief of Finance &amp; Operations</td>
<td>$72,265</td>
</tr>
<tr>
<td>A3</td>
<td>Senior Administrator</td>
<td>$49,693</td>
</tr>
<tr>
<td>A2.5</td>
<td>Administrative Specialist 3</td>
<td>$46,388</td>
</tr>
<tr>
<td>A2</td>
<td>Administrative Specialist</td>
<td>$43,359</td>
</tr>
<tr>
<td>A1</td>
<td>Administrative Technician</td>
<td>$36,983</td>
</tr>
<tr>
<td>AT</td>
<td>Administrative Trainee / Seasonal</td>
<td>$29,979</td>
</tr>
<tr>
<td>CONSERVATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C5</td>
<td>Conservation Program Supervisor</td>
<td>$63,763</td>
</tr>
<tr>
<td>C4</td>
<td>Conservation Program Manager</td>
<td>$60,814</td>
</tr>
<tr>
<td>C3</td>
<td>Senior Conservationist</td>
<td>$56,792</td>
</tr>
<tr>
<td>C2</td>
<td>Conservation Specialist</td>
<td>$49,682</td>
</tr>
<tr>
<td>C1</td>
<td>Conservation Technician</td>
<td>$43,455</td>
</tr>
<tr>
<td>CT</td>
<td>Conservation Trainee / Seasonal</td>
<td>$36,265</td>
</tr>
</tbody>
</table>

1 Policy and salary ranges originally approved by the EMSWCD Board of Directors on October 6, 2014.
2 ED salary range originally approved by the EMSWCD Board of Directors on 1/13/2014.
3 The A2.5 Administrative Specialist/Graphic Illustrator position and salary originally approved by the EMSWCD Board of Directors on May 4, 2015.

Amounts shown for AT/CT and A1/C1 classifications are annual totals based on an hourly wage for a single work year consisting of 2080 hours.

Amounts shown for A2/C2 classifications may also be annual totals based on an hourly wage for a single work year consisting of 2080 hours. However, A2/C2 positions may be determined to be professional-level positions that are salaried, in which case the amounts shown indicate the annual salary for the position.

The A2.5, A3/C3, A4/C4, A5/C5 job classifications are professional-level positions and thus the amounts shown indicate the annual salary for each job class.
2.0 Salary versus Wage Determination
When establishing new A2 and C2 positions, and when making major substantive changes to existing A2 and C2 job position descriptions, supervisors must complete an “Exempt Employee Determination” (forms kept on file) to determine whether the employee will receive a monthly salary or an hourly wage. This determination is based on guidance provided by the Oregon Bureau of Labor and Industries.

3.0 Salary and Wage Schedule Adjustments to Account for Inflation
To account for inflation, the entire salary and wage schedule shall be updated in July of each year in accordance with the Portland-Salem, OR Consumer Price index all Urban Consumers (CPI-U 1982-84 = 100), measured for the 2nd half of the year preceding the July 1 effective date of the salary and wage schedule. Regardless of the OR CPI-U, a minimum of 1.25% and a maximum of 2.95% annual adjustment shall be made.\(^4\)

Annual salary and wage schedule adjustments to account for inflation are intended to look back at the entire previous calendar year using the rate calculated in the second half of that year.

4.0 Merit-based Salary and Wage Determinations
The Executive Director and Program Supervisors shall complete annual performance reviews for their direct reports, normally in July of each year. As part of the annual performance review process, the Executive Director and Program Supervisors shall determine a merit-based salary or wage increase for each direct report after at least one year of full employment.

The standards and associated descriptions in the table below will be used by supervisors to rate performances of direct reports in:

- Completing the deliverables identified in annual work plans;
- Fulfilling the job duties identified in job descriptions; and
- The necessary application of education, training, experience, knowledge, skills, and abilities as identified in job descriptions.

Each employee’s overall standard will be used to determine a merit-based pay increase as indicated in the table. From time to time, there may be specific circumstances that warrant deviation from the schedule below. Circumstances such as this should be thoroughly explained in the performance review documentation. All merit-based increases must be approved by the Executive Director.

---

\(^4\) Annual salary and wage schedule adjustment to account for inflation originally approved by the EMSWCD Board of Directors on October 6, 2014.
### Directive 1.1.3: Salaries and Wages

**East Multnomah Soil & Water Conservation District**

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
<th>% Pay Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>Met relevant general indicators and more specific positive indicators ~&gt;95% of the time. As a result, for nearly all tasks, the direct report performed at an extremely high professional level and no correction was needed from supervisor or others to be considered complete. Other tasks were Great and/or Good.</td>
<td>3.0%</td>
</tr>
<tr>
<td>Great</td>
<td>Met relevant general indicators and more specific positive indicators ~85-95% of the time. As a result, for the vast majority of tasks, the direct report performed at a high professional level and little correction was needed from supervisor or others to be considered complete. Other tasks were Exceptional and/or Good.</td>
<td>2.5%</td>
</tr>
<tr>
<td>Good</td>
<td>Met relevant general indicators and more specific positive indicators ~70-85% of the time. As a result, for most tasks, the direct report performed at a professional level and a modest amount of correction was needed from supervisor or others to be considered complete. Other tasks were Exceptional, Good, and/or Fair.</td>
<td>2.0%</td>
</tr>
</tbody>
</table>
| Fair | Minimally acceptable/unacceptable level of performance: Met relevant general indicators and more specific positive indicators ~60-70% of the time. As a result, for most tasks, the direct report performed at a subpar level and a large amount of correction was needed from supervisor or others to be considered complete. Other tasks were Exceptional, Great, Good, and/or Poor. 

NOTE: When a rating of Fair is given for the first time or in isolation of other Fair ratings (i.e., in non-consecutive order), performance is deemed minimally acceptable, a 1.0% raise is possible, and the supervisor will work with the direct report to improve performance. If Fair is given two consecutive times, performance is deemed unacceptable, a 0.0% merit-based increase will be given, and a Performance Improvement Plan will be established; consistent and increasing improvement must occur within six months. | 1.0% - 0.0% |
| Poor | Unacceptable level of performance: Met relevant general indicators and more specific positive indicators ~<60% of the time. As a result, for most tasks, the direct report performed at a subpar level and nearly constant correction was needed from supervisor or others to be considered complete. Other tasks were Exceptional, Great, Good, and/or Fair. 

A Performance Improvement Plan must be established; immediate improvement must occur for employee to remain in the position. | 0.0% |

### 5.0 One-time Bumps

EMSWCD may offer one-time salary/wage bumps to employees. A one-time bump can be applied at any time of the year and is normally a permanent increase in salary or wage that is continued into the future. Bumps will only be possible when funding from the general tax base is available.

Discretionary salary/wage bumps may be given to an employee to account for pay inequities across similar job classifications (given similarly situated employees) and/or increased job responsibilities within a job classification. Consideration of bumps will use conditions identified in Section 1.0 to help...
determine pay inequities. Bumps may also be awarded due to substantial increase in job responsibilities within the same job classification.

Discretionary bumps shall be approved only by the Executive Director. Employees who depart employment from EMSWCD prior to discretionary bumps actually being paid out, shall not receive said bumps.

6.0 Authorities
Program Supervisors shall recommend exempt employee determinations for each employee in job classifications A2 and C2. The Executive Director must approve each determination.

The Executive Director and Program Supervisors shall recommend merit-based salary and wage increases on an annual basis as part of the annual performance review process for each direct report. The Executive Director must approve each increase. Annual merit-based salary and wage increases cannot result in exceedance of the maximum salary or wage as indicated for each job classification (see exceptions immediately below). This adjustment shall typically be applied as of July 1 of each year.

Salaries and wages cannot exceed the maximum for each job classification unless approved by the Personnel Committee. If the Personnel Committee has not been formed or cannot be convened, exceedances of the maximum salaries and wages must be approved by the full Board of Directors.

Based on data received regarding the Portland-Salem, OR Consumer Price Index, the Chief of Finance & Operations shall determine and the Executive Director shall approve the annual salary and wage schedule adjustment to account for inflation. This adjustment shall apply to all job classifications and shall shift all minimum and the maximum ranges upward by the same percentage amount. The same adjustment shall be applied to each employee’s individual salary or wage. This adjustment shall typically be applied as of July 1 of each year.
1.0 Recruitment Teams

As a means to improve the recruitment process and diversify perspectives regarding the recruitment, “recruitment teams” will be established when seeking to fill any vacant position. Members of recruitment teams can include EMSWCD staff and board members as well as partner staff. The vacant position supervisor will select at least three recruitment team members with approval from the Executive Director. In doing so, the vacant position supervisor should strive to diversify the team in terms of perspectives and demographics. Recruitment teams should be involved with all aspects of the recruitment process, including the development of the job description, identification of outlets for position announcements, review and selection of short-listed candidates, development of the interview process and questions, implementation of the interviews themselves, and identification of the top candidate.

Note that recruitment teams, immediately upon formation, must determine on a case-by-case basis whether informational interviews (see Directive 1.1.5) may be provided by any EMSWCD staff for the open position that is being recruited for.

The Executive Director must approve the recruitment process before proceeding. If the vacant position’s supervisor is a direct report of another supervisor other than the Executive Director, all phases of the recruitment process must be reviewed and approved by the direct report’s supervisor prior to the Executive Director’s review and approval.
2.0 Job Position Notices, Postings, and Current Staff Appointments

A short job position notice will be developed for each vacant job position and will include qualifications, major duties, requirements, and physical demands. More detailed job position descriptions will also be developed for each position and updated annually.

EMSWCD staff will be notified of open job positions verbally and in writing via email. At the Executive Director’s discretion, an appointment to a vacant job position may be made exclusively from current EMSWCD employees without a public notice and posting process. To do so, the Executive Director must determine that one or more employees are interested in and qualified for the position and it is in the best interest of EMSWCD to do so.

If a current EMSWCD employee is not directly appointed to a vacant job position, a public recruitment process will be used to fill the position. In doing so, EMSWCD will attempt to maximize the diversity and quality of the pool of qualified applicants through a variety of means (i.e., mass emails, postings on job websites, outreach to specific organizations, professional networking, and individual outreach on behalf of board members and staff). The EMSWCD’s non-discrimination policy will be strictly adhered to during the selection process.

3.0 Job Applications

If a current EMSWCD employee is not directly appointed to a vacant job position, candidates must submit the required application materials (such as a cover letter, detailed resume, references, and supplemental materials) by email, postal service, or in person by the stated application deadline.

4.0 Eligibility

All current EMSWCD employees are eligible for vacant job positions if interested and qualified. At the Executive Director’s discretion, former employees may be considered for or excluded from vacant job positions. If a former employee is being considered as a candidate, the vacant job position’s supervisor will review the former employee’s performance record and the circumstances surrounding their previous departure from the organization. If the former employee left EMSWCD in good standing and had a good performance record, their application may, but will not necessarily, be considered and processed using the same procedures and standards that govern all other applicants. (See also Prior Service Credit for Rehires below.)

Relatives and household members of current employees will be considered for employment in the same manner as other applicants unless the vacant job position will be supervised by the relative or household member. Supervisors may not hire or supervise relatives or other household members. Also, an employee may not participate in any interview, discussion, or debate regarding the appointment, employment, or promotion of a relative or household member to a position with EMSWCD. Additionally, an employee may not participate in the discharge, firing, or demotion of a relative or household member from a position with EMSWCD.

EMSWCD board members (Directors and Associate Directors) are not eligible for employment by the EMSWCD. Current board members must resign before being considered for a vacant job position. If an employee of the EMSWCD is selected for membership to the Board, they must resign from their job position at the EMSWCD before joining the Board.
5.0 Formal Interview and Selection Process
An initial short list of the highest qualified applicants will be developed by the recruitment team. Candidate ranking and selection for all positions will be based on merit and the EMSWCD’s priorities for the position. The initial short list of candidates will be submitted to the Executive Director for review and approval. One or more interviews may be included in the recruitment process. A copy of the full job position description will be provided to candidates prior to interviews.

False or misleading statements made by an applicant (in writing or verbally) during the selection process will be grounds for removal from consideration for the position or dismissal at any time after a selection has been made.

After interviews, candidate rankings shall be developed by the recruitment team. The recruitment team shall identify the top three candidates. If the position’s supervisor’s top three rankings differ from the recruitment team’s, the position’s supervisor must articulate the rationale for the divergence and present the rationale to the Executive Director. Prior to making an offer to the top candidate, the Executive Director must approve the selection and the salary/wage.

If the first-choice candidate declines the offer or a satisfactory salary or start date cannot be negotiated, upon Executive Director approval, the second-choice candidate, and then third, may be offered the position or the position may be reopened. If a satisfactory candidate is not found during the first round of a search, the position may be re-opened and re-advertised more widely.

6.0 Prior Service Credit for Rehires
Employees who are rehired by EMSWCD shall 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 year after the separation date.
- Employees who voluntarily resigned from their employment with EMSWCD will receive credit for prior time worked for the purposes of benefit eligibility, subject to Executive Director approval, if re-employed within one year after the resignation date. However, a new anniversary date will be established based on the date of rehire.
- All other rehires shall be considered new employees for benefit determination purposes.
- For rehired employees, eligibility for retirement benefits will be determined according to current policy and legal requirements.

7.0 Immigration and Nationality Program
The EMSWCD has the responsibility to employ only citizens of the United States and lawfully authorized alien workers. The EMSWCD will obtain appropriate documentation at the date of hire, which will be maintained in accordance with regulations.
In this Directive

1.0 Informational Interviews

On occasion, EMSWCD staff (supervisors and non-supervisors alike) may be asked by members of the public (or partner staff) for an “informational interview.” People requesting informational interviews may be job applicants, people interested in applying for a job, or people who simply want to know more about EMSWCD. While one has to be careful on both ends of an informational interview, informational interviews are not uncommon and are typically considered a good job seeking or career development practice.

Note that for open positions, recruitment teams (see Directive 1.1.4), immediately upon formation, will determine on a case-by-case basis whether informational interviews may be provided by any EMSWCD staff for the open position that is being recruited for.

In consideration of the above, EMSWCD staff should generally be receptive to informational interviews. If staff have the time and feel confident that they can follow the guidelines below, staff should feel free to provide informational interviews if one is requested of them. In doing so, staff should let the hiring manager know if the person requesting an informational interview has applied for or is interested in a current open job position. Also, staff should let their supervisor know and not allow the informational interview to impact their work. If staff decline an informational interview and if the person requesting the interview is a job applicant or a pending job applicant, the staff member should let the vacant job position’s supervisor know as it may be possible to refer the person requesting the interview to someone else.

When performing an informational interview, staff should:

- Offer the same opportunity to everyone (i.e., if EMSWCD offers one person an informational interview upon request, then EMSWCD should offer the same thing to anyone else who asks).
- Limit the informational interview to approximately 30 minutes.
- Answer questions related to who, what, when, where, why, and how we do our work.
- Answer questions about the position (if there is a specific position that they are interested in) only to the extent that the answers are known.
- Let the vacant position’s supervisor and staff’s supervisor know.

When performing an informational interview, staff should not:

- Ask the interviewee numerous substantive questions about the interviewee’s background and experience as this is an opportunity for the public member to find out about EMSWCD, not EMSWCD’s opportunity to find out about the public member.
- Discuss things related to protected statuses or protected activities (see examples in the illustrations below).
• Answer questions that can easily be answered through EMSWCD’s website (e.g., strategic plan, annual work plan, budget, and staffing).
• Answer questions for which the answers are not actually known.
• Continue the meeting if the person is trying to get help obtaining the job inappropriately.
• Let the interview impact work; if staff do not have time the request should be declined.

**APPLICANTS CANNOT BE DISCRIMINATED AGAINST BASED ON:**

**PROTECTED STATUS EXAMPLES**

- Race/color
- Religion
- Sex
- Sexual Orientation
- Gender Identity
- National origin
- Citizenship
- Age/18 & older
- Marital status
- Family Relationship
- Pregnancy
- Veteran status
- Being a smoker
- Disability
- Perceived disability
- Past history of disability
- Political affiliation
- Expunged juvenile record
- Genetic Information
APPLICANTS CANNOT BE DISCRIMINATED AGAINST BASED ON:

PROTECTED ACTIVITY EXAMPLES

- Use of workers’ compensation
- Opposing harassment
- Testifying in employment proceedings
- Use of family medical leave
- Complaining about safety/health hazards
- Military service
- Jury duty service

MORE PROTECTED ACTIVITY EXAMPLES

- Association with a person of a particular race, religion, gender, disability, etc.
- Union activity
- Garnishments
- Complaining about unpaid wages
- Refusal to take polygraph test or blood/breathalyzer test (without reasonable suspicion)
  - It is unlawful to require these tests
1.0 Employment Relationship

Employees of the East Multnomah Soil and Water Conservation District (EMSWCD) and the EMSWCD as a government agency are engaged in an “at-will” employment relationship. Therefore, employment at EMSWCD is for no definite period of time and may, regardless of the time and manner of payment of salary or wages, be terminated at will. As such, EMSWCD and/or any employee may terminate the employment relationship at any time, with or without reason or advance notice.

No EMSWCD individual board member or staff has the authority to enter into any agreement contrary to this at-will relationship except the Executive Director with the explicit approval of the full Board of Directors. The at-will employment relationship cannot be altered except in writing, signed by the Executive Director and the employee in question.
2.0 Employee Statuses
The statuses of employees are categorized to make determinations of benefits and other employment conditions and to aid in a better understanding of employment expectations.

Employees may be considered as:
- Introductory/probationary versus non-probationary;
- Regular (no specific end date) versus temporary/seasonal (end date specified);
- Full-time (40 hours per week) versus part-time (less than 40 hours per week); and
- Exempt (salaried) versus non-exempt (hourly wage).

2.1 Introductory/Probationary
All newly hired or promoted employees who are in the first six months of a position are considered to be in an “introductory period” of employment (often referred to as a “probationary” period).

During this period, employees are considered to be in training and under observation and evaluation by their supervisor. Evaluation of employees’ adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives employees an opportunity to demonstrate satisfactory performance for positions and provides an opportunity to see if their abilities and the requirements of the position match. It is also a chance to see if EMSWCD meets employees’ expectations as an employer.

Performance reviews may be completed throughout the introductory period at the discretion of the supervisor. If employees appear to be struggling, supervisors shall make early efforts to guide employees to success. If necessary, however, employees may be dismissed at any time during the introductory period, with or without cause, with the approval of the Executive Director.

A final introductory period performance review will be conducted at the end of the six-month period. If employees have successfully completed the introductory period, employees will be notified as such in writing. Similarly, if employees have not successfully met expectations during the introductory period, with the approval of the Executive Director, employees will be notified in writing that they are dismissed from their employment with EMSWCD.

If, at the end of the introductory period, the employee’s skills border on satisfactory, but fall short, the introductory period may be extended if there is reason to believe that the employee’s skills will improve within 30 days. The introductory period may be extended only by approval of the Executive Director, which will be conveyed in writing to the introductory employee.

Completion of the introductory period does not alter the at-will employment relationship. Employment may be terminated at will by EMSWCD or by the employee at any time during or after the introductory period, with or without reason, if either party regards it as necessary or appropriate.
2.2 Regular versus Temporary/Seasonal
All employees will be categorized as one of the statuses below:

- **Regular**: Employees who are expected to work on a continuing basis with no explicit end point.
- **Temporary/Seasonal**: Employees hired for a defined and limited period of time due to special projects, abnormal workloads, or emergencies. End dates are normally identified at the beginning of the position. Temporary/seasonal employees are usually not eligible for employer paid benefits.

2.3 Full-time versus Part-time
All employees will be categorized as one of the statuses below:

- **Full-time**: Employees who are normally scheduled to work 40 hours or more per week. Regular full-time employees are normally eligible for employer paid benefits.
- **Part-time**: Employees who are normally scheduled to work less than 40 hours per week on a continuing basis. Regular part-time employees who are normally scheduled to work at least 20 hours per week are normally eligible to receive some employer paid benefits.

In some cases, special circumstances of employees and EMSWCD coincide to allow for consideration of “job-sharing,” wherein what would normally be a full-time job position is shared between two part-time employees. See section 3.0 for more information.

2.4 Exempt versus Non-exempt
All employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below:

- **Exempt**: Employees who are exempt from the overtime pay requirements under federal and state laws. Exempt employees include managers, executives, professional staff, and others who are paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.
- **Non-exempt**: Employees whose jobs call for overtime payment as appropriate under state and federal regulations. Employees in non-exempt positions are paid on an hourly basis and accrue compensatory time at a rate of 1.5 hours for each hour worked in excess of 40 hours worked in one work week.

Management will make the appropriate designation regarding the status for each new position or when a position changes substantially (see Directive 1.5.3 for details). If employees are uncertain as to their exempt versus non-exempts status, they should inquire with their supervisor.

3.0 Job Sharing
From time to time, some employees may choose to request that the number of hours they work be permanently or temporarily reduced to better balance their work-home life. Such requests should be made to supervisors in writing with an explanation of how the employee proposes the work normally assigned to the position be accomplished. One option for accomplishing a reduction in work hours for an individual employee, while maintaining previously identified outcomes and activities for the position as
a whole, is to establish a job-sharing situation. Under a job-sharing scenario, two part-time people usually work within the same position and on the same work plan. Ideally, each person would be assigned 20 hours per week. Opportunities for job-sharing will be considered on a case-by-case basis and must be approved by the Executive Director. Benefits for each person in a job-sharing position will be determined based on the average number of hours worked per week (see Directives 1.1.15 – 1.1.17).

4.0 Work Location
Most EMSWCD employee’s primary work location will be at the central office located at 5211 N. Williams Ave., Portland, OR 97237. Some staff, however, may work primarily at satellite locations, but this will be formally determined when the employee begins employment or when expectations change during employment. For some positions, working from an alternate location on either a temporary or an ongoing basis may be cost-effective or otherwise advantageous. Requests to work from home or another location must be approved by the Executive Director and must not negatively impact the effectiveness of the employee. Long-term alternate work arrangements will be granted only in unusual circumstances and will be monitored to ensure that they continue to meet the EMSWCD’s needs.

5.0 Supervision and Reporting
Employees are expected first and foremost to seek guidance and instruction from and report primarily to their direct supervisor. However, employees can seek guidance and instruction from other supervisors or the Executive Director if for some reason direct supervisors are unavailable or employees feel uncomfortable going directly to their supervisor. While this is not ideal, it is a viable option to resolve specific issues or conflicts. At the same time, EMSWCD has an open and collaborative work environment where employees are encouraged to brainstorm and discuss work-related programs and activities with other staff and partners. Employees may also freely communicate with board members on a one-to-one basis to exchange information about existing programs and activities. However, explicit approval from supervisors and the Executive Director must be gained prior to communicating with board members about changing EMSWCD activities or priorities and prior to communicating with more than one board member at the same time. This latter requirement does not apply when employees reach out to one or more board members with a grievance or whistleblower complaint (see Directive 1.5.10 for more details).

6.0 New Employee Orientation
New employees will be provided an orientation to EMSWCD within the first week of employment. At the orientation, new employees will receive information about general policies, procedures, benefits, expectations, job duties, and basic information on pay and leave. Orientation will include an introduction to EMSWCD, USDA Natural Resources Conservation Service (NRCS), Oregon Department of Agriculture (ODA), other EMSWCD partners, and the National and Oregon associations of conservation districts (NACD and OACD). New employee orientation helps ensure positive integration into EMSWCD’s operations and helps new employees start a productive and satisfying employment relationship.

As part of orientation, all employees will be provided with an accessible copy of the EMSWCD’s employee handbook and will be required to sign that they have received the handbook and understand its contents.
7.0 Job Position Descriptions
Upon being hired, employees will receive a written job position description that will include information about tasks they are expected to perform, whom they report to, and other pertinent information. The job position description should be reviewed and updated at least annually in coordination with the position’s supervisor (usually during the annual performance evaluation), and more often if duties of the position change substantially.

8.0 Work Plans
Annual work plans are developed in consultation with each employee’s supervisor. As soon as possible upon hire, employees and their supervisors should develop a clear and detailed six-month introductory work plan so there are mutually agreed upon expectations for performance. Upon successful completion of the introductory period, work plans should be established based on the fiscal year. Throughout each fiscal year as circumstances change and new organizational priorities arise, work plans may be modified as agreed upon by the employee and their supervisor.

9.0 Personnel Records
A confidential personnel file shall be maintained for each employee of the EMSWCD. These records will be secured in a locked file cabinet in a secure location at the EMSWCD main office. Typical documents kept in personnel files include, but are not limited to, those related to hiring (e.g., application materials, offer letter), on-boarding (e.g., benefits information, emergency contact), annual performance reviews, training and education, and disciplinary actions.

The position’s supervisor, human resources representative/Office Manager, Chief of Finance and Operations, Executive Director, and the Personnel Committee will have access to the personnel files. The employee may have access to that employee’s file upon request. Employee access to their personnel file will be in the presence of the employee’s supervisor or the Executive Director; any changes will be made only with supervisor’s or Executive Director’s approval. An employee may request a copy of their personnel file, which will be provided as required by Oregon law. Time sheets and related information will be available to the bookkeeper and appropriate clerical staff on a need-to-know basis.

10.0 Searches and Monitoring
Employees have no right to privacy relating to phone/tablet/computer usage or materials and documents, including electronic documents (i.e., emails), that are created or stored on EMSWCD phones/tablets/computers or on EMSWCD premises. Any employee phone/tablet/computer, desk drawers, phone messages, and file cabinets may be accessed at any time by EMSWCD management without notice to employees. EMSWCD may monitor employees’ use of the Internet, EMSWCD phones, and work vehicles. Note that if employees use personal phones for EMSWCD business, those phone records may be discoverable.
Directive 1.1.7: Scheduling, Breaks, and Overtime

1.0 Work Week and Office Hours

The East Multnomah Soil and Water Conservation District’s (EMSWCD’s) official work week is 12 a.m. Saturday – 11:59 p.m. Friday. EMSWCD’s normal office hours are 9:00 a.m. to 5:00 p.m., Monday through Friday.

All full-time employees must work 40 hours per work week, or use some type of leave to make up the difference. Work hours for part-time staff will be determined by their supervisor. Job announcements and job position descriptions will state when positions require work outside of the normal office hours or more flexible work hours.
2.0 Work Schedules, Attendance, and Punctuality

Employees and their supervisors must establish core work hours when employees will generally be expected to be at work. Core work hours should include all weekly hours for an employee (e.g., a full-time employee should account for 8 hours each day and 40 hours in a week).

Depending on the employee’s performance, tenure, and function, employees may be able establish (with supervisor approval) and work a ‘flexible’ work schedule, but this does not mean employees can work whenever they like. A flexible work schedule means that: 1) employees may work hours other than a typical 9 AM to 5 PM work schedule; 2) employees may work shifts that are more or less than the standard 8 hours per day (e.g., four 10-hour days); and 3) that work schedules might change from day-to-day, week-to-week, or month-to-month. However, an employee’s flexible work schedule hours and any changes to it must be pre-approved by their supervisor. On a day-to-day basis if the set flexible work schedule itself is not being changed, but employees need to work outside of the agreed upon schedule (for example for evening or weekend meetings or to make reporting deadlines), employees should note the meetings or work periods on their Outlook calendars. If employees, on an unplanned basis, will be more than 30 minutes late in arriving to or departing from work, they must notify their supervisors via phone, email, or in-person. Work schedule flexibility may be revoked by supervisors at any time if performance is lacking or objectives are not being met. Consistent unplanned, unauthorized, and/or unreported absences or tardiness from core work hours may be grounds for disciplinary action, up to and including dismissal from employment.

Employees may be asked to work outside core work hours and normal work schedules from time to time, depending on program needs. If possible, advance notice will be given to employees when this is required, although in some rare cases it may not be possible.

2.1 Unexcused Absences and Tardiness

EMSWCD understands that occasionally unforeseen obstacles will prevent employees from working or arriving to work when planned. However, it is imperative that supervisors and/or the Office Manager be notified as soon as possible when employees will be absent from work or more than 30 minutes late for scheduled work. Any pattern of unexcused absences, tardiness, or other attendance/arrival issues will be treated as a disciplinary matter, which could result in termination. Three unexcused absences in a row without any contact from the employee explaining the situation will normally be treated as an abandonment of the employee’s position and the employee will be dismissed from employment with EMSWCD.

3.0 Work Breaks

3.1 Meal and Rest Breaks

Three paid breaks are provided to all employees for each work day that lasts for six or more hours: two 15-minute rest breaks and a 30-minute meal break. Salaried/exempt employees are not required to take each break. Hourly wage/non-exempt employees are required to take each break during work days lasting six or more hours, but specific conditions apply. Non-exempt employees must take one 15-minute rest break in the morning and one 15-minute rest break in the afternoon (if employees work an alternate schedule, such as the “second” or “third” shift, they should distribute the rest breaks evenly throughout the work period). For exempt and non-exempt employees, the breaks may not be combined
Directive 1.1.7: Scheduling, Breaks, and Overtime
East Multnomah Soil & Water Conservation District

and may not be taken at the start or end of the workday. If employees exceed the number or duration of breaks allowed for a given six or more-hour work day, the exceedances are to be recorded as non-work/unpaid time.

3.1 Nursing Mother Breaks
Employees who are nursing mothers may take an additional unpaid 30-minute rest break for every four hours of work, unless it would create an undue hardship for EMSWCD. If necessary, supervisors may consider allowing such employees to temporarily change job duties, if the employees’ regular duties do not allow them to express milk regularly. EMSWCD will provide a private location for nursing employees to express milk in close proximity to the employee’s work area.

4.0 Work Over 40 Hours per Week
All full-time employees are encouraged to work 40 hours per work week. On occasion, because of the nature of many conservation projects and programs, the EMSWCD recognizes that employees may need to work more than eight hours in a given work day and/or more than 40 hours in a given work week. When possible, prior planning for an altered work schedule to maintain 40 hours per week is preferred, but there may be times when this is not feasible. In these circumstances, employees are highly encouraged to adjust work hours in the work days remaining in the work week to keep the total number of hours worked in any specific work week to 40. When this is not possible:

- Salaried/exempt employees may work more than 40 hours per work week without prior approval from their supervisor. Hours in excess of 40 per week may be recorded in a “Time Bank” (see below). If supervisors perceive that exempt employees are not managing their time effectively, supervisors may require employees to get pre-approval for work beyond 40 hours in a work week.

- Hourly wage/non-exempt employees shall not work more than 40 hours per work week without prior approval of their supervisor. Hours in excess of 40 per week may be recorded as “Overtime/Compensatory Time” (see below). Non-exempt employees will be compensated (in pay or time) for any overtime worked even if authorization was not granted, but disciplinary action may be taken.

4.1 Time Bank
Exempt employees are not eligible for overtime pay or compensatory time. Instead, when approved as described above, they may accumulate up to 60 hours in a “time bank” (one hour for each regular hour worked over the standard 40-hour week) without prior approval of the supervisor. With prior approval, employees may then apply the accrued time in the time bank toward time off on a regular workday. Accrued time in the time bank has no monetary value and is not paid out upon separation from employment. Employees will receive a monthly report indicating the amount of time they have in the Time bank. Non-exempt employees are not able to accumulate time in a time bank. (For more information on Time Banks, see Directive 1.5.8.)
4.2 Overtime and Compensatory Time

Hourly wage/non-exempt employees are eligible for overtime pay or compensatory time. Although the pay period is by the month, state law requires calculation of compensatory time and overtime on a weekly basis. Non-exempt employees shall be paid time-and-a-half or double time (as provided for in BOLI regulation) for any time worked over 40 hours per week. Alternatively, non-exempt employees may elect to receive compensatory time in lieu of paid overtime, at the rate of one-and-a-half hours accrued for each hour worked in excess of 40 hours per week. In the event non-exempt employees work more than 40 hours in a workweek, but some of those hours are for sick leave or other paid time off, the requirement for paying overtime or granting compensatory time does not apply. Overtime is calculated based on hours actually worked (unless an employment contract or collective bargaining agreement states otherwise). If compensatory time is accumulated, a maximum of 60 hours may be accrued. Although compensatory time will be recorded separately from annual leave accrual, it may be used like annual leave. If a non-exempt employee leaves employment (voluntarily or involuntarily) with the EMSWCD, they will be paid for any unused compensatory time. Employees will receive a monthly report indicating the amount of compensatory time they have accumulated. Exempt employees are not able to earn overtime or compensatory time. (For more information on overtime and compensatory time, see Directive 1.5.8.)

5.0 Time Keeping

All employees (both hourly and salaried) are required to enter work hours on a monthly basis into the time reporting system. Employees will be shown how to enter and code their time during orientation. EMSWCD’s pay period is one calendar month (first to the last day). Employees are paid once a month, on the last calendar day of the month (or the day before, if a weekend day or holiday occur on the last day). Hours should be tracked throughout the month to ensure time keeping is accurate. Timesheets are due by noon two business days prior to the end of the monthly pay period, or by the end of the employee’s last working day in the pay period if earlier in the month. As timesheets are due before the end of the month, the last few days of the month will be a projection. When the payroll is completed, the bookkeeper will create a printout of each employee’s hours for the month. Employees must review the printout and identify any inaccuracies (i.e., differences between what was recorded for the month and what actually worked for the month), initialing it and putting it in their supervisor’s inbox. If there were no changes, employees should indicate as such and initial.
In this Directive

1.0 Time Off Philosophy ................................................................................................................................ 2

2.0 Time Off Requests ................................................................................................................................... 2

3.0 Time Worked Beyond 40 Hours per Week ............................................................................................. 2
    3.1 Bank Time ......................................................................................................................................... 2
    3.2 Overtime/Compensatory Time ......................................................................................................... 3

4.0 Vacation Leave ........................................................................................................................................ 4

5.0 Floating Holiday Leave ............................................................................................................................ 5

6.0 Wellness Leave ........................................................................................................................................ 5

7.0 Donated Leave ........................................................................................................................................ 6

8.0 Medical/Parental Leave, Supplementary Medical/Parental Leave, Paid Domestic Leave ..................... 8

9.0 Bereavement Leave .................................................................................................................................. 9

10.0 Mandatory Leaves ............................................................................................................................... 10
    10.1 Court/Jury Duty Leave .................................................................................................................. 10
    10.2 Crime Victims’ Leave ..................................................................................................................... 10
    10.3 Domestic Violence Leave .............................................................................................................. 10
    10.4 Military Leave .................................................................................................................................. 11
    10.5 Disability Leave ................................................................................................................................ 11
    10.6 Leave for On-the-Job Injuries ....................................................................................................... 11
    10.7 FMLA Leave .................................................................................................................................. 11

11.0 Emergency Closure Leave ................................................................................................................... 12
    11.1 Inclement Weather ....................................................................................................................... 12
    11.2 Natural Disasters, Attacks, Quarantines ....................................................................................... 12

12.0 Sabbatical Leave .................................................................................................................................. 13

13.0 Other Leave without Pay .................................................................................................................... 14

14.0 Unapproved Leave .............................................................................................................................. 14
1.0 Time Off Philosophy
EMSWCD encourages employees to take time off from work for vacation, as holidays, and as needed for wellness purposes. EMSWCD encourages each employee to achieve a work-home life balance that provides time for them to enjoy both their professional and personal lives as much as possible. EMSWCD recognizes that some employees may want to take small amounts of paid time off from work on a monthly basis, whereas other employees may want to accumulate the maximum amounts of paid leave and take as much time off as possible at one time. These are both acceptable approaches, but any time taken away from work must be arranged as soon as possible and will be approved when it does not unduly interfere with EMSWCD business.

Regular full-time and part-time employees (who normally work at least 20 hours per week) are eligible for paid leave as detailed in this policy. Regular part-time employees who normally work less than 20 hours per week and temporary employees (employees with pre-determined employment periods and/or end dates), whether fulltime or part-time, are usually not eligible for any type of paid leave. All leave eligibility, accrual rates, use, and status upon departure are set forth within this section as applicable to all EMSWCD staff. Any divergence from this directive (for example, as a result of initial employment negotiations), must be made in writing by the Executive Director.

2.0 Time Off Requests
When possible, all leave requests are expected to be pre-approved by the employee’s supervisor. Leave requests should be scheduled so the leave does not interfere with the accomplishment of the employee’s responsibilities or with EMSWCD operations. In some cases, all or part of the employee’s work assignments may be distributed to other employees. There may also be circumstances when requested leave may not be approved due to competing EMSWCD priorities or leave requests. These arrangements are to be discussed prior to taking time off.

3.0 Time Worked Beyond 40 Hours per Week
While employees and their supervisors should strive to maintain fulltime employees’ work schedules to a maximum of 40 hours per week, there may be times when employees’ tasks and projects require exceeding this. This is handled differently for exempt/salaried employees (addressed through “bank time”) and non-exempt/hourly employees (addressed through “overtime/compensatory time”).

3.1 Bank Time

   Eligibility
   • Regular status, fulltime exempt/salaried employees.

   Accrual
   • When employees exceed 40 hours of work per week, the time in excess of 40 hours is accrued in a “Time Bank” (referred to hereafter as “bank time”).
   • No more than 60 hours of bank time may be accumulated; any time in excess of this amount is lost.
   • Under special circumstances, employees and supervisors may request written pre-authorization from the Executive Director for employees to exceed the maximum bank time.
   • Paid leave (of any kind, including wellness leave) is not counted as time worked during the workweek for the purposes in this section. For example, an employee who clocks 39 hours in a
workweek, should not take 8 hours of paid leave if they want to take a day off. Taking 8 hours of leave would mean the person would unnecessarily account for 47 hours in a workweek (7 hours of which would be “lost” because it does not count as time worked). The person should only clock the actual “hours worked” (39) plus an additional 1 hour of leave, to make 40 hours in the workweek.

**Use**
- Banked time may be used similar to vacation leave.

**Status upon departure**
- If an employee leaves employment (voluntarily or involuntarily), the employee will be paid for any unused bank time that has not been lost due to exceedances.

### 3.2 Overtime/Compensatory Time

**Eligibility**
- Regular status, fulltime non-exempt/hourly employees.

**Accrual**
- From time to time, employees may be asked by their supervisors to work overtime (more than 8 hours per day or more than 40 hours per week).
- All overtime must be pre-approved by a supervisor and/or the Executive Director.
- Employees may choose one of two options to be compensated for overtime: 1) they may be paid time and ½ for the hours worked; or 2) they may elect to accumulate compensatory time at the rate of time and ½ for the hours worked.
- Employees must notify time-keeping staff how they want to be compensated for overtime.
- If time is accumulated, a maximum of 60 hours may be accumulated; otherwise the remaining amounts will be paid.
- Paid leave (of any kind, included wellness leave) is not counted as time worked during the workweek for the purposes in this section. For example, an employee who clocks 39 hours in a workweek, should not take 8 hours of paid leave if they want to take a day off. Taking 8 hours of leave would mean the person would unnecessarily account for 47 hours in a workweek (7 hours of which would be “lost” because it does not count as time worked). The person should only clock the actual “hours worked” (39) plus an additional 1 hour of leave, to make 40 hours in the workweek.

**Use**
- Although compensatory time will be recorded separately from other types of leave, it may be used like vacation leave.

**Status upon departure**
- If an employee leaves employment (voluntarily or involuntarily), the employee will be paid for any unused compensatory time.
4.0 Vacation Leave

**Eligibility**
- Each regular status employee who normally works at least 20 hours per week shall earn vacation leave.
- Regular part-time employees who normally work less than 20 hours per week are not eligible for vacation leave.
- Temporary employees (employees with pre-determined employment periods and/or end dates), whether fulltime or part-time, are also not eligible for vacation leave.

**Accrual**
- Vacation leave accrual starts on the first day of employment.
- Vacation leave accrual, however, is on a monthly basis and shall be recorded at the end of each month.
- If an employee is employed less than a full month, then vacation leave accrual is prorated for that month.
- The table below indicates the accrual rates and maximum accumulation of vacation leave for regular, fulltime employees based on the amount of time employees have been employed at EMSWCD.
- Regular part-time employees who are normally scheduled to work fewer than 40 hours per week, but at least 20 hours per week, receive pro-rated vacation leave. For example, an employee who works 20 hours per week (50% of 40 hours per week) will accrue vacation at 50% of the normal rate (e.g., 40 hours in the first year). Maximum accumulation is also pro-rated accordingly.
- Exceedances of the maximum accumulation amounts will only be allowed on a case-by-case basis with explicit written pre-authorization from the Executive Director. Without such pre-authorization, vacation leave earnings in exceedance of the limits will be lost.

**Table 1: Vacation Leave Accrual**

<table>
<thead>
<tr>
<th>Employment Period</th>
<th>Accrual Rates</th>
<th>Maximum Accumulation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Day</td>
<td>Per Month</td>
</tr>
<tr>
<td>First year</td>
<td>Prorated based on # days employed /month</td>
<td>6.67 hours</td>
</tr>
<tr>
<td>Years 2 – 5</td>
<td></td>
<td>10 hours</td>
</tr>
<tr>
<td>Years 6 – 10</td>
<td></td>
<td>13.33 hours</td>
</tr>
<tr>
<td>Years 11 – 14</td>
<td></td>
<td>15 hours</td>
</tr>
<tr>
<td>Starting year 15</td>
<td></td>
<td>16.67 hours</td>
</tr>
</tbody>
</table>

**Use**
- Vacation leave cannot be used until it has been accrued (i.e., employees cannot go into “paid leave debt”), except with explicit pre-authorization in writing by the Executive Director.

**Status upon departure**
- If an employee leaves employment (voluntarily or involuntarily), the employee will be paid for any unused accumulated vacation leave that has not been lost due to exceedances.
5.0 Floating Holiday Leave

**Eligibility**
- All regular status employees who normally work at least 20 hours per week.

**Accrual**
- There are typically 10 federal holidays each year. EMSWCD treats these days as “floating holiday” leave time.
- Full-time employees will accrue 8 hours of floating holiday leave per federal holiday, thus, 80 hours per fiscal year (regardless of the actual number of federal holidays in any given year).
- Floating holidays will be accrued by fulltime staff on a monthly basis (80 hours / 12 months = 6.7 hours per month).
- Part-time employees’ floating holiday accrual will be pro-rated as per the number of hours they normally work each week.

**Use**
- Employees can use floating holiday leave only after it has been accrued, similar to vacation leave.
- Employees must use floating holiday leave each fiscal year or it is lost.
- Non-exempt/hourly employees may use floating holiday leave as described above, including on the holiday itself.
- Because there are no specific days that are designated as “holidays,” if employees are required to work on a federal holiday or voluntarily work on a federal holiday, there will no compensatory time or overtime pay (see Section 3.2).

**Status upon departure**
- At separation, all unused, accrued floating holiday leave in a fiscal year is paid out.

6.0 Wellness Leave

**Eligibility**
- All employees.

**Accrual**
- Full-time employees earn 8 hours of wellness leave per month (i.e., 96 hours per year).
- Part-time employees earn pro-rated wellness leave based on the number of hours they normally work per week. As per Oregon state law, however, employees must earn at least one hour of wellness leave for every 30 hours worked. As such, this rate shall establish the minimum hours of wellness leave accrual for part-time employees.
- There is no cap on accumulated wellness leave.
Use

- Wellness leave may be used by employees when the following non-occupational conditions involve themselves, members of their family, or members of their immediate household:
  - Illness
  - Injury
  - Quarantine based on exposure to contagious disease
  - Dental or health-related appointments
  - Proactive health and welfare therapy
  - Mental health care

- Wellness leave may be used for activities such as appointments, hospital/clinic stays, and at-home care.

- Requests to use Wellness Leave should be submitted as follows:
  - All employees must notify their supervisor or Executive Director as soon as practical when they will be or have been absent due to wellness-related issues.
  - At the request of EMSWCD, documentation from a physician may be required for use of wellness leave in excess of three consecutive days.

Status upon departure

- If an employee leaves employment (voluntarily or involuntarily), the employee will not be paid for any unused accumulated wellness leave.

7.0 Donated Leave

Eligibility

- A regular status employee (the “recipient”) who normally works at least 20 hours per week is eligible to receive donated leave under the following circumstances:
  - To recover from or seek treatment for a “serious health condition”\(^1\) that is expected to continue after an employee has used all accumulated leave; or
  - To care for or seek treatment for a family member with a serious health condition which is expected to continue after the employee has used all accumulated leave.

- A regular status employee (the “donor”) who normally works at least 20 hours per week may donate accumulated vacation leave, wellness leave, bank time, and/or compensatory time to an eligible employee for use only as wellness leave for a documented serious health condition as described immediately above.

Accrual

- A recipient employee must submit a written request for donated leave to the Executive Director.
  - If an employee is unable to submit a written request, the Executive Director may accept a written request from a family member or other responsible party.
  - The request must include the specific amount of time requested based on the expected need.
  - Upon request by the Executive Director, documentation from an attending physician or practitioner must accompany the request, verifying that a qualifying medical need exists for either the employee or a family member. The documentation must state the estimated amount of time the employee will need away from work; it must also be consistent with the amount of

\(^1\) For the purposes of this policy, a “serious health condition” requires a reduced work schedule resulting in at least partial day absences in excess of 15 calendar days.
time the employee requests. Medical documentation obtained for other purposes such as Federal Family Medical Leave Act (FMLA) or Oregon Family Leave Act (OFLA) may also be used for the purpose of verifying an employee’s eligibility to receive donated leave.

- An employee may not request donated leave for short-term or sporadic conditions or illnesses that are common, expected, or anticipated. This includes, but is not limited to, sporadic, short-term recurrences of chronic allergies or conditions, short-term absences due to contagious diseases, or short-term, recurring medical or therapeutic treatments. Each situation must be examined and decided on a case-by-case basis and must be handled consistently and equitably.
- An employee may not request donated leave when they are eligible to receive or are receiving workers’ compensation and are not on parental leave.
- Donated leave can impact long- and short-time disability benefits. Before applying for donated leave while receiving disability benefits, employees must consult EMSWCD’s human resources staff for information on how donated leave will impact specific circumstances.

- A donor employee must submit a written request to the Executive Director to donate leave to a recipient employee.
  - The donor’s request must be processed as per EMSWCD’s procedures before the transfer of leave occurs.
  - A donor may not donate time that the employee has lost due to leave accrual limits (e.g., for vacation, holiday, bank time, and compensatory time).
  - An employee may donate leave only in one-hour increments to a recipient.
- Donated hours transfer from the donor’s accrued leave as needed by the recipient. If total leave donated exceeds the total amount of leave accepted, the unaccepted leave shall remain in the donor’s accrued leave balance.
- EMSWCD will credit the recipient at the recipient’s regular rate of pay regardless of the rate of pay of the donor.
- The recipient assumes the tax liability for the value of the donation at the recipient’s rate of pay.
- If the recipient needs more leave than the initial amount of time requested, the employee may submit subsequent requests for donated leave accompanied by updated medical documentation.

Use
- EMSWCD shall inform employees that the use of donated leave may offset disability payments.
- The following language must accompany the donated leave request: "I understand that my use of donated leave may offset the receipt of disability payments."
- Donated leave may be received and taken on an as-needed, intermittent basis for the same condition after an employee has met the initial eligibility criteria.
- EMSWCD will consider time taken under this program to be wellness leave with pay.
- EMSWCD will consider time taken under this program to be time worked for purposes of wellness and vacation leave accrual.
- EMSWCD shall maintain the following documentation in a confidential medical file for each request for donated leave for a period of four years from the date of the request:
  - Employee’s request to receive donated leave with supporting medical documentation;
  - Executive Director’s (or designee’s) approval or denial of request for donated leave;
  - The donor’s authorization to donate leave with appropriate signatures, including the appointing authority or designee, payroll staff, and number of hours donated; and
  - Record of total leave accepted by receiving employee.
**Status upon departure**

- If a recipient employee leaves employment (voluntarily or involuntarily), all unused donated leave will return to the donor employees.

**8.0 Medical/Parental Leave, Supplementary Medical/Parental Leave, Paid Domestic Leave**

**Eligibility**

- Regular status employees who normally work at least 20 hours per week and who have worked at EMSWCD for at least six months are eligible to receive medical/parental leave, supplemental medical/parental leave, and paid domestic leave.
- Employees who work less than 20 hours per week and/or have not worked at EMSWCD for at least six months and/or who are temporary/seasonal employees are not eligible for medical/parental leave, supplemental medical/parental leave, and paid domestic leave.

**Accrual**

- Regular status, fulltime employees will be provided up to 24 weeks of time off (per any consecutive 12-month period) without pay for each occurrence for employee health issues and/or care for an employee’s family member with serious health issues and/or for the birth or adoption of a child, hereafter referred to as medical/parental leave.
- The amount of time off with or without pay for medical/parental leave for regular status, part-time employees shall be prorated according to their normal work hours (e.g., a 20-hour per week employee is a 50% FTE and thus shall have 50% of the time off available to them).
- Under exceptional circumstances, such as a child or family member with serious health issues, EMSWCD may grant time off without pay in addition to the medical/parental leave allowances described above, hereafter referred to as supplemental medical/parental leave.
- After one-year of employment with EMSWCD, regular status, fulltime employees may be provided up to three weeks of paid leave off (per any consecutive 12-month period) following the birth or adoption of a child or during the serious illness of the employee, the employee’s spouse, partner, or family member, hereafter referred to as paid domestic leave.

**Use**

- Qualifying reasons for taking medical/parental leave at EMSWCD will include, but are not limited to, all qualifying reasons under the Oregon Family Leave Act (OFLA).
- Acceptability of non-OFLA reasons for taking medical/parental leave will be decided on a case-by-case basis by the employee’s supervisor and Executive Director.
- Use of concurrent paid time off:
  - An employee may elect to use accrued paid leave in concurrence with medical/parental leave and/or supplemental medical/parental leave.
  - Accrued paid leave may include wellness leave, vacation leave, holiday leave, compensatory time, and bank time.
  - Under these circumstances, accrued paid leave is expended concurrently with medical/parental leave and/or supplemental medical/parental leave and will not result in extending the total time off from work.

---

2 Approved by the EMSWCD Board of Directors on June 1, 2015.
3 This is not restricted to the primary caretaker.
Part-time work options: EMSWCD may, at its discretion, allow regular, fulltime employees to work part-time (at least 20 hours per week) as follows:
- Up to 32 weeks in lieu of taking any medical/parental leave; or
- In conjunction with (i.e., interspersed throughout) medical/parental leave for a total combined (part-time work and time off during medical/parental leave) period that does not exceed 32 weeks; and/or
- Up to 8 weeks prior to and/or after taking medical/parental leave for a total combined (part-time work and time off during medical/parental leave) period that does not exceed 32 weeks.

Requests for medical/parental leave, supplemental medical/parental leave, and paid domestic leave must be in writing and approved by the Executive Director.
- Requests should be accompanied by a plan that, at a minimum, describes when and how much of paid and unpaid leave will be used and how work objectives will be accomplished in the employee’s absence.
- Substantiation documentation may be required to accompany requests.

Status upon departure
- All rights to any medical/parental leave, supplemental medical/parental leave, and paid domestic leave are lost when an employee leaves employment (voluntarily or involuntarily) with EMSWCD.

9.0 Bereavement Leave

Eligibility
- Regular status employees who normally work at least 20 hours per week.

Accrual
- Under normal circumstances, fulltime employees will be granted three days of paid bereavement leave upon the death of a member of an employee’s family or household (as determined by the employee).
- Part-time employees’ bereavement leave will be prorated according to the normal number of hours worked per week.

Use
- Requests for paid bereavement leave should be submitted as soon as possible and will be decided by the Executive Director on an individual basis.
- If staff believe they need additional time, they may use any combination of accrued paid leave (vacation, wellness, floating holiday, time bank, and compensatory time) and/or request paid domestic leave (see Section 8.0).

Status upon departure
- All rights to bereavement leave are lost when an employee leaves employment (voluntarily or involuntarily) with EMSWCD.
10.0 Mandatory Leaves

Eligibility
- Regular status employees who normally work at least 20 hours per week are eligible to receive all mandatory leaves.

Accrual/Use
- See Sections 10.1 – 10.7.

Status upon departure
- All rights to mandatory leaves are lost when an employee leaves employment (voluntarily or involuntarily) with EMSWCD.

10.1 Court/Jury Duty Leave
Prior notice of court/jury duty must be provided to the supervisor. Upon presentation of subpoena or letter, qualifying employees shall be granted leave with full pay any time they are required to report for court/jury duty. If an employee is excused or dismissed prior to the end of the employee’s regular work shift, the employee shall report back to work if more than half of the work day remains. If EMSWCD work activities warrant, the Executive Director will support the employee in requesting a postponement of jury service. Employees should not accept stipends or mileage reimbursement from the court’s administrative body.

10.2 Crime Victims’ Leave
If an eligible employee or a member of the employee’s immediate family or household suffers financial, social, psychological, or physical harm as a result of a personal felony, the employee may take protected leave from work to attend criminal proceedings. The amount and length of leave time the employee may take is limited to that which does not create significant difficulty and expense (undue hardship) to EMSWCD. If EMSWCD must limit the leave due to undue hardship, EMSWCD must notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court should then take the employee’s work schedule into consideration when scheduling the criminal proceedings. The employee must provide the supervisor with reasonable notice of their intention to take crime victims’ leave and provide copies of any notices of scheduled criminal proceedings received from a law enforcement agency. EMSWCD will treat such documentation as confidential information. Crime victims’ leave is unpaid; however eligible employees may choose to use accrued paid leave (vacation, holiday, wellness, compensatory, or bank time) available to them concurrently with crime victim's leave. Benefits are not affected by crime victims’ leave.

10.3 Domestic Violence Leave
Eligible employees may take reasonable unpaid leave to obtain services or treatment relating to domestic violence, sexual assault, or stalking. EMSWCD may limit the amount of leave taken to the extent it causes an undue hardship to EMSWCD. Eligible employees may choose to use accrued paid leave (vacation, holiday, wellness, compensatory, or bank time) available to them concurrently with domestic violence leave.
10.4 Military Leave
Full time employees will receive payment for the first 30 days of military leave. Part-time employees will receive a prorated time period of military leave. Prior approval for military leave must be requested from the Executive Director. Accrued paid leave (vacation, holiday, wellness, compensatory, or bank time), for time extending beyond the first 30 days for fulltime employees (a prorated time period for part-time employees), may be debited for military leave at the request of the employee.

10.5 Disability Leave
EMSWCD provides reasonable accommodation for individuals with disabilities, as long as that accommodation does not create an undue hardship for EMSWCD. Such accommodation may include a leave of absence (i.e., disability leave) to receive treatment for the disability. Eligible employees must submit a written request to the Executive Director for disability leave prior to taking time off. Upon medical verification, disability leave up to 24 weeks for fulltime employees (a prorated amount for part-time employees) may be provided. Disability leave without pay may be requested beyond this time if needed.

10.6 Leave for On-the-Job Injuries
Eligible employees who are injured on the job and, as a result, are required to take time off work, have some reinstatement rights, depending on the nature of their medical release. The reinstatement rights can last up to three years from the date of injury. Returning injured workers have seven calendar days (from the date they are informed by their insurance carrier) to notify EMSWCD that their attending physician has released them for employment.

10.7 FMLA Leave
All “public employers/agencies” (including special districts as subdivisions of state government), without regard to the number of employees they have, are covered by the Federal Family and Medical Leave Act (FMLA). As such, EMSWCD must post the FMLA/DOL rights poster. (29 CFR 825.104) However, not all public employees are eligible for FMLA. Each public employee must: 1) Work at a worksite that employs 50+ employees within a 75-mile radius; 2) Have worked at least 1,250 hours in the 12 months prior to commencement of the leave; and 3) Have been employed at least 12 months for a single covered employer. Because EMSWCD has no employees that meet these criteria, it does not have to provide leave under FMLA. EMSWCD does, however, provide medical/parental leave, supplemental medical leave, and paid domestic leave as described in Section 8.0 of this policy.
11.0 Emergency Closure Leave

**Eligibility**
- All employees.

**Accrual/Use**
- See Sections 11.1 – 11.2.

**Status upon departure**
- All rights to emergency closure leave are lost when an employee leaves employment (voluntarily or involuntarily) with EMSWCD.

11.1 Inclement Weather
During inclement weather, if Multnomah County offices are closed, then the EMSWCD office shall also be closed. Similarly, for late starts, if Multnomah County offices open later than normal due to inclement weather, the EMSWCD shall not open until the county offices open. Since EMSWCD staff work varying shifts, the late start possibility may affect individual staff differently. If, for example, Multnomah County offices don’t open until 9:00 AM and staff A was scheduled to start that day at 6:00 AM while staff B was scheduled to start that day at 9:00 AM, staff A would receive 3 hours off for the day while staff B would not receive any hours off that day. It will be important to monitor the situation closely and confer with supervisors if there are questions.

When the EMSCD office is closed or has a late start under the above conditions, employees will receive regular wages and should indicate “administrative leave” on their timesheets. When the office is not closed during inclement weather periods, employees are encouraged to use public transportation when dangerous driving conditions exist. Leave without pay will be granted if an employee believes they cannot safely report to work due to inclement weather. With explicit, case-by-case permission of their supervisor, employees may also work from home in such conditions. Alteration of future work schedules to make up lost time shall also be permitted. Employees, with permission from supervisors, may also opt to take accrued paid leave (vacation, floating holiday, compensatory, or bank time) to cover the time missed.

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

Eligibility
- Regular status, fulltime employees with at least five years of fulltime employment at EMSWCD who have received at least an overall annual performance rating of “good” or better for at least two consecutive years immediately prior to the requested sabbatical leave.

Accrual
- Eligible employees may request unpaid sabbatical leave for a period of up to 12 months.
- Additional unpaid sabbatical leave requests for up to 12 months may be made by eligible employees every five years after each completed sabbatical leave.

Use
- Eligible employees must submit a written request for sabbatical leave to the supervisor and Executive Director as far in advance as possible.
- Sabbatical leave requests must include, at a minimum:
  - The reason for the sabbatical leave;
  - The dates of departure and return;
  - Indication of whether the employee will seek or has attained external employment during the sabbatical leave;
  - If and when a combination of leave without pay and with accrued paid leave (vacation, holiday, compensatory, or bank time) will be used; and
  - A Sabbatical Plan that addresses the critical needs of EMSWCD during the employee’s absence.
- Sabbatical leave will usually be authorized for a special circumstance or pursuit. Approving and granting sabbatical leave is at the discretion of the Executive Director. Due to work load allocation issues, under ideal circumstances only one staff per four-person programmatic unit will take sabbatical leave at any given time. As such, requests will be reviewed and approved on a first-come, first-serve basis. When evaluating requests for sabbatical leave from the same programmatic unit that are submitted in the same week for an overlapping period of time, the Executive Director will evaluate requests based on the following:
  - Number of sabbatical leaves previously taken (the fewer taken, the more likely to be approved);
  - Length of time since most previous sabbatical leave (the longer the time, the more likely to be approved);
  - Length of service at EMSWCD (the longer service, the more likely to be approved);
  - Quality of the aforementioned sabbatical plan and related financial cost and programmatic impact to EMSWCD (higher quality is more likely to be approved);
  - Direct benefits to EMSWCD as a result of a professional or social pursuit (the more benefit, the more likely to be approved);
  - Benefits to conservation in general as a result of a professional or social pursuit (the more benefit, the more likely to be approved); and
  - Benefits to society as a result of a professional or social pursuit (the more benefit, the more likely to be approved).
- When approved, sabbatical leave will officially start on the first regular workday following the last day worked for EMSWCD.
- While on sabbatical leave, the employee is required to check in with the supervisor on a monthly basis to inform the supervisor of the employee’s status and to notify the supervisor of any change in the employee’s contact information.
• Insurance coverage will be maintained for the employee while on sabbatical leave for the months that the employee is able to intersperse on average at least 20 hours per week of accrued paid leave.
• Insurance coverage will not be maintained for the employee while on unpaid sabbatical leave during months that the employee intersperses on average less than 20 hours per week of accrued paid leave. The employee may continue insurance coverage by paying the full premium by the first of each month.
• Sabbatical leave shall protect the length of service and returning benefit rights of employees. Benefits, however, do not accrue during unpaid sabbatical leave, but are retained at the same level.
• EMSWCD will make all reasonable attempts to arrange the same or similar employment for individuals returning from sabbatical leave, but no guarantees can be made similar to all Oregon employees who work at will.
• If the employee does not return within five days of the stated return date and no extension has been approved, EMSWCD will assume the employee has resigned and shall terminate the employee’s employment.

Status upon departure
• All rights to sabbatical leave are lost when an employee leaves employment (voluntarily or involuntarily) with EMSWCD.

13.0 Other Leave without Pay

Eligibility
• Regular status employees who normally work at least 20 hours per week.

Accrual/Use
• On rare occasions, eligible employees may request leave without pay for reasons such as adding time to take vacation for which they have not accumulated the hours or take a short leave of absence for personal reasons.
• Other leave without pay will generally not exceed 40 hours in any 12-month period.

Status upon departure
• All rights to other leave without pay are lost when an employee leaves employment (voluntarily or involuntarily) with EMSWCD.

14.0 Unapproved Leave
Any employee who takes unapproved leave for more than five consecutive work days shall be deemed to have resigned from employment with EMSWCD.
Directive 1.1.9: Employee Conduct
East Multnomah Soil & Water Conservation District

Directive originally approved by EMSWCD Board of Directors on: ______________

Directive revised and approved by EMSWCD Board of Directors on: ______________

In this Directive

1.0 Public Servants ................................................................................................................................. 2
2.0 General Expectations .......................................................................................................................... 2
3.0 Teamwork and Excellence ............................................................................................................... 2
4.0 Disagreements and Dispute Resolution ......................................................................................... 2
4.0 Harassment and Physical Violence ................................................................................................. 3
5.0 Code of Ethics, Gifts, and Hiring Relatives .................................................................................... 3
6.0 Political Activities and Lobbying ..................................................................................................... 4
7.0 Cost, Eco-, and Social-Consciousness ............................................................................................. 4
8.0 Work Schedules, Attendance, and Punctuality ............................................................................. 4
9.0 Professional Appearance and Attire ............................................................................................... 4
10.0 Appearance of Work Areas .......................................................................................................... 4
11.0 Appearance of Vehicles and Equipment ..................................................................................... 5
12.0 Use of Electronic Devices ............................................................................................................ 5
13.0 Use of Tobacco, Drugs, and Alcohol ............................................................................................ 6
14.0 Possession of Firearms and Other Weapons ............................................................................... 7
15.0 Expectations of Privacy .................................................................................................................. 8
16.0 Use of Official Information ........................................................................................................... 8
17.0 Outside Employment/Conflicts of Interest ................................................................................. 8
1.0 Public Servants
As government employees, EMSWCD employees have certain responsibilities that private sector employees do not have, and are thus subject to additional policies and restrictions. Philosophically, the basis for these additional responsibilities is that EMSWCD employees are here to do the public’s work, on behalf of the public. EMSWCD employees have a responsibility to be fair, transparent, evenhanded, nonbiased, and unselfish. The policies herein describe the specific expectations for personal conduct while working for EMSWCD.

2.0 General Expectations
EMSWCD expects all employees to know and comply with laws and policies relevant to their work. Employees are expected to diligently perform their work in a manner that supports EMSWCD’s mission and to accept appropriate supervision and direction. Employees are expected to resolve conflicts in a professional, respectful, and constructive manner. When performing EMSWCD work, all employees are expected to communicate and behave in a way that reflects well on EMSWCD. EMSWCD, NRCS, and other partners expect professional and courteous manners of all employees and volunteers at all times, including a neat, appropriate appearance.

All employees are expected to treat each other and everyone else with respect and courtesy, even when there is disagreement. EMSWCD values honest, open, and respectful communication. In addition, EMSWCD strives to communicate and conduct its work in a manner that encourages participation by traditionally socially disadvantaged groups, whose members have been subjected to prejudice because of their identity as members of a group, without regard to their individual qualities, who have often been denied participation in decision-making and the opportunity for meaningful work. EMSWCD employees must show respect for all types of diversity as diversity makes EMSWCD a stronger, smarter, and more effective organization.

3.0 Teamwork and Excellence
EMSWCD is a fairly small public agency that does a wide variety of work. To be successful, employees must be willing to work as a team, collaborate, and help out when needed. This may mean working at events, helping with a project for the building or gardens, covering a colleague’s duties while another employee is on vacation, or temporarily taking on other tasks as needed. These types of tasks normally do not warrant a revision of job descriptions or work plans, there is simply an expectation that from time to time all employees may be need to assist with a variety of efforts, as approved by supervisors.

4.0 Disagreements and Dispute Resolution
Even well-meaning people may disagree from time to time. How employees handle these disagreements can make the difference between a happy, productive workplace and a place where people do not want to work. EMSWCD employees are expected to resolve disagreements in a calm and professional manner. When employees are unable to resolve disagreements between themselves, they should seek intervention by their supervisors. If supervisors cannot resolve the disagreement, the Executive Director should be asked for assistance with the matter. If the Executive Director cannot resolve the matter, the Personnel Committee will be convened to review the issue. And, if necessary, the matter can be brought to the full Board of Directors.
4.0 Harassment and Physical Violence
Harassment and physical violence in the workplace in any form are unacceptable behaviors and will not be tolerated. In general, harassment is any conduct that has the purpose or effect of unreasonable interference with an individual’s work performance or creating an intimidating, hostile, or offensive working environment. Physical violence includes any unwanted touching or threatening of unwanted touching of another individual. Harassment and physical violence is addressed more thoroughly in Directive 1.5.1.

5.0 Code of Ethics, Gifts, and Hiring Relatives
All public employees in Oregon, including EMSWCD employees, are governed by the Oregon Government Ethics Commission and the laws contained in Oregon Revised Statutes (ORS) Chapter 244 and Oregon Administrative Rules (OAR) Chapter 199. The most fundamental restriction is that employees, family members, and businesses—which employees and family members are associated with—must not benefit financially (i.e., may not receive a financial benefit or avoid a financial cost) in any way outside of the official public compensation and benefits as a result of public employment. Such prohibited financial benefits include, but are not limited to, private/outside business opportunities or gifts.

Under OAR Ch. 199, a gift is defined as, “something of economic value given to a public official, relative or household member, for which no payment is made or payment is discounted, and the same opportunity is not available to the general public.” By law, single gifts that do not exceed $50, or more than one gift from a single source that does not exceed $50 in a calendar year (e.g., meals paid for), may be accepted. However, gifts valued at $50 or less may only be accepted if the source of the gift has no interest in the votes or decisions of the public employee receiving the gift. Because it is sometimes difficult to understand the underlying motive for a gift, EMSWCD advises employees to refrain from accepting any gifts. All gifts over $50, however, regardless of the source of the gift or relationship to votes or decisions of the public official receiving the gift, are strictly prohibited. If employees accept a gift valued at $50 or less, two things must occur: 1) employees must determine the ‘source’ of the gift, and 2) employees must determine if the source has an economic or legislative interest in a decision or vote the employee may make as an EMSWCD employee.

If the gift is a “donation” to EMSWCD as a whole, there is no ethical violation in accepting it unless the gift is from a source that has a business or legislative interest in EMSWCD’s positions as a public agency, or the value of the gift is valued at more than $50 (individually or in the aggregate, in the calendar year). If the gift is valued at $50 or less and is from a disinterested source, employees may accept the gift on behalf of EMSWCD, but not to the benefit of an individual employee. If the gift is “share-able,” the gift should be shared with colleagues. If the gift is not ‘share-able,’ the gift could be randomly given to an employee or donated to charity. This does not apply to very small-value items such as a pen or tote-bag handed out at a conference or professional meeting; these types of things are considered exceptions.

Oregon’s Ethics Rules for Public Officials also prohibit a public official (including public employees) from hiring, employing, promoting, firing, or demoting a relative or member of the employee’s own household as part of his or her public employment, unless the employee complies with conflict-of-interest disclosures, and prohibits the public official from participating in discussions regarding these
things. Furthermore, public officials cannot directly supervise their relatives or members of their households who work for the same employer. If employees have questions about any ethics rules, they should speak with their supervisor or refer to the State of Oregon Ethics Handbook.

6.0 Political Activities and Lobbying
EMSWCD employees may not participate in election-related political activities (including ballot measures and candidate campaigns for public office) during working hours and EMSWCD may not require any employee to do so. EMSWCD equipment, materials, and supplies shall not be used for such political activities at any time. Any statements made or actions taken by EMSWCD employees, as employees (as opposed to as private citizens), regarding elections must be impartial. Any information provided to the public or to candidates or potential candidates must objective and must be made equally available to all people and candidates. Great care must be taken at all times to avoid political advocacy of any kind. Employees are, however, free to express political beliefs outside of work hours on their private time, provided they do not state or imply that their views represent the position of EMSWCD or its Board of Directors. The prohibition on political activities does not include a prohibition on lobbying per se, i.e., advocating for or against certain positions on policy issues, legislation, or rules being deliberated by elected officials at the local, state, or federal level. If, however, EMSWCD has not already taken a position on a specific policy issue, legislation, or rule, employees must confer with their supervisor of the Executive Director regarding if and what position can be taken.

7.0 Cost, Eco-, and Social-Consciousness
EMSWCD is a public conservation agency. Although EMSWCD’s work primarily focuses on water conservation and soil erosion control/prevention, the conservation of all resources is of concern and value. As such, in the course of EMSWCD’s work, from program development to day-day-purchasing and travel decisions, employee’s must strive to reduce waste, inefficiencies, negative social impacts, and negative environmental impacts as much as possible (while maximizing effectiveness and efficiencies in accomplishing the work). Employees should be as cost, eco-, and socially-conscious as possible in all work-related planning, purchasing, and other activities. Examples of cost, eco-, and socially-consciousness include, but are not limited to: keeping the thermostat low in the winter and dressing warmly; printing double-sided on recycled paper and trying not to make hard copies unless needed; carpooling to meetings; buying used office furniture; composting; not buying plastic that cannot be reused; and regularly recycling items.

8.0 Professional Appearance and Attire
Each employee is responsible to present a proper, business-like appearance whether in the office, an EMSWCD-owned, leased, or loaned vehicle, or other site. Good taste and good judgment in professional attire is expected.

9.0 Appearance of Work Areas
EMSWCD offices and other facilities should be kept organized and clean. The public and partners are frequent visitors of common areas at the EMSWCD main office, so these areas should be particularly organized and clean. However, the public and partners may visit any EMSWCD office or building location. As such, all areas should be kept as organized and clean as is reasonable. Right or not, the public and partners form impressions of government effectiveness and efficiency based on their
observations of employees and the employees’ environments. An organized and clean work environment is more likely than not to create a positive impression in the minds of the public and partners. From time to time, however, work areas can legitimately become disheveled and dirty. While the frequency and intensity of these conditions are situationally-dependent (e.g., the Headwaters Farm versus the headquarters office), no areas should be in a constant or near constant state of disorganization, disrepair, or dirtiness. Each employee is responsible for maintaining their own work areas as well as cleaning up after their meetings in common areas and after their personal use of common areas such as the kitchen. The Office Manager is generally responsible for maintaining the organization and cleanliness of the main office entry area, the front desk area, and the meeting rooms after board/committee meetings. The Facilities Manager is generally responsible for the maintenance and repair of the main office and its surrounding landscape as well as oversight of the contracted cleaning crew and the contracted landscape crew for those same areas. Each employee is responsible for cleaning up after themselves, regardless of where they are.

**10.0 Appearance of Vehicles and Equipment**

EMSWCD vehicles and equipment should be kept organized and clean. Each employee who drives or is a passenger in an EMSWCD vehicle and who operates EMSWCD equipment is responsible for ensuring the cleanliness and organization of the vehicles and equipment after they are finished. Field vehicles and equipment are likely to become dirtier and more dis-organized than non-field vehicles and equipment, but this should not be a constant or near constant state. As such, field vehicles and equipment should be cleaned and organized on a regular basis.

**11.0 Use of Electronic Devices**

Employee use of EMSWCD electronic devices [including, but not limited to landline and cellular telephones, tablets, computers, and other electronic devices (including the Internet)], is limited to official EMSWCD purposes. However, for practical reasons, short infrequent use of these devices for such things as personal telephone calls and occasional personal email or web use, is allowed. Personal use of EMSWCD electronic devices during work hours should be kept to a minimum (i.e., *de minimis* use). *De minimis* use of EMSWCD electronic devices must not interfere with employee duties. Also, employees’ personal use of EMSWCD electronic devices is not considered “private.” As such, all use of EMSWCD electronic devices may be monitored, documented, and evaluated at a later time. Inappropriate and prohibited personal and professional uses of EMSWCD electronic devices at all times include, but are not limited to, actions and communications related to political work, private business work, gambling, vulgar or disparaging content, the promotion of hate or ethnic violence or civil rights violations, and pornography. Also, if employees personal use of EMSWCD electronic devices interfere with work, employees will be asked to refrain from the personal use altogether and may be disciplined and/or terminated, depending on the extent of the interference.

Employee use of personal electronic devices [including, but not limited to cellular telephones, tablets, computers, and other electronic devices (including the Internet)], during the workday should be done on breaks whenever possible. When not possible, employee use of personal electronic devices must be kept to a minimum. If employees use of personal electronic devices interfere with work, employees will be asked to refrain from the personal use altogether and may be disciplined and/or terminated, depending on the extent of the interference.
12.0 Use of Tobacco, Drugs, and Alcohol

EMSWCD is a smoke-free workplace. The use of tobacco, by any means (e.g., smoking, vaping, chewing), while working and/or in non-designated locations is prohibited. Employees who use tobacco products may do so only while on break and in designated areas or off EMSWCD premises.

EMSWCD is a drug-free workplace. Using or possessing non-prescription drugs (including recreational marijuana) or other controlled or illegal substances while at work and/or on EMSWCD-owned properties is prohibited. Reporting for work (at any site or location) under the influence of illegal drugs, recreational marijuana, or controlled substances is prohibited. Any employee found to be in possession of, or under the influence of, illegal drugs, recreational marijuana, or controlled substances while on the job will be subject to immediate disciplinary action, up to and including termination.

Alcohol consumption while working and/or on EMSWCD premises is prohibited except under the circumstances described below. Reporting for work (at any site or location) under the influence of alcohol is prohibited. Any employee found to be under the influence of alcohol while on the job or on EMSWCD property may be subject to immediate disciplinary action, up to and including termination.

EMSWCD recognizes that employees may, within the course and scope of their employment and their workday, find themselves in situations where very modest consumption of alcoholic beverages may be appropriate and is allowed. While alcohol consumption during work hours is absolutely not required or encouraged, it is allowed only when all of the following conditions are met:
- The employee is not on EMSWCD-owned properties, or on any other property where alcohol consumption is prohibited;
- The employee is not operating, or responsible for operating, EMSWCD vehicles or equipment, or other government vehicles or equipment;
- The alcohol is not purchased with public funds controlled by EMSWCD;
- The employee does not become legally intoxicated or otherwise mentally or physically impaired by the consumption of the alcohol;
- The employee does not lose the ability to effectively maintain appropriate, professional behavior;
- No alcohol is provided to minors or others prohibited from consuming alcohol; and
- The employee is complying with all applicable laws while consuming the alcohol.

For example, alcohol consumption may be permissible during an off-site meal (e.g., lunch or dinner), or at an off-site reception, banquet, or other special event related to the employee’s duties. Employees are expected to exercise discretion in determining the appropriate level of consumption under the circumstances. Also, employees who consume under the above conditions are subject to all rules and standards of conduct and professionalism that employees are subject to while at work, including, but not limited to, anti-harassment, respectful workplace policies, and being a good ambassador of EMSWCD.

Employees who wish to continue social activities, which include consuming alcoholic beverages, beyond their work hours must establish a physical and/or temporal “break” between the work location and time and the non-work location and time. This must be done by changing locations or leaving the location for
at least 30 minutes prior to returning for non-work-related activities. If the employee was wearing EMSWCD branded gear during the work hours, the employee must remove that gear prior to engaging in non-work-related social activities/alcohol consumption.

Any employee who violates this policy will be deemed to be acting outside the scope of his or her duties, thereby waiving the EMSWCD’s obligation to indemnify the employee for damages caused to or by the employee as a result.

13.0 Possession of Firearms and Other Weapons
Except as identified below or as specifically authorized by the EMSWCD Board of Directors, the possession of weapons while on duty, the possession of weapons on EMSWCD property, and the brandishing of any object that could reasonably be construed as a weapon are prohibited. The Executive Director has the discretion to determine what constitutes a “weapon” under this policy. Prohibited weapons include, but are not limited to: guns of any kind, tasers, knives (over five inches), explosives, brass knuckles, martial arts-related weapons, and tear gas. The Executive Director may authorize the use of tools necessary for the performance of an employee’s normal job duties, such as, but not limited to knives (five inches or less), shears, clippers, machetes, shovels, soil probes, hoes, rakes, hammers, and picks, but may revoke the authorization if job-related tools are used inappropriately as a form of weapon.

For purposes of this policy, “on duty” means performing work for or on behalf of EMSWCD, whether on or off EMSWCD property. EMSWCD property includes buildings, owned or leased land, parking lots, and EMSCWD-owned vehicles. Employees may store any legally owned firearm or other weapon within a secured location (e.g., storage case, holster, locked glove compartment, trunk, or storage box) within their personal vehicle when the vehicle is under the employee’s direct control and/or locked.

It is an express exemption to this policy that employees may carry chemical mace or pepper spray for personal protection during work hours and on EMSWCD property. Any employee who chooses to carry chemical mace or pepper spray during work hours and on EMSWCD property must abide by all of the following requirements:

- Notify the Executive Director in writing of the intent to possess chemical mace or pepper spray during work hours and on EMSWCD properties;
- Complete EMSWCD-approved training;
- Submit proof of the completed EMSWCD-approved training to the Executive Director;
- Obtain the chemical mace or pepper spray at the employee’s sole expense;
- Comply with all EMSWCD policies relating to the possession and use of the chemical mace or pepper spray;
- Carry and use the chemical mace or pepper spray safely and in accordance with all label instructions and all relevant local, state, and federal laws;
- Maintain immediate control over the chemical mace or pepper spray while at work and on EMSWCD properties (except that chemical mace or pepper spray may be stored in a secured location within the employee’s locked personal vehicle);
- Only discharge chemical mace or pepper spray for legitimate self-defense purposes;
Directive 1.1.9: Employee Conduct
East Multnomah Soil & Water Conservation District

- Immediately report to the Executive Director any discharge of chemical mace or pepper spray during work hours; and
- Immediately report to the Executive Director any violation of this policy.

The Executive Director may take appropriate disciplinary action for any violation of this policy, including but not limiting to revoking an employee’s ability to carry chemical mace and/or pepper spray. Any employee who violates this policy will be deemed to be acting outside the scope of his or her duties, thereby waiving the EMSWCD’s obligation to indemnify the employee for damages caused to or by the employee as a result.

14.0 Expectations of Privacy
Employees have no right to privacy relating to activities, materials or documents, including emails and other electronic documents that are created or stored on EMSWCD computers or on EMSWCD premises, property, or vehicles. Any EMSWCD building, office, vehicle, computer, desk, and file cabinets, among other EMSWCD areas, may be accessed at any time by EMSWCD management without notice to employees. In addition, EMSWCD may use software to monitor employees’ use of EMSWCD computers, tablets and phones, including which websites employees visit and for how long. EMSWCD may also use GPS tracking devices to monitor employees’ use of EMSWCD vehicles and equipment. Monitoring of an employee will normally be undertaken only when there is a sense or evidence that the employee is not acting in accordance with EMSWCD policies and procedures and/or legal or regulatory requirements. EMSWCD management personnel may give law enforcement officials any potential evidence of crime found on or within EMSWCD-related property.

15.0 Use of Official Information
Employees must not use or allow the use of official information gained through EMSWCD employment, which has not been made available to the general public, for furthering a private interest.

16.0 Outside Employment/Conflicts of Interest
EMSWCD employees are prohibited from having direct or indirect financial interests that conflict substantially, or appears to conflict substantially, with the duties and responsibilities of the employee. EMSWCD employees may not have outside employment that conflicts with the interests of EMSWCD. Conflicts of interest may include, but are not limited to, outside employment that furnishes information or technical assistance to individuals that is the same or substantially the same as the employee’s regular EMSWCD duties, which is not generally available to the public.
Emergency Action Plan

East Multnomah Soil & Water Conservation District
5211 N Williams Ave.
Portland, OR 97217

Table of Contents

1.0 Emergency Notification ................................................................. 2
2.0 Evacuation Routes ........................................................................ 2
3.0 Emergency Contact Names and Numbers ............................................. 3
4.0 Emergency Reporting and Evacuation Procedures ................................. 4
   4.1 Medical Emergencies ...................................................................... 4
   4.2 Internal versus External Threats ...................................................... 5
      4.2.1 External Threats ................................................................... 5
      4.2.2 Internal Threats ................................................................... 5
   4.3 Fire ............................................................................................... 6
   4.3 Extended Power Loss ..................................................................... 6
   4.4 Chemical Spill ................................................................................. 7
   4.5 Telephone Threat/Bomb Threat Checklist ........................................... 8
   4.6 Severe Weather and Natural Disasters ............................................. 9
5.0 List of Staff by Completed Safety Training ........................................ 11
6.0 Emergency Phone Tree .................................................................. 11
7.0 Evacuation Route Maps ................................................................... 13
In an emergency, dial 9-911 from a desk phone or 911 from a cell phone.

Follow the directions of emergency personnel.

Lacking directions from emergency personnel, take immediate necessary actions to make yourself and others safe.

1.0 Emergency Notification

If an immediate evacuation or lock-down of the building is necessary, staff should use the easiest and quickest method below to notify other staff and occupants to evacuate or lock-down the building, including:

- YELLING LOUDLY;
- Announcing via “all call” feature on our phone system;
- Using the air horn in Scot’s office on the shelf (for evacuation only); and
- Any other method available.

2.0 Evacuation Routes

Each staff member is responsible for knowing at least two evacuation routes. Evacuation route maps are posted on each floor. Evacuation maps are located at the end of this document. They can also be found on the T Drive at T:\Administrative\Policies\Workplace Safety Policies\Emergency Action Policy\Evac Maps 2016.pdf.

The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Assembly sites
- Emergency shut-offs
- Spill kit supplies
3.0 Emergency Contact Names and Numbers

<table>
<thead>
<tr>
<th>GENERAL EMERGENCIES</th>
<th>Address</th>
<th>Alternative Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE &amp; AMBULANCE</td>
<td>9-911</td>
<td>1905 NE Killingsworth Portland, 97211</td>
</tr>
<tr>
<td>POLICE</td>
<td>9-911</td>
<td>449 NE Emerson St Portland, OR 97211</td>
</tr>
<tr>
<td>HOSPITAL</td>
<td>9-911</td>
<td>2800 N Vancouver Portland, OR 97227</td>
</tr>
<tr>
<td>VETERINARIAN</td>
<td>503-206-7700</td>
<td>1737 NE Alberta #102 Portland, OR 97211</td>
</tr>
<tr>
<td>POISON CONTROL</td>
<td>1-800-222-1222</td>
<td></td>
</tr>
<tr>
<td>SPILL CLEANUP</td>
<td>800-424-9300</td>
<td></td>
</tr>
<tr>
<td>UTILITY COMPANIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTRIC</td>
<td>866-870-3419</td>
<td></td>
</tr>
<tr>
<td>WATER</td>
<td>503-823-7770</td>
<td></td>
</tr>
<tr>
<td>GAS</td>
<td>503-226-4211</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>877-437-7411</td>
<td></td>
</tr>
</tbody>
</table>

After the call to emergency services has been activated, and any required safety precautions have been taken, staff should inform the individuals below if they are not present when the emergency takes place.

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated Official</td>
<td>Jay Udelhoven</td>
<td>206-595-5078</td>
</tr>
<tr>
<td>Supervisors</td>
<td>Andrew Brown</td>
<td>503-964-7968</td>
</tr>
<tr>
<td></td>
<td>Julie DiLeone</td>
<td>503-913-9012</td>
</tr>
<tr>
<td></td>
<td>Kathy Shearin</td>
<td>971-271-3312</td>
</tr>
<tr>
<td></td>
<td>Lissa Adams</td>
<td>619-884-1978</td>
</tr>
<tr>
<td>Emergency Coordinator</td>
<td>Scot Wood</td>
<td>503-913-1736</td>
</tr>
</tbody>
</table>
4.0 Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by staff are listed below. For each type of emergency, a section follows highlighting specific reporting and evacuation procedures related to that type of emergency.

- MEDICAL
- INTERNAL/EXTERNAL THREATS
- FIRE
- EXTENDED POWER LOSS
- CHEMICAL SPILL
- TELEPHONE THREAT/BOMB THREAT
- SEVERE WEATHER/NATURAL DISASTERS

4.1 Medical Emergencies

Staff should call medical emergency phone number 9-911 and provide the following information:

- Nature of medical emergency
- Building address
- Your name and phone number from which you are calling

When assisting someone with a medical emergency:

- Do not move victim unless absolutely necessary.
- Call a staff member trained in CPR/First Aid to provide assistance prior to the arrival of the professional medical help. See page 11 for list of staff & training they have received.
- If no trained staff are available provide the best care to your ability given the training you have received

<table>
<thead>
<tr>
<th>Level</th>
<th>Room</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Floor</td>
<td>Printer/Copier Room</td>
<td>1st aid kit on South wall</td>
</tr>
<tr>
<td>Upstairs</td>
<td>Kitchen/Break Room</td>
<td>1st aid kit in closet AED on shelf under microwave</td>
</tr>
<tr>
<td>Basement</td>
<td>Shelf by workbench</td>
<td>1st aid kit on (?) wall</td>
</tr>
</tbody>
</table>
4.2 Internal versus External Threats

Situations that threaten the safety of staff will be handled differently depending on if it is an external threat or an internal threat. See examples of each type of threat below:

- **External threats**: armed person outside of building, outside emergency / police activity, etc.
- **Internal threats**: violent intruders, armed robbery, hostage incident, hostile employee, etc.

4.2.1 External Threats

Situations that require isolation from an external threat will result in a lockdown. A lockdown will involve the entire building. During a lockdown, any staff member can and should:

1. Notify all staff by yelling loudly, using the “all call” feature on our phone system, or other method;
2. Lock all doors and windows, pull shades to all windows;
3. Ensure staff remain in the safest identified indoor location away from windows and doors; and
4. Notify all of the staff in the field by phone and warn them to stay away from the building.

4.2.2 Internal Threats

In the event that a threat is coming from within the building, any staff member can and should:

1. Notify all staff by yelling loudly, using the “all call” feature on our phone system, or other method;
2. Evacuate by any means possible;
3. If unable to evacuate, then hide; and
4. If unable to hide, then fight back.

As soon as possible after evacuating building or seeking safe shelter, a designated staff member (by individual or group decision) will notify all staff in the field by phone and warn them to stay away from the building.
4.3  Fire

When fire is discovered:

1. All staff should be immediately notified;
2. THE BUILDING SHOULD BE EVACUATED; and
3. The local fire department should be called at 9-911.

Staff should consider fighting the fire ONLY if:

1. The fire department has already been notified;
2. Staff are safe and will remain safe from harm;
3. The fire is small and is not spreading to other areas;
4. There is a reasonable expectation that the fire can easily be extinguished;
5. Escaping the area is possible by backing up to the nearest exit and
6. The fire extinguisher is in working condition and staff are trained to use it.

Upon being notified about a fire emergency, occupants and dogs must:

1. Leave the building using the designated escape routes;
2. Assemble in the designated area (north entrance to the parking lot); and
3. Remain outside until the competent authority announces that it is safe to re-enter.

Designated Official / Emergency Coordinator / Supervisors must:

1. Coordinate an orderly assembly after evacuation and perform a head count of staff and dogs reported in the designated area;
2. Provide the fire department with the necessary information about the facility and any missing staff members;
3. Disconnect utilities and equipment unless doing so jeopardizes his/her safety; and
4. Perform assessment and coordinate office emergency closing procedures.

4.3  Extended Power Loss

In the event of extended power loss, staff should turn off electrical equipment and appliances.

Upon restoration of heat and power:

- Potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.
4.4 Chemical Spill

Chemicals commonly stored on site include gas, herbicides, and paint. All of these supplies are stored in the basement. If a spill were to occur, it would most likely be in the basement. Therefore the following emergency equipment related to spills is located in the NW corner of the basement:

- Spill Containment and Security Equipment
- Personal Protective Equipment (PPE)
- Material Safety Data Sheet (MSDS)

In the event of a Chemical Spill:

1. Tend to injured staff;
2. Call 911 if necessary;
3. Evacuate building as necessary;
4. Immediately notify the designated official and Emergency Coordinator;
5. Secure the area with cones or flagging so nobody will enter the area; and
6. Alert all staff by the best available means.

**NOTE:** Do not attempt to clean spill unless you are trained to do so. If you have been trained, then:

7. Deal with the spill in accordance with the instructions described in the MSDS;
8. Small spills must be handled in a safe manner, while wearing the proper PPE; and
9. Contain the spill with available equipment (pads, booms, absorbent powder, etc.).

10. After it is deemed safe to return to building, staff should call Chemtrec (phone number listed above).
4.5 Telephone Threat/Bomb Threat Checklist

If staff receives a call informing of a bomb threat or other type of threat, staff should:

1. Notify the nearest co-worker and tell them to call 911;
2. Remain calm, be courteous, and listen;
3. Not interrupt the caller, but try to keep them on the line as long as possible;
4. Gather as much detail about the caller as you can, keeping in mind the checklist below;
5. If caller seems agreeable to further conversation, ask questions like:
   - When will it go off?
   - Where is it located?
   - What kind of bomb?
   - What kind of package?
   - How do you know so much about the bomb?
   - What is your name and address?
   - Inform caller that detonation could cause injury or death.
6. After hanging up, call 9-911 and relay information about the call; and
7. Notify a supervisor immediately.

### Threat Checklist

<table>
<thead>
<tr>
<th>Voice/Speech Characteristics</th>
<th>Manner</th>
<th>Background Noises</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loud</td>
<td>Calm</td>
<td>Traffic</td>
</tr>
<tr>
<td>Soft</td>
<td>Coherent</td>
<td>Office</td>
</tr>
<tr>
<td>Raspy</td>
<td>Angry</td>
<td>Machinery</td>
</tr>
<tr>
<td>Deep</td>
<td>Panicky</td>
<td>Street</td>
</tr>
<tr>
<td>Nasally</td>
<td>Irrational</td>
<td>Animals</td>
</tr>
<tr>
<td>Fast</td>
<td>Emotional</td>
<td>People</td>
</tr>
<tr>
<td>Slow</td>
<td>Laughing</td>
<td>Quiet</td>
</tr>
<tr>
<td>Slurred</td>
<td>Crying</td>
<td>Music</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

NOTES:

NOTES:

NOTES:
4.6 Severe Weather and Natural Disasters

In case of an *Earthquake*, staff should:

1. DROP, COVER, HOLD ON;
2. Assist people with disabilities in finding a safe place;
3. Stay put, and await instructions from the Emergency Coordinator or the designated official; and
4. Evacuate *only* as instructed by the Emergency Coordinator and/or the designated official.

In case of a *Tornado or Extreme High Winds*, staff should:

1. When a warning is issued, seek inside shelter on the lowest floor possible, away from outside walls and windows;
2. Use arms to protect head and neck;
3. Continue to monitor local TV and radio stations for instructions; and
4. Remain sheltered until the tornado/high wind threat is announced to be over.

In case of a *Flood*, staff should:

*If indoors:*

1. Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official; and
2. Follow the recommended primary or secondary evacuation routes.

*If outdoors:*

1. Climb to high ground and stay there;
2. Avoid walking or driving through flood water; and
3. If car stalls, abandon it immediately and climb to a higher ground.
5.0 List of Staff by Completed Safety Training

<table>
<thead>
<tr>
<th>Staff</th>
<th>First Aid</th>
<th>CPR</th>
<th>AED</th>
<th>Epi-Pen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Guffey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alex Woolery</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Andrew Brown</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Angela Previdelli</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Chelsea White-Brainard</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chris Aldassy</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Jay Udelhoven</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Jed Arnold</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jeremy Baker</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jon Wagner</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Julie DiLeone</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Kathy Shearin</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Katie Meckes</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Lissa Adams</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Lucas Nipp</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Matt Shipkey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rowan Steele</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scot Wood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suzanne Easton</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whitney Bailey</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.0 Emergency Phone Tree

In the event of an emergency, staff should use this phone tree below to disseminate information related to the emergency to all staff in as timely a fashion as possible.

- **Jay Udelhoven**
  - 206-595-5078

- **Lissa Adams**
  - 619-884-1978

- **Jed Arnold**
  - 503-489-7533

- **Scot Wood**
  - 503-935-5351

- **Alex Woolery**
  - 915-226-6990

- **Kathy Shearin**
  - 971-271-3312

- **Katie Meckes**
  - 503-358-7592

- **Angela Previdelli**
  - 754-368-1090

- **Whitney Bailey**
  - 703-822-1498

- **Andrew Brown**
  - 503-964-7968

- **Suzanne Easton**
  - 971-227-1682

- **Rowan Steele**
  - 503-752-5787

- **Matthew Shipkey**
  - 845-337-1802

- **Julie DiLeone**
  - 503-913-9012

- **Chelsea White-Brainerd**
  - 503-679-5741

- **Jeremy Baker**
  - 503-484-8335

- **Lucas Nipp**
  - 503-539-5764

- **Chris Aldassy**
  - 503-784-6069

- **Jon Wagner**
  - 503-804-0772

- **Aaron Guffey**
  - 503-929-9095
7.0 Evacuation Route Maps

Second Floor Evacuation Map
Main Floor Evacuation Map
Basement Floor Evacuation
Outside Meeting Spot
The East Multnomah Soil and Water Conservation District’s (EMSWCD’s) Employee Performance Review process and forms consist of the following:

1.0 Performance Review Process ................................................................. 2
   1.1 Continuous Feedback throughout Year ........................................... 2
   1.2 Annual Discussion and Documentation ......................................... 3

2.0 Description of Performance Rating Standards .................................. 5

3.0 Indicators ......................................................................................... 6

4.0 Contextual Observations .................................................................. 8
   4.1 General Overview ......................................................................... 8
   4.2 Occasions of Satisfaction ............................................................. 8
   4.3 Feelings about Job ...................................................................... 8
   4.4 Use of Professional Skills ............................................................. 8
   4.5 Assistance .................................................................................. 8

5.0 Key Performance Areas ................................................................... 9
   5.1 Vision and Mission ...................................................................... 9
   5.2 Values ....................................................................................... 9
   5.3 Deliverables ............................................................................... 9
   5.4 Interpersonal and Communication Skills ..................................... 10
   5.5 Supervision and Program Leadership ......................................... 10

6.0 Secondary Performance Areas ....................................................... 10
   6.1 Professional Development, Education, and Training .................... 10
   6.2 Feedback from Others ................................................................ 11
   6.3 Other Comments ...................................................................... 11

7.0 Summary and Conclusion ................................................................ 12

8.0 Annual Planning and Position Review ............................................ 14

9.0 Performance Improvement Planning ............................................. 15

10.0 Signatures .................................................................................... 15
1.0 Performance Management and Review Process

Performance management and review are meant to help employees satisfy job requirements, demonstrate core competencies and positive work behaviors, identify professional development opportunities, achieve exceptional work quality, and work with board members, volunteers, clients, and other employees in a productive manner. The performance review itself is intended to accurately evaluate each employee’s performance, work behaviors, and professional impression on EMSWCD’s constituents and partners. All employees will be evaluated in a fair, standard and transparent manner.

The performance review instructions and form may change over time to improve the usefulness of the evaluation process. Coaching and, where appropriate, training, will be provided to help employees continue to develop professionally and continually improve their effectiveness and job satisfaction.

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

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

1.1 Continuous Feedback throughout Year

Employee performance review and management should be a continuous process undertaken throughout the entire performance review period, which in most cases will be July through June. To facilitate this:

- All supervisors and their direct reports should strive to create a professional relationship that is founded on open, honest, and frequent communication.
- Performance management begins each year with the establishment of clear and accurate job descriptions, work plans, and professional development and training plans. These documents and the process used to establish them are the cornerstone of success for employees. Being able to understand their roles, expectations, and opportunities, is essential for employees. Job descriptions serve to identify how the employees’ positions fit within the organizational structure. Work plans identify the specific activities and expectations for the next 12 months. And professional development and training plans should identify 1-year, 5-year, and 10-year professional goals (whether inside or outside of EMSWCD) for employees as well as education and training that will help them achieve those goals.
- Supervisors and their direct reports should meet consistently throughout each year (at least one to two times each month) to discuss priorities, issues, needs, and accomplishments related to established annual work plans, new items that were not previously planned for, and job descriptions.
- Supervisors should inform direct reports during these meetings—and at other opportunities as necessary and appropriate—if the employees are performing well. Success should be encouraged, recognized, and praised by supervisors. Lack of success should be addressed by supervisors at the earliest possible time, with steps and a timeline for improvement being determined by the supervisor.
• To ensure supervisors and direct reports have the same understanding, summary notes from each meeting, which include, at a minimum, decisions, action items, notes regarding the need for improvement and the steps and timeline for improvement, should be captured in an email written by direct reports and sent to the supervisor. Capturing the information correctly may require several iterations between direct reports and supervisors.

The above process is intended to help employees be successful by recognizing good performance and also by identifying and addressing (if needed) performance issues at the earliest possible time. If this process is done correctly throughout the year, employees should know when they are performing well and should rarely find out about performance issues for the first time during the formal annual performance review in July, because they have been consistently kept informed by their supervisor throughout the performance period. The annual performance review should then primarily be used to capture the entire suite of performance-related activities and issues that transpired throughout the year and to establish a longer term path forward. While this is the ideal situation, some circumstances may arise in which employees hear about performance issues for the first time during the annual performance review meeting. While the above measures will be taken to avoid this, on occasion it may be unavoidable. When unavoidable, relevant supervisor comments in Sections 4.0 through 7.0 should clearly indicate as such and provide an explanation as to why the issue or issues were not addressed earlier.

1.2 Annual Discussion and Documentation

The end-of-year annual performance review will be conducted in July-August of each year. The performance review period may be different for new employees (for example if the employees start sometime after the beginning of the standard performance review period), for employees that have formal Performance Improvement Plans in place, and as necessary for other employees when circumstances dictate divergence from the standard performance review period. While performance reviews for new employees will use the same format as existing employees, there will normally be an initial formal performance review after six months of service; this may or may not coincide with the annual June performance reviews.

End-of-year performance review steps:

a. Supervisors should work with their direct reports in June of each year to develop draft work plans and draft professional development and training plans for the following year.

b. Supervisors should set in-person performance review meeting dates with their direct reports during the month of July, approximately two weeks in advance of the performance review meeting. If requested by direct reports or supervisors, the Executive Director and/or a member of the Personnel Committee may be asked to attend the performance review meetings.

c. When the performance review meeting is established, supervisors and their direct reports should (re)familiarize themselves with the entirety of the most recent version of the Employee Annual Performance Review form and process.

d. Prior to the evaluation meetings, supervisors may solicit input from persons with whom their direct reports interact in the course of their work at any time during the performance review period. When Program Supervisors are being evaluated by the Executive Director, the supervisors’ direct reports will be given the opportunity to provide input. Persons being requested to comment will
receive a standard set of questions. All input will be confidential. Comments will be consolidated and summarized. Any identifying information regarding the source will be removed. All consolidated and summarized comments should be sent to the direct report prior to the performance review meeting, with sufficient time to respond to point 6.2.

e. To help ensure consistency across programs, the Executive Director will send Program Supervisors initial impressions of each staff’s performance; if there is substantial disagreement between the Executive Director and the relevant Program Supervisor, the Executive Director and supervisor will discuss/resolve before proceeding.

f. Prior to the performance review meetings, direct reports should complete Sections 4.0 through 6.0 of the Employee Annual Performance Review form and then send the completed form to their supervisor.

g. Supervisors should then complete Section 4.0 through 9.0 for the Executive Director’s initial review; if there is substantial disagreement between the Executive Director and the relevant Program Supervisor, the Executive Director and supervisor will discuss/resolve before proceeding.

h. Supervisors will then return the completed form to the direct report. Supervisors and direct reports should describe both positive aspects of performance as well as any areas in need of improvement.

When completing the form, supervisors and direct reports should note that:

- Both supervisors and direct reports should refer to the general and specific indicators when completing their respective sections.
- If a question does not pertain to an employee, “N/A” should be indicated in the narrative box.
- Only supervisors should assign performance ratings and performance trends. If this is the first performance review for an employee, “N/A” should be indicated in the Trend box.

i. Prior to performance review meetings, supervisors and direct reports should separately review the completed Annual Performance Review forms, identifying any areas where there appears to be a difference of opinion.

j. Prior to the performance review meetings, supervisors and direct reports should separately review relevant job descriptions, identifying any areas that need updating or changing.

k. During the performance review meetings, supervisors and direct reports should:
   - Review all information in the Employee Annual Performance Review form and discuss any difference of opinions;
   - Review draft annual work plans and draft professional development and training plans, discussing desired changes;
   - Review job descriptions and discuss desired changes; and
   - If necessary, discuss elements of Performance Improvement Plans that will be put in place.

l. After the performance review meetings, supervisors shall finalize the Employee Annual Performance Review forms, annual work plans, professional development and training plans, job descriptions, and, if necessary, Performance Improvement Plans. Supervisors shall then send the materials to direct reports for their signature.

The Executive Director will be evaluated by the Board of Directors in executive session after receiving input from staff, partners, peers and clients as appropriate and feasible. The process and form described herein may or may not be used.
Directive 1.1.13: Employee Annual Performance Reviews
East Multnomah Soil and Water Conservation District

Employee Name: [ ] Current Position: [ ]
Reviewer Name: [ ] Review period: [ ]

2.0 Description of Performance Rating Standards
The standards and associated descriptions in the table below will be used by supervisors to rate performances of direct reports in: completing the deliverables identified in annual work plans; fulfilling the job duties identified in job descriptions; and the necessary application of education, training, experience, knowledge, skills, and abilities as identified in job descriptions (all of which are collectively hereafter referred to as “tasks”). Each employee’s overall standard as indicated in Section 7.0 will be used to determine a merit-based pay increase.

<table>
<thead>
<tr>
<th>Standard</th>
<th>Description</th>
<th>% Pay Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>Met relevant general indicators and more specific positive indicators ~&gt;95% of the time. As a result, for nearly all tasks, the direct report performed at an extremely high professional level and no correction was needed from supervisor or others to be considered complete. Other tasks were Great and/or Good.</td>
<td>3.0%</td>
</tr>
<tr>
<td>Great</td>
<td>Met relevant general indicators and more specific positive indicators ~85-95% of the time. As a result, for the vast majority of tasks, the direct report performed at a high professional level and little correction was needed from supervisor or others to be considered complete. Other tasks were Exceptional and/or Good.</td>
<td>2.5%</td>
</tr>
<tr>
<td>Good</td>
<td>Met relevant general indicators and more specific positive indicators ~70-85% of the time. As a result, for most tasks, the direct report performed at a professional level and a modest amount of correction was needed from supervisor or others to be considered complete. Other tasks were Exceptional, Good, and/or Fair.</td>
<td>2.0%</td>
</tr>
<tr>
<td>Fair</td>
<td>Minimally acceptable/unacceptable level of performance: Met relevant general indicators and more specific positive indicators ~60-70% of the time. As a result, for most tasks, the direct report performed at a subpar level and a large amount of correction was needed from supervisor or others to be considered complete. Other tasks were Exceptional, Great, Good, and/or Poor. NOTE: When a rating of Fair is given for the first time or in isolation of other Fair ratings (i.e., in non-consecutive order), performance is deemed minimally acceptable, a 1.0% raise is possible, and the supervisor will work with the direct report to improve performance. If Fair is given two consecutive times, performance is deemed unacceptable, a 0.0% merit-based increase will be given, and a Performance Improvement Plan will be established; consistent and increasing improvement must occur within six months.</td>
<td>1.0% - 0.0%</td>
</tr>
<tr>
<td>Poor</td>
<td>Unacceptable level of performance: Met relevant general indicators and more specific positive indicators &lt;60% of the time. As a result, for most tasks, the direct report performed at a subpar level and nearly constant correction was needed from supervisor or others to be considered complete. Other tasks were Exceptional, Great, Good, and/or Fair. A Performance Improvement Plan must be established; immediate improvement must occur for employee to remain in the position.</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
3.0 **Indicators for Section 5.0**

### 5.1 Positive Indicators for Vision and Mission
- Identifies strategic issues, opportunities and risks.
- Clearly communicates links between the EMSWCD’s strategies and program’s goals.
- Generates and communicates compelling conservation-related messages, inspiring others to pursue that same direction.
- Conveys enthusiasm about future possibilities.

### 5.2 Values: Positive Indicators for Equitable Access to Services to all Communities
- Works effectively with people from all backgrounds.
- Treats all people with dignity and respect.
- Shows respect for, and understanding of, diverse points of view and demonstrates this understanding in daily work and decision-making.
- Examines own biases and behaviors to avoid stereotypical responses.
- Does not discriminate against any individual or group.
- Seeks creative means to reach historically marginalized groups.

### 5.2 Values: Positive Indicators for Public Service
- Is responsive and respectful to the public.
- Demonstrates professional competence and mastery of subject matter.
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Is motivated by professional rather than personal concerns.
- Shows persistence when faced with difficult problems or challenges.
- Remains calm in stressful situations.

### 5.2 Values: Positive Indicators for Transparency
- Proactively provides timely, thorough, and accurate information about activities to the EMSWCD, public, partners and others, as appropriate.
- Responds to requests for information from the EMSWCD, public, partners and others, in a timely, thorough, and accurate manner.
- Develops and maintains accurate, accessible reports/logs of work-related information and activities.

### 5.2 Values: Positive Indicators for Integrity
- Acts without consideration of personal gain.
- Resists inappropriate and/or conflicted pressure in decision-making.
- Does not abuse power or authority.
- Stands by decisions that are in the EMSWCD’s interest even if they are unpopular.
- Takes prompt action in cases of unprofessional or unethical behavior.
- Honors commitments.

### 5.2 Values: Positive Indicators for Sound Operations
- Allocates appropriate amount of time and resources for completing work.
- Foresees risks and allows for contingencies when planning.
- Monitors and adjusts plans and actions as necessary.
- Uses time efficiently.
- Delivers outputs for which one has responsibility within prescribed time, cost and quality standards.
- Operates in compliance with organizational regulations and rules.
- Supports direct reports, provides oversight and takes responsibility for delegated assignments.
- Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
5.3 Positive Indicators for Deliverables

- Level of knowledge/skills to meet requirements of the position and evidence of desire to increase that knowledge/skill.
- Demonstrates initiative in starting and performing work tasks without direction.
- Organizes work to complete projects/tasks in timely manner.
- Organizes workload to reflect priorities of program/organization.
- Demonstrates flexibility in responding to changing needs and priorities.
- Cooperates when asked to perform extra work.
- Offers suggestions for improvements in handling work to be done.
- Pro-actively identifies potential problems, issues, or obstacles and develops appropriate contingency actions for resolution.
- Exercises good judgment in problem solving.
- Actions protected and/or improved the EMSWCD’s, public’s, and environment’s interests.
- Possesses and uses a level of critical thinking necessary for position.
- Provides necessary level of detail in assessments and explanations.
- Uses necessary resources, including latest advancements in science and thinking.
- Includes appropriate people/entities in decision-making and project activities.
- Provides services and deliverables on or before the necessary or prescribed deadline.
- Written products include:
  - Proper punctuation, capitalization, sentence structure;
  - Logical organization and flow of information;
  - Proper formatting, including headers, footers, fonts, numbering; and
  - Conformance to templates and branding.

5.4 Positive Indicators for Interpersonal and Communication Skills

- Ability to communicate well orally and in writing to clients, other employees and volunteers.
- Offers and accepts constructive criticism in manner appropriate to reaching program goals and building professional relationships.
- Reflects strong motivation and positive attitude.
- Works well with clients, professional organizations, public agencies and community groups to achieve program goals.
- Presents self in professional manner that reflects positively on the EMSWCD.
- Days when employee does not have approval to be tardy or absent are minimal in number.
- Represents EMSWCD well, presenting a professional, knowledgeable, and positive appearance and attitude.
4.0 **Contextual Observations**
This section is intended to provide context relative to the position and the direct report that will help explain certain conditions that have affected performance, affected the direct report, or both.

4.1 General Overview
Provide general context that will be helpful in understanding performance. Contextual examples include, but are not limited to: duration in current position; unexpected changes to work plan or supervision; unforeseen and unavoidable obstacles; and issues with partners or board.

| Employee: … | Supervisor: … |

4.2 Occasions of Satisfaction
Describe (for the supervisor, what appear to be) the most significant occasions of satisfaction and dissatisfaction since the last performance review and how these contributed to professional and personal growth.

| Employee: … | Supervisor: … |

4.3 Feelings about Job
Describe (for the supervisor, what appear to be) feelings about the job—including workload and work-home balance—and any ideas for improving and enhancing contributions to EMSWCD. For example: does the employee feel challenged; does the employee feel appropriately supported; does the employee see a successful career at this organization?

| Employee: … | Supervisor: … |

4.4 Use of Professional Skills
Describe professional skills, if any, which are not being fully utilized in the current position.

| Employee: … | Supervisor: … |

4.5 Assistance
Describe how the supervisor, Executive Director, the organization at-large, and peers can help with professional success.

| Employee: … | Supervisor: … |
5.0 Key Performance Areas
The key performance areas represent the essential elements of individual success as success in each of these areas indicate that the direct report is helping assure organizational success. Under normal circumstances the key performance areas will be used collectively to determine the overall performance rating in Section 7.0.

5.1 Vision and Mission
The EMSWCD’s Vision is that *Our lands and waters are healthy and sustain forests, farms, wildlife, and communities.* The EMSWCD’s Mission is to *Help people care for land and water.*

Describe the major role and contributions to the achievement of the Vision and Mission during the performance period.

| Employee: ... |
| Supervisor: ... |
| Performance Rating: |
| Trend: |

5.2 Values
The EMSWCD’s Organizational Values are listed below. On a broad level, describe how the employee upheld the values during the performance review period.

- Provide equitable access to services to all communities
- Provide outstanding public service
- Operate in transparency
- Act with integrity
- Utilize sound operations

| Employee: ... |
| Supervisor: ... |
| Performance Rating: |
| Trend: |

5.3 Deliverables
Describe performance in terms of quality, quantity, and timing of deliverables and expectations as identified in the employee’s work plan and position description. This should include items of exceptionally good quality, possibly exceeding expectations, if any, as well as those that were of poor quality, not meeting expectations, if any.

| Employee: ... |
| Supervisor: ... |
Directive 1.1.13: Employee Annual Performance Reviews
East Multnomah Soil and Water Conservation District

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Current Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer Name:</td>
<td>Review period:</td>
</tr>
</tbody>
</table>

| Performance Rating: |
| Trend: |

5.4 Interpersonal and Communication Skills
Describe performance in terms of interpersonal and communication skills that were necessary and appropriate for the position.

| Employee: ... |
| Supervisor: ... |

| Performance Rating: |
| Trend: |

5.5 Supervision and Program Leadership
If the employee being evaluated is a program supervisor or a supervisor of staff in another capacity (such as seasonal or temporary staff), describe performance related to staff supervision and program leadership.

| Employee: ... |
| Supervisor: ... |

| Performance Rating: |
| Trend: |

6.0 Secondary Performance Areas
The secondary performance areas represent supportive elements of individual success. If done well, these areas often will assist staff in being successful in the key performance areas. Under normal circumstances the secondary performance areas will be used collectively as influencing factors when determining the overall performance rating in Section 7.0.

6.1 Professional Development, Education, and Training
Describe performance in terms of quality, quantity, and timing of deliverables and expectations related to professional development activities, education and training as identified in the employee’s work plan, position description, professional development and training plan, and as new items during the performance period.

| Employee: ... |
| Supervisor: ... |

| Performance Rating: |
6.2 Feedback from Others
Review and respond to formal feedback, if any, received from clients, customers, volunteers, peers, and direct reports, related, but not limited, to communications, outreach, partnerships, and collaborations.

Employee: …

Supervisor: …

Performance Rating:

Trend:

6.3 Other Comments
Include any other comments regarding performance that were not captured elsewhere.

Employee: …

Supervisor: …

Performance Rating:

Trend:
7.0 Summary and Conclusion

Supervisors should use the table immediately below to capture the above performance ratings and trends in one place and to identify the overall performance. The overall performance rating and trend will normally be an average of the individual performance ratings and trends for points 5.1 through 5.5, with points 6.1 through 6.3 being influencing factors. In unusual circumstances, when a one or more points 5.1 through 5.5 clearly dominate performance (positively or negatively), then the overall performance and trend rating may more heavily reflect the more dominant points. An explanation by the supervisor of how the overall rating and trend was determined should be given in the narrative box further below. Supervisors should use the Proposed Salary Increase table to translate the overall performance rating and trend to the proposed salary increase. The expected level of performance is Good or better.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating</th>
<th>Trend</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Vision and Mission</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2 Values</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3 Deliverables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4 Interpersonal and Communication Skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.5 Supervision and Program Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.1 Development, Education, Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.2 Feedback from Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.3 Other Comments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Overall Performance *                        |                |                           |

* Overall Performance Rating and Trend should be an average of points 5.1-5.5; points 6.1-6.2 will be influencing factors.

<table>
<thead>
<tr>
<th>Proposed Salary Increase</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X%</td>
<td>Rating</td>
<td>Trend</td>
</tr>
<tr>
<td>3.0%</td>
<td>Exceptional</td>
<td>Stable or Improved</td>
</tr>
<tr>
<td>2.5%</td>
<td>Great</td>
<td>Stable, Improved, or Declined</td>
</tr>
<tr>
<td>2.0%</td>
<td>Good</td>
<td>Stable, Improved, or Declined</td>
</tr>
<tr>
<td>1.0% - 0.0%</td>
<td>Fair *</td>
<td>Stable, Improved, or Declined</td>
</tr>
<tr>
<td>0.0%</td>
<td>Poor **</td>
<td>Stable or Declined</td>
</tr>
</tbody>
</table>

* A 1% merit-based increase may be given to an employee who receives a Fair performance rating only when the most recent prior performance rating was not also Fair. If an employee receives a Fair performance rating in succession, then the merit-based increase shall be 0%. When a Fair performance rating is given in isolation, the supervisor shall give structured improvement guidance to the employee during bi-weekly meetings, at a minimum, over the next six-month period. When a Fair rating is given for the second or more consecutive time, a formal Performance Improvement Plan must be established in Section 4.0 below.
** If an employee receives an overall performance rating of Poor, a Performance Improvement Plan must be established in Section 4.0 below.

Supervisors: Please provide a brief narrative summary and conclusion below.
8.0 Annual Planning and Position Review

Each year during the annual performance review, supervisors and their direct reports should develop an annual work plan and a professional development and training plan for the upcoming year. Supervisors and their direct reports should also review the direct report’s job description to ensure accuracy and to ensure employees continue to be classified correctly. Supervisors should indicate below with an “X,” actions taken during this review and complete narratives as appropriate.

__Annual work plan completed.

__Professional development and training plan completed.

__Job description reviewed.

    __Job description accurate; no changes needed.
    __Job description out of date; changes needed.

Briefly describe the proposed changes below. The new job description must be approved by the Executive Director.

__Reclassification recommended from________________________ to____________________.

    __Reclassification recommended from________________________ to____________________.

Describe the rationale for the proposed reclassification below. All job reclassifications must be approved by the Executive Director.
9.0 Performance Improvement Planning

A Performance Improvement Plan (PIP) is to be established when the employee’s overall performance rating is Fair (for the second or more consecutive time) or Poor. Among other things, the PIP should consolidate in the box below all actions and timelines identified in Sections 4.0 through 6.0 above, if any, that the employee must take to improve performance.

10.0 Signatures

Direct Report: By signing below, the employee verifies that this evaluation has been discussed with them. The employee’s signature, however, does not necessarily indicate agreement with the evaluation. The employee may provide additional comments related to the review in the box below and may submit comments to their supervisor and/or the Executive Director within one week for inclusion with this review.

EMPLOYEE COMMENTS:

Direct Report ____________________________ Date __________________

Supervisor: By signing below, the supervisor verifies that the prescribed performance review process was followed for this evaluation and that all information provided herein is accurate to the best of their knowledge.

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

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

**Driving Record**

The EMSWCD uses vehicles from the State Motor Pool. These vehicles are to be used only for official EMSWCD business, according to the Oregon Revised Statutes (“ORS”) 283.305 (https://www.oregonlaws.org/ors/283.305), Oregon Administrative Rules for State Vehicle Use and Access (http://arcweb.sos.state.or.us/rules/OARS_100/OAR_125/125_155.html), and the Oregon Department of Administrative Services Policy (http://www.oregon.gov/DAS/SSD/FLEET/docs/swpol070106.pdf).

An “Authorized Driver” is an employee who has a valid driver license and an acceptable driving record. Per the Administrative Rules, the EMSWCD may verify drivers' qualifications at any reasonable schedule or time and by any reasonable means.

**Layoffs**

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

**Suspension and Termination**

In accordance with the EMSWCD’s at-will status, employees may be terminated at the EMSWCD’s discretion with or without cause. If it becomes necessary, the Executive Director may suspend employees and remove them from the workplace (terminate computer and phone access, confiscate keys etc.). A final decision regarding termination will be made only by the Personnel Committee. To minimize EMSWCD liability and to ensure that employee rights are protected, the EMSWCD will consult with its insurance underwriter and/or legal counsel before making a termination decision.
**Payday**
The pay period will be the first day of every calendar month to the last day of every calendar month. Payday will be the last day of each month if the employee selects electronic direct deposit or by the fifth calendar day if hard copy check payment is selected. Payment may be made earlier if feasible but, barring circumstances beyond the EMSWCD’s control, will not be later.

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

**Medical Insurance**
The EMSWCD currently offers health insurance to all employees who work at least 20 hours per week. For full-time employees, and for part-time employees who work at least 20 hours per week, the EMSWCD pays the monthly premium in full. Medical benefits will begin on the first day of the month following the employee’s first day at work. Coverage is extended during the six month probationary period. Full time employees may purchase coverage for eligible family members, the EMSWCD will pay 90% of the cost for family coverage.

Temporary employees receive no health insurance coverage. Family coverage or coverage costs beyond the allowed amount are the responsibility of the employee and may be deducted from the employee’s paycheck if requested. Family members eligible for this coverage (at employee expense) include spouses, children, domestic partners (regardless of gender) and the children of a domestic partner. An affidavit is required in order to enroll a non-married partner in the EMSWCD’s Medical Insurance Plan. Enrollment materials, affidavit forms and information regarding coverage are available from the Executive Director. Continued availability of these and other benefits are contingent on availability of funding and subject to change by the Board of Directors.

Employees may purchase supplemental insurance through the EMSWCD’s provider. If an employee elects to purchase supplemental insurance through the EMSWCD’s provider, the EMSWCD will contribute 50 percent of the cost of that insurance, up to $50 per month. The remainder will be at the employee’s own expense. Changes to supplemental insurance must be requested in writing no less than 10 days before the end of the pay period to be effective at the start of the following pay period.

In the event that an employee has exhausted all paid leaves, the EMSWCD will continue to provide insurance benefits so long as unpaid leave is approved. If an employee is approved for short-term disability coverage by the EMSWCD’s carrier, the EMSWCD will continue to provide insurance benefits so long as the employee remains on short-term disability. Short-term disability pays up to 60% of weekly wages with a $200 weekly cap; the EMSWCD pays an additional $100 per week through self-insurance. If the employee remains unable to work once short-term disability benefits are exhausted, the EMSWCD will discontinue benefits and employee will be offered COBRA.

**Retirement Investment Plan**
The EMSWCD currently offers a retirement and deferred compensation policy to all employees. The provisions of the retirement plan are as follows:
- Employees are not required to make contributions but may do so voluntarily.
- The EMSWCD will match the employee’s contribution up to 6 percent of salary/wages.
  - The EMSWCD will not contribute if employee does not contribute.
  - Employees may contribute more than 6 percent of their salary/wages, up to the limit defined by federal tax law.
• Investment decisions for both employer and employee contributions into a given employee’s account are made by the employee. Requests for changes in the investment allocations are made directly with the provider.

• Employees may request changes in the percentage or dollar amount of their voluntary payroll contributions as often as they wish. Change requests should be submitted in writing to the staff person responsible for EMSWCD payroll. The EMSWCD match will be changed accordingly.

• There is no waiting period. Employer and employee contributions may be made from the date of hire.

• Vesting:
  o Employee contributions are 100 percent vested.
  o Employer contributions are 100 percent vested.

• All “regular” full-time and part-time employees are eligible to participate in the retirement plan and have employer contributions made to their accounts. There is no minimum “hours per week” requirement. Temporary employees (positions under 6 months planned duration) and contracted workers are not eligible.

• When an employee leaves the EMSWCD, the employer contribution remains in the employee’s account.

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

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

**Time Records**

Each employee is responsible for completing his or her own timesheet using a EMSWCD-approved system. **Timesheets are due by noon two business days prior to the end of the monthly pay period,** or by the end of the employee’s last working day in the pay period if earlier in the month. Employees are required to record the time they work on each program, project, or activity on the timesheet. It is each employee’s responsibility to prepare his or her timesheet completely and accurately and to submit it two days prior to the end of the monthly pay period or on the last day an employee worked in the pay period. Timesheets are to be filled out and submitted to electronically using the system designated by the EMSWCD and will include program, activity, and funder codes. Any work activities, hours, or codes requiring approval by the employee’s supervisor or by the Personnel Committee must receive such approval before the timesheet is submitted.

**Severance Pay**

Severance pay will be decided by the Board on an individual basis. The employee’s final check will be paid on his/her last day of work and will include any unused vacation pay (maximum 120 or 160 hours; see section on Vacation) and compensatory pay to a maximum of 40 hours (see section on Compensatory Time). Accrued sick time is not paid out on termination of or separation from employment.

**Death of an employee**

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

**TRAVEL AUTHORIZATION AND OTHER REIMBURSEMENTS**

**Travel and Mileage**

Employees shall be reimbursed for authorized travel expenses. Mileage will be paid at the current federal rate. Mileage will be reimbursed based on the distance from the office to and from the event, or from the actual point of departure to and from the event if the point of departure is closer to the event. Employees
are encouraged to minimize driving whenever possible. The EMSWCD does not compensate for commuting costs except as described below under “transportation policy.” Expense reimbursement requests should be submitted no more than thirty (30) days after the expense was incurred. When traveling, staff should compare prices and seek reasonably-priced accommodations. While traveling on EMSWCD business, employees will be reimbursed for the actual costs of lodging and meals up to the Federal maximum rates. Costs exceeding these maximums will only be reimbursed if less expensive accommodations cannot reasonably be found or if there is a compelling advantage to the accommodation chosen (for example it is the site of a conference and there is not a less expensive option close by). The decision whether to reimburse expenses in excess of the federal maximum rates will be made by the Executive Director, or if the Executive Director incurs such expenses, by the check signer. The EMSWCD will not reimburse costs for alcoholic beverages or pay for others to accompany the employee to an event. The EMSWCD will not reimburse for lunches except during overnight travel.

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

**Transportation Policy**

EMSWCD encourages Staff to seek transportation options other than individually driving. Where time is not prohibitive, staff are encouraged to explore public transportation and other more sustainable transportation options both for commuting and for other work-related travel. The EMSWCD will try to make on-site parking available to staff who regularly need to drive in order to perform their duties (for example, field staff).

**Safety**

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

All employees are responsible for preventing violence in the workplace. If any employee, Director, visitor, patron or member of the general public engages in threatening, violent, or dangerous words or actions, the employee should notify law enforcement immediately and take necessary steps to ensure their own safety and the safety of those around them.

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

**Expectations for Conduct and Disciplinary Actions**

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

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

**Appeal Process**

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

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

The EMSWCD reserves the right to change these policies and procedures at any time. These policies and procedures do not and are not intended to confer any property right in continued employment or to constitute an expressed or implied contract. Signatures indicate review of personnel policies at time of hire.

<table>
<thead>
<tr>
<th>EMSWCD Representative</th>
<th>Date</th>
<th>Employee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of Service</td>
<td>Weeks per Year of Vacation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MCDD</td>
<td>City of Portland</td>
<td>EMSWCD current</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>6</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
<td>3.5</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>3.6</td>
<td>3.5</td>
<td>4</td>
</tr>
<tr>
<td>12</td>
<td>3.6</td>
<td>3.5</td>
<td>4.5</td>
</tr>
<tr>
<td>13</td>
<td>3.6</td>
<td>3.5</td>
<td>4.5</td>
</tr>
<tr>
<td>14</td>
<td>3.6</td>
<td>3.5</td>
<td>4.5</td>
</tr>
<tr>
<td>15</td>
<td>3.6</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>16</td>
<td>4</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>17</td>
<td>4</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>18</td>
<td>4</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>19</td>
<td>4</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>20</td>
<td>4</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>21</td>
<td>4.4</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>22</td>
<td>4.4</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>23</td>
<td>4.4</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>24</td>
<td>4.4</td>
<td>4.5</td>
<td>4.5</td>
</tr>
<tr>
<td>25</td>
<td>4.4</td>
<td>5</td>
<td>4.5</td>
</tr>
<tr>
<td>26+</td>
<td>5</td>
<td>5</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td><strong>90</strong></td>
<td><strong>93</strong></td>
<td><strong>104.5</strong></td>
</tr>
</tbody>
</table>

**Vacation Leave Comparison**

**EMSWCD Board of Directors Meeting October, 2017 - Item 7o**
<table>
<thead>
<tr>
<th>Directive</th>
<th>Policy/Benefit</th>
<th>NRCS</th>
<th>ODFW</th>
<th>Clackamas SWCD</th>
<th>EMSWCD</th>
<th>Portland (City)</th>
<th>Multnomah Co.</th>
<th>MCDD</th>
<th>Metro</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.14</td>
<td>Tuition Assistance</td>
<td>No</td>
<td>No</td>
<td>No Policy</td>
<td>No Policy</td>
<td>No</td>
<td>No</td>
<td>Limited</td>
<td>Business Groups decides</td>
</tr>
<tr>
<td>1.1.15</td>
<td>Health &amp; Dental Benefits – Employee Only</td>
<td>Employee pays 30%</td>
<td>Employee Pays 0%</td>
<td>Employee pays 10%</td>
<td>Employee Pays 0%</td>
<td>Employee pays 5%</td>
<td>Employee pays 5%</td>
<td>Employee pays 5%</td>
<td>Employee pays variable amount by job class (2-5%)</td>
</tr>
<tr>
<td>1.1.15</td>
<td>Health &amp; Dental Benefits – Employee w/ Family</td>
<td>Employee pays 30%</td>
<td>Employee Pays 0% ($50 per month fee if spouse waives outside coverage)</td>
<td>Employee pays 10%</td>
<td>Employee pays 10%</td>
<td>Employee pays 5%</td>
<td>Employee pays 5%</td>
<td>Employee pays 5%</td>
<td>Employee pays 8%</td>
</tr>
<tr>
<td>1.1.15</td>
<td>Eyecare Insurance</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1.1.15</td>
<td>Disability Insurance</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Yes</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>1.1.15</td>
<td>Life Insurance Benefit</td>
<td>Various, basic is 1x Annual salary at $0.15 per $1k cost to employee</td>
<td>$5,000</td>
<td>$50k, $5k for spouse</td>
<td>$50k</td>
<td>1x Annual Salary up to $50k (straight $30k for union employees)</td>
<td>1x Annual Salary, employee pays taxes past $50k</td>
<td>1.5x Annual Salary to $50k, $1k for dependents</td>
<td></td>
</tr>
<tr>
<td>1.1.16</td>
<td>Commute Incentives</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Half of TriMet pass, &quot;biking bucks&quot;</td>
<td>Free TriMet pass</td>
<td>Free TriMet pass, bike and carpool rewards</td>
<td>Bike &amp; Walk cash incentives, Free TriMet pass</td>
</tr>
<tr>
<td>1.1.16</td>
<td>Child/Dependent Care Assistance Benefits</td>
<td>Unknown</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No direct benefit, however fee based day care is available in main facility.</td>
<td>DCAP (pretax account)</td>
<td>DCAP (pretax account)</td>
<td>DCAP (pretax account)</td>
</tr>
<tr>
<td>1.1.16</td>
<td>Wellness Incentives</td>
<td>EAP</td>
<td>EAP, FSA, subsidy for fitness memberships, healthy behavior tool</td>
<td>EAP, HRA free fitness classes, discounted gym, online wellness tool</td>
<td>Online wellness tool through Healthcare Insurance</td>
<td>EAP, HRA, employee gym, free fitness classes, discount gym memberships</td>
<td>EAP, HRA, On-site gyms</td>
<td>EAP and Online wellness tool through Healthcare Insurance</td>
<td>EAP, FSA, gym discounts</td>
</tr>
<tr>
<td>1.1.17</td>
<td>Retirement Benefit</td>
<td>Varies</td>
<td>PERS + OSGP</td>
<td>OSGP 457(b) w/ employer contribution, match not required</td>
<td>OSGP 457(b) w/ employer contribution, match required</td>
<td>PERS</td>
<td>PERS + OSGP</td>
<td>PERS + private 457(b)</td>
<td>PERS, employee pays 6%</td>
</tr>
<tr>
<td>Level</td>
<td>Name</td>
<td>Salary</td>
<td>Education</td>
<td>~Prof/BS+ Experience</td>
<td>Level of Local Market Rarity</td>
<td>Level of Tech Difficulty</td>
<td>Years w/ EMSWCD</td>
<td>'Supervisory' weight</td>
<td>'Budgetary' weight</td>
</tr>
<tr>
<td>-------</td>
<td>------------</td>
<td>--------------</td>
<td>----------------</td>
<td>-----------------------</td>
<td>-----------------------------</td>
<td>--------------------------</td>
<td>-----------------</td>
<td>------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>C5</td>
<td>Dileone *</td>
<td>$63,763</td>
<td>M.S.</td>
<td>7</td>
<td>22 Med</td>
<td>Med</td>
<td>16.2</td>
<td>15</td>
<td>8%</td>
</tr>
<tr>
<td>C5</td>
<td>Shearin *</td>
<td>$94,967</td>
<td>B.Sx2</td>
<td>18</td>
<td>Med</td>
<td>Med</td>
<td>14.8</td>
<td>7</td>
<td>5%</td>
</tr>
<tr>
<td>C5</td>
<td>Brown *</td>
<td>$77,431</td>
<td>M.S.</td>
<td>18</td>
<td>High</td>
<td>High</td>
<td>2.0</td>
<td>13</td>
<td>74%</td>
</tr>
<tr>
<td>C4</td>
<td>Shipkey</td>
<td>$60,814</td>
<td>M.A.</td>
<td>5</td>
<td>16 High</td>
<td>Med</td>
<td>14.8</td>
<td>7</td>
<td>5%</td>
</tr>
<tr>
<td>C4</td>
<td>Steele</td>
<td>$68,655</td>
<td>M.A.</td>
<td>11</td>
<td>Med</td>
<td>High</td>
<td>4.8</td>
<td>2</td>
<td>3%</td>
</tr>
<tr>
<td>C4</td>
<td>Easton</td>
<td>$66,337</td>
<td>M.S.</td>
<td>26</td>
<td>Low</td>
<td>Med</td>
<td>3.5</td>
<td>1</td>
<td>14%</td>
</tr>
<tr>
<td>C3</td>
<td>Baker</td>
<td>$56,792</td>
<td>M.A. p</td>
<td>5</td>
<td>16 Med</td>
<td>High</td>
<td>1.3</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>C3</td>
<td>Guffey *</td>
<td>$74,984</td>
<td>B.S.E.</td>
<td>13</td>
<td>Med</td>
<td>High</td>
<td>10.8</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>C3</td>
<td>Nipp</td>
<td>$71,034</td>
<td>B.S.</td>
<td>13</td>
<td>Med</td>
<td>High</td>
<td>10.0</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>C3</td>
<td>Bailey</td>
<td>$69,259</td>
<td>M.S. +</td>
<td>13</td>
<td>Med</td>
<td>Med</td>
<td>0.3</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>C2</td>
<td>Meckes</td>
<td>$49,682</td>
<td>B.A.</td>
<td>3</td>
<td>15 Low</td>
<td>Med</td>
<td>8.8</td>
<td>1.5</td>
<td>0%</td>
</tr>
<tr>
<td>C2</td>
<td>Aldassy</td>
<td>$58,516</td>
<td>B.A.</td>
<td>11</td>
<td>Low</td>
<td>Med</td>
<td>9.0</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>C2</td>
<td>White-Brainard</td>
<td>$51,125</td>
<td>B.A.</td>
<td>5</td>
<td>Low</td>
<td>Med</td>
<td>1.8</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>C2</td>
<td>Previdelli</td>
<td>$50,893</td>
<td>M.A.</td>
<td>4</td>
<td>Low</td>
<td>Med</td>
<td>3.3</td>
<td>0.5</td>
<td>0%</td>
</tr>
<tr>
<td>C2</td>
<td>Wagner</td>
<td>$50,892</td>
<td>M.cert.</td>
<td>8</td>
<td>Low</td>
<td>Med</td>
<td>5.2</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>A5</td>
<td>Udelhoven</td>
<td>$95,645</td>
<td>B.A. M.A. p</td>
<td>7</td>
<td>26 Med</td>
<td>Med</td>
<td>3.2</td>
<td>19</td>
<td>100%</td>
</tr>
<tr>
<td>A4</td>
<td>Adams *</td>
<td>$72,265</td>
<td>M.S.</td>
<td>7</td>
<td>31 Low</td>
<td>High</td>
<td>8.1</td>
<td>9</td>
<td>5%</td>
</tr>
<tr>
<td>A3</td>
<td>Woolery</td>
<td>$49,693</td>
<td>B.A. M.A. p</td>
<td>5</td>
<td>14 Low</td>
<td>High</td>
<td>4.3</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>A2</td>
<td>Wood</td>
<td>$43,359</td>
<td>B.A.</td>
<td>3</td>
<td>18 High</td>
<td>Med</td>
<td>3.0</td>
<td>1</td>
<td>0%</td>
</tr>
</tbody>
</table>

* Current salaries are estimates until annual performance review is finalized
CLIP Project Overview & Request for Funding:
Diane Carlsen

CLIP ID: 18-001
Acreage: 0.45 acres
Date: Presented to the Board 10/2/17
Anticipated project length/duration: One season: Fall 2017
EMSWCD Project Manager: Whitney Bailey

Overview:

Diane Carlsen is an urban homeowner with a .45 acre property on the north side of Johnson Creek, directly uphill from Tideman Johnson City Park.

When she bought the property six years ago, it was primarily vegetated with non-native shrubby and grassy vegetation, such as reed canary grass, blackberry, clematis, and English ivy. She has been restoring it to a native mixed broadleaf/conifer forest and removing invasive plants ever since. She applied for and received EMSWCD funding in the form of two CLIP grants in FY 12/13 for a total amount of $13,980.

In winter 2017 a hillside seep expanded and several trees fell over and/or died, opening up the understory on one side of her lot and re-invigorating existing invasive populations. Diane is requesting CLIP funding again to assist her with removing those invasives, mulching, planting natives, and adding more stone to stabilize the seep area. She also has permission to begin blackberry and clematis removal on neighbor’s property to the east and upstream.

Natural resource concern(s) identified on the property:

- Invasive species including reed canary grass, blackberry, clematis, and ivy
- Large invasive seedbank from previous infestation
- Significant blackberry and clematis infestation on neighboring property to the east

Proposed solution(s) and associated benefits:

- Mechanical removal of invasive species
  - Reduce seed load and propagation potential downhill in Tideman Johnson City Park
  - Demonstrate successful mechanical restoration methods to upstream neighbors, other interested parties, and the public
    - Property has already been used as a teaching tool for other CLIP applicants (Barnes & Rohn), and neighbors next door have expressed interest
- Increase density of native plants, including small trees, shrubs, and understory species
  - Improved wildlife habitat for birds, pollinators, and other species
  - Shaded understory reduces vulnerability to invasive species
  - Overall increased riparian corridor habitat quality and resiliency in highly visible area (adjacent to Springwater Corridor Trail and Tideman-Johnson City Park)
**Project Budget-Request from District:**

- Total Estimated Project Cost of approx. $5,865
  - CLIP Request of NTE $2,500

<table>
<thead>
<tr>
<th>Expense Category</th>
<th>No. of Units</th>
<th>Unit Cost</th>
<th>Cooperator Share (Cash and In Kind)</th>
<th>EMSWCD Grant</th>
<th>Other Funding</th>
<th>Total</th>
<th>Description: work tasks, items to be purchased, who will do the work?</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE INSTALLATION (Permits, surveys, design, engineering, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperator-donated pre-installation time, equipment, and materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>SERVICES (Cooperator labor, Partner svcs, contracted crew, equip. operator, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landowner’s labor</td>
<td>8.0</td>
<td>$20.00</td>
<td>$1,600.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,600.00</td>
<td>80 hours @ $20/hr value</td>
</tr>
<tr>
<td>Volunteer assistance</td>
<td>0.0</td>
<td>$20.00</td>
<td>$1,600.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1,600.00</td>
<td>80 hours @ $20/hr value</td>
</tr>
<tr>
<td>Contracted crew</td>
<td>10.0</td>
<td>$200.00</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,000.00</td>
<td>10 days @ $200/day</td>
</tr>
<tr>
<td>SUPPLIES (Fencing, pipes, gravel, logs, plants, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native plant materials</td>
<td>20.0</td>
<td>$10.00</td>
<td>$200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$200.00</td>
<td>Landowner estimates about $200 in costs for native plant materials; exact species and cost TBD</td>
</tr>
<tr>
<td>Mulch</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Free</td>
</tr>
<tr>
<td>Stone for seeps and hillside</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>Free</td>
</tr>
<tr>
<td>EQUIPMENT (Cost of rental, use of Cooperator’s equip, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperator-donated equipment costs or usage value</td>
<td>1.0</td>
<td>$455.00</td>
<td>$455.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$455.00</td>
<td>2-5 days’ use of landowner’s pick-up truck (estimated rental value: $455 per week)</td>
</tr>
</tbody>
</table>

**Total Cash and In-Kind:** $3,905.00

**Percentage of Total Cost:** 62.49%

**CLIP Request of NTE:** $2,500

**Percentage of CLIP Request:** 42.92%

**Total Percentage of Total Cost:** 100.00%
Carlsen Property Map
## Balance Sheet Prev Year Comparison

### As of August 31, 2017

<table>
<thead>
<tr>
<th>Aug 31, 17</th>
<th>Aug 31, 16</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
</table>

### ASSETS

#### Current Assets

| Checking/Savings |  |  |  |
|------------------|  |  |  |
| 1000 · Albina checking | 100,632.00 | 166,854.95 | -66,222.95 | -39.69% |
| 1010 · LGIP savings acct #1 | 8,216,326.56 | 7,729,984.91 | 486,341.65 | 6.29% |
| **Total Checking/Savings** | 8,316,958.56 | 7,896,839.86 | 420,118.70 | 5.32% |

| Accounts Receivable |  |  |  |
|---------------------|  |  |  |
| 1200 · Accounts Receivable | 281,138.97 | 280,449.13 | 689.84 | 0.25% |
| 1205 · Property Taxes Receivable | 279,039.86 | 279,039.86 | 0.00 | 0.0% |
| 1200 · Accounts Receivable - Other | 2,099.11 | 1,409.27 | 689.84 | 48.95% |
| **Total 1200 · Accounts Receivable** | 281,138.97 | 280,449.13 | 689.84 | 0.25% |

| Other Current Assets |  |  |  |
|----------------------|  |  |  |
| 1300 · Prepaid Expense | 954.89 | 0.00 | 954.89 | 100.0% |
| 1499 · Undeposited Funds | 7,494.17 | 1,478.81 | 6,015.36 | 406.77% |
| **Total Other Current Assets** | 8,449.06 | 1,478.81 | 6,970.25 | 471.34% |

| **Total Current Assets** | 8,606,546.59 | 8,178,767.80 | 427,778.79 | 5.23% |

#### Fixed Assets

| Fixed Assets |  |  |  |
|--------------|  |  |  |
| 1500 · Fixed Assets | 103,499.11 | 103,499.11 | 0.00 | 0.0% |
| 1501 · Fixed Assets Cost | 193,783.20 | 193,783.20 | 0.00 | 0.0% |
| 1502 · Accumulated Depreciation | -90,284.09 | -90,284.09 | 0.00 | 0.0% |
| **Total 1500 · Fixed Assets** | 103,499.11 | 103,499.11 | 0.00 | 0.0% |

| Building |  |  |  |
|-----------|  |  |  |
| 1601 · Building Cost | 494,516.42 | 494,516.42 | 0.00 | 0.0% |
| 1602 · Accum Depreciation Building | -138,739.44 | -138,739.44 | 0.00 | 0.0% |
| 1605 · Building/Capital Improvements | 720,736.83 | 720,736.83 | 0.00 | 0.0% |
| 1606 · Accum Depreciation Improvements | -113,272.87 | -113,272.87 | 0.00 | 0.0% |
| **Total 1600 · Building** | 963,240.94 | 963,240.94 | 0.00 | 0.0% |
| 1700 · Land | 3,290,605.58 | 3,290,605.58 | 0.00 | 0.0% |
| **Total Fixed Assets** | 4,357,345.63 | 4,357,345.63 | 0.00 | 0.0% |

**TOTAL ASSETS** | 12,963,892.22 | 12,536,113.43 | 427,778.79 | 3.41%
# Balance Sheet Prev Year Comparison

**As of August 31, 2017**

<table>
<thead>
<tr>
<th></th>
<th>Aug 31, 17</th>
<th>Aug 31, 16</th>
<th>$ Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIABILITIES &amp; EQUITY</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>21,837.93</td>
<td>73,719.37</td>
<td>-51,881.44</td>
<td>-70.38%</td>
</tr>
<tr>
<td>Total Accounts Payable</td>
<td>21,837.93</td>
<td>73,719.37</td>
<td>-51,881.44</td>
<td>-70.38%</td>
</tr>
<tr>
<td>Credit Cards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2050 · Albina Visa Card</td>
<td>-1,565.39</td>
<td>0.00</td>
<td>-1,565.39</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Total 2050 · Albina Visa Card</td>
<td>-1,565.39</td>
<td>0.00</td>
<td>-1,565.39</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Total Credit Cards</td>
<td>-1,565.39</td>
<td>0.00</td>
<td>-1,565.39</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Other Current Liabilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2400 · Security Deposits Returnable</td>
<td>2,800.00</td>
<td>2,800.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>2100 · Payroll Liabilities</td>
<td>2,948.19</td>
<td>51,563.00</td>
<td>-48,614.81</td>
<td>-94.28%</td>
</tr>
<tr>
<td>2110 · Direct Deposit Liabilities</td>
<td>-58.00</td>
<td>-58.00</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>2150 · Accrued Compensated Absences</td>
<td>58,240.72</td>
<td>58,240.72</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total Other Current Liabilities</td>
<td>63,930.91</td>
<td>112,545.72</td>
<td>-48,614.81</td>
<td>-43.2%</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>84,203.45</td>
<td>186,265.09</td>
<td>-102,061.64</td>
<td>-54.79%</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>84,203.45</td>
<td>186,265.09</td>
<td>-102,061.64</td>
<td>-54.79%</td>
</tr>
<tr>
<td><strong>Equity</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3900 · Retained Earnings-Unrestricted</td>
<td>7,197,827.17</td>
<td>6,751,174.08</td>
<td>446,653.09</td>
<td>6.62%</td>
</tr>
<tr>
<td>3950 · Board Designated Restrictions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3951 · Land Conservation Fund</td>
<td>5,161,125.58</td>
<td>5,161,125.58</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>3952 · Projects &amp; Cost Share</td>
<td>1,093,113.36</td>
<td>1,093,113.36</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Total 3950 · Board Designated Restrictions</td>
<td>6,254,238.94</td>
<td>6,254,238.94</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Net Income</td>
<td>-572,377.34</td>
<td>-655,564.68</td>
<td>83,187.34</td>
<td>12.69%</td>
</tr>
<tr>
<td>Total Equity</td>
<td>12,879,688.77</td>
<td>12,349,848.34</td>
<td>529,840.43</td>
<td>4.29%</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES &amp; EQUITY</strong></td>
<td>12,963,892.22</td>
<td>12,536,113.43</td>
<td>427,778.79</td>
<td>3.41%</td>
</tr>
</tbody>
</table>
## Profit & Loss Budget Performance

### July through August 2017

<table>
<thead>
<tr>
<th>Category</th>
<th>Jul - Aug 17</th>
<th>YTD Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4100 · EMSWCD prop’ty tax</td>
<td>38,598.14</td>
<td>60,000.00</td>
<td>-21,401.86</td>
<td>64.33%</td>
<td>4,677,672.00</td>
</tr>
<tr>
<td>4200 · Contributions</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td>700,000.00</td>
</tr>
<tr>
<td>4400 · Event Income</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>35,000.00</td>
</tr>
<tr>
<td>4500 · Interest</td>
<td>21,453.08</td>
<td>15,333.30</td>
<td>6,119.78</td>
<td>139.91%</td>
<td>92,000.00</td>
</tr>
<tr>
<td>4600 · Grants</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>72,674.00</td>
</tr>
<tr>
<td>4800 · Rental Income</td>
<td>5,250.00</td>
<td>7,550.00</td>
<td>-2,300.00</td>
<td>69.54%</td>
<td>28,400.00</td>
</tr>
<tr>
<td>4900 · Misc Income</td>
<td>0.00</td>
<td>2,000.00</td>
<td>-2,000.00</td>
<td>0.0%</td>
<td>12,000.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>65,301.22</td>
<td>84,883.30</td>
<td>-19,582.08</td>
<td>76.93%</td>
<td>5,617,746.00</td>
</tr>
<tr>
<td><strong>Expense</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 · Payroll Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5100 · Salaries &amp; Wages</td>
<td>235,919.35</td>
<td>242,685.50</td>
<td>-6,766.15</td>
<td>97.21%</td>
<td>1,456,113.00</td>
</tr>
<tr>
<td>5200 · Payroll Taxes</td>
<td>22,325.26</td>
<td>23,496.10</td>
<td>-1,170.84</td>
<td>95.02%</td>
<td>140,976.00</td>
</tr>
<tr>
<td>5300 · Wkrs Comp Insurance</td>
<td>16,167.50</td>
<td>18,833.50</td>
<td>-2,666.00</td>
<td>85.84%</td>
<td>20,236.00</td>
</tr>
<tr>
<td>5400 · Emp Benefits</td>
<td>53,010.79</td>
<td>59,588.40</td>
<td>-6,577.61</td>
<td>88.96%</td>
<td>357,531.00</td>
</tr>
<tr>
<td>5900 · Temporary Help</td>
<td>1,372.48</td>
<td>3,741.00</td>
<td>-2,368.52</td>
<td>36.69%</td>
<td>14,964.00</td>
</tr>
<tr>
<td><strong>Total 5000 · Payroll Expenses</strong></td>
<td>328,795.38</td>
<td>348,344.50</td>
<td>-19,549.12</td>
<td>94.39%</td>
<td>1,989,820.00</td>
</tr>
<tr>
<td>6000 · Professional Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6005 · Contracted Bkpr/Acctant</td>
<td>1,750.00</td>
<td>3,500.00</td>
<td>-1,750.00</td>
<td>50.0%</td>
<td>21,000.00</td>
</tr>
<tr>
<td>6010 · Contracted Audit Services</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>5,400.00</td>
</tr>
<tr>
<td>6020 · Contracted Attorney</td>
<td>360.00</td>
<td>5,366.70</td>
<td>-5,006.70</td>
<td>6.71%</td>
<td>32,100.00</td>
</tr>
<tr>
<td>6050 · Contracted Services</td>
<td>69,343.04</td>
<td>113,008.50</td>
<td>-43,665.46</td>
<td>61.36%</td>
<td>678,051.00</td>
</tr>
<tr>
<td>6065 · Contracted IT Support</td>
<td>1,630.47</td>
<td>3,000.00</td>
<td>-1,369.53</td>
<td>54.35%</td>
<td>18,000.00</td>
</tr>
<tr>
<td><strong>Total 6000 · Professional Services</strong></td>
<td>73,083.51</td>
<td>124,875.20</td>
<td>-51,791.69</td>
<td>58.53%</td>
<td>754,551.00</td>
</tr>
<tr>
<td>6100 · Admin</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6110 · Audit Filing Fee</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>250.00</td>
</tr>
<tr>
<td>6120 · Bank Charges</td>
<td>92.05</td>
<td>100.00</td>
<td>-7.95</td>
<td>92.05%</td>
<td>475.00</td>
</tr>
<tr>
<td>6130 · Bulk Mail Permit Renewal</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>250.00</td>
</tr>
<tr>
<td>6135 · Legal Notice</td>
<td>0.00</td>
<td>500.00</td>
<td>-500.00</td>
<td>0.0%</td>
<td>3,000.00</td>
</tr>
<tr>
<td>6140 · Payroll Svcs</td>
<td>79.50</td>
<td>0.00</td>
<td>79.50</td>
<td>100.0%</td>
<td>0.00</td>
</tr>
<tr>
<td>6150 · Licenses &amp; Fees</td>
<td>1,108.00</td>
<td>1,616.70</td>
<td>-508.70</td>
<td>68.54%</td>
<td>9,700.00</td>
</tr>
<tr>
<td>6160 · Taxes</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>2,800.00</td>
</tr>
<tr>
<td><strong>Total 6100 · Admin</strong></td>
<td>1,279.55</td>
<td>2,216.70</td>
<td>-937.15</td>
<td>57.72%</td>
<td>16,475.00</td>
</tr>
<tr>
<td>7100 · Occupancy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7110 · Utilities</td>
<td>4,003.36</td>
<td>3,480.00</td>
<td>523.36</td>
<td>115.04%</td>
<td>20,880.00</td>
</tr>
<tr>
<td>7120 · Telecommunications</td>
<td>2,710.64</td>
<td>3,143.70</td>
<td>-433.06</td>
<td>86.23%</td>
<td>18,862.00</td>
</tr>
<tr>
<td>7130 · Repairs/Maintenance</td>
<td>2,693.19</td>
<td>3,916.70</td>
<td>-1,223.51</td>
<td>68.76%</td>
<td>23,500.00</td>
</tr>
<tr>
<td><strong>Total 7100 · Occupancy</strong></td>
<td>9,407.19</td>
<td>10,540.40</td>
<td>-1,133.21</td>
<td>89.25%</td>
<td>63,242.00</td>
</tr>
<tr>
<td>7500 · Insurance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7505 · General Liability Insurance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>7,000.00</td>
</tr>
<tr>
<td>7510 · Property Insurance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>3,000.00</td>
</tr>
<tr>
<td>7515 · D &amp; O Anti Crime</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>1,000.00</td>
</tr>
<tr>
<td>7540 · Vehicle insurance</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>1,800.00</td>
</tr>
<tr>
<td><strong>Total 7500 · Insurance</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>12,800.00</td>
</tr>
<tr>
<td>8100 · Office Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8110 · Office Supplies</td>
<td>1,177.80</td>
<td>1,205.80</td>
<td>-28.00</td>
<td>97.68%</td>
<td>7,235.00</td>
</tr>
<tr>
<td>8115 · Postage, Delivery</td>
<td>230.06</td>
<td>750.00</td>
<td>-519.94</td>
<td>30.68%</td>
<td>5,500.00</td>
</tr>
</tbody>
</table>
### Profit & Loss Budget Performance
#### July through August 2017

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Jul - Aug 17</th>
<th>YTD Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>8120</td>
<td>Printing, Copying</td>
<td>571.89</td>
<td>3,231.70</td>
<td>-2,659.81</td>
<td>17.7%</td>
<td>21,390.00</td>
</tr>
<tr>
<td>8130</td>
<td>Furnishings &amp; Equipment</td>
<td>139.79</td>
<td>3,773.40</td>
<td>-3,633.61</td>
<td>3.71%</td>
<td>15,140.00</td>
</tr>
<tr>
<td><strong>Total 8100 - Office Expenses</strong></td>
<td></td>
<td>2,119.54</td>
<td>8,960.90</td>
<td>-6,841.36</td>
<td>23.85%</td>
<td>49,265.00</td>
</tr>
<tr>
<td>8200</td>
<td>Production</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8210</td>
<td>Advertising</td>
<td>400.00</td>
<td>2,154.90</td>
<td>-1,754.90</td>
<td>18.56%</td>
<td>12,930.00</td>
</tr>
<tr>
<td>8230</td>
<td>Signage, Banners, Displays</td>
<td>0.00</td>
<td>5,833.40</td>
<td>-5,833.40</td>
<td>0.0%</td>
<td>26,400.00</td>
</tr>
<tr>
<td>8250</td>
<td>Public Relations Promo</td>
<td>0.00</td>
<td>3,333.30</td>
<td>-3,333.30</td>
<td>0.0%</td>
<td>17,500.00</td>
</tr>
<tr>
<td><strong>Total 8200 - Production</strong></td>
<td></td>
<td>400.00</td>
<td>11,321.60</td>
<td>-10,921.60</td>
<td>3.53%</td>
<td>56,830.00</td>
</tr>
<tr>
<td>8500</td>
<td>Programs &amp; Projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8505</td>
<td>Dues</td>
<td>5,110.00</td>
<td>2,083.30</td>
<td>3,026.70</td>
<td>245.28%</td>
<td>12,000.00</td>
</tr>
<tr>
<td>8506</td>
<td>Subscriptions</td>
<td>304.97</td>
<td>2,305.00</td>
<td>-2,000.03</td>
<td>13.23%</td>
<td>14,330.00</td>
</tr>
<tr>
<td>8510</td>
<td>Contracts w/ Partners/Lndwnrs</td>
<td>44,663.00</td>
<td>59,756.50</td>
<td>-15,093.50</td>
<td>74.74%</td>
<td>623,539.00</td>
</tr>
<tr>
<td>8520</td>
<td>Grants to Others</td>
<td>137,858.95</td>
<td>222,838.50</td>
<td>-84,979.55</td>
<td>61.87%</td>
<td>1,337,031.00</td>
</tr>
<tr>
<td>8530</td>
<td>Program Supplies</td>
<td>7,284.24</td>
<td>23,421.70</td>
<td>-16,137.46</td>
<td>31.1%</td>
<td>142,530.00</td>
</tr>
<tr>
<td>8540</td>
<td>Plants &amp; Materials</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>30,250.00</td>
</tr>
<tr>
<td>8560</td>
<td>Space Rental</td>
<td>1,096.00</td>
<td>1,000.00</td>
<td>96.00</td>
<td>109.6%</td>
<td>8,200.00</td>
</tr>
<tr>
<td>8570</td>
<td>Equip Rental</td>
<td>125.40</td>
<td>2,200.00</td>
<td>-2,074.60</td>
<td>5.7%</td>
<td>13,450.00</td>
</tr>
<tr>
<td>8580</td>
<td>Vehicles Rent/Lease</td>
<td>3,422.16</td>
<td>3,333.30</td>
<td>-88.86</td>
<td>102.67%</td>
<td>23,000.00</td>
</tr>
<tr>
<td><strong>Total 8500 - Programs &amp; Projects</strong></td>
<td></td>
<td>199,864.72</td>
<td>316,938.30</td>
<td>-117,073.58</td>
<td>63.06%</td>
<td>2,204,330.00</td>
</tr>
<tr>
<td>8600</td>
<td>Training</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8610</td>
<td>Training/Development Staff</td>
<td>188.72</td>
<td>3,333.40</td>
<td>-3,144.68</td>
<td>5.66%</td>
<td>20,000.00</td>
</tr>
<tr>
<td>8620</td>
<td>Training/Development Board</td>
<td>0.00</td>
<td>833.30</td>
<td>-833.30</td>
<td>0.0%</td>
<td>5,000.00</td>
</tr>
<tr>
<td><strong>Total 8600 - Training</strong></td>
<td></td>
<td>188.72</td>
<td>4,166.70</td>
<td>-3,977.98</td>
<td>4.53%</td>
<td>25,000.00</td>
</tr>
<tr>
<td>8700</td>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8730</td>
<td>Out of Town Travel- Staff</td>
<td>36.00</td>
<td>3,266.70</td>
<td>-3,230.70</td>
<td>1.1%</td>
<td>19,600.00</td>
</tr>
<tr>
<td>8740</td>
<td>Out of Town Travel - Board</td>
<td>0.00</td>
<td>750.00</td>
<td>-750.00</td>
<td>0.0%</td>
<td>4,500.00</td>
</tr>
<tr>
<td>8750</td>
<td>Local Mlg, Pkg, Bus - Staff</td>
<td>832.73</td>
<td>1,866.70</td>
<td>-1,033.97</td>
<td>44.61%</td>
<td>11,200.00</td>
</tr>
<tr>
<td>8760</td>
<td>Local Mlg, Pkg, Bus - Board</td>
<td>0.00</td>
<td>83.30</td>
<td>-83.30</td>
<td>0.0%</td>
<td>500.00</td>
</tr>
<tr>
<td><strong>Total 8700 - Travel</strong></td>
<td></td>
<td>868.73</td>
<td>5,966.70</td>
<td>-5,097.97</td>
<td>14.56%</td>
<td>35,800.00</td>
</tr>
<tr>
<td>8800</td>
<td>Volunteers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8810</td>
<td>Volunteer Recog</td>
<td>150.00</td>
<td>2,066.70</td>
<td>-1,916.70</td>
<td>7.26%</td>
<td>13,400.00</td>
</tr>
<tr>
<td>8820</td>
<td>Vol Refreshments</td>
<td>1,307.04</td>
<td>1,175.00</td>
<td>132.04</td>
<td>111.24%</td>
<td>11,950.00</td>
</tr>
<tr>
<td><strong>Total 8800 - Volunteers</strong></td>
<td></td>
<td>1,457.04</td>
<td>3,241.70</td>
<td>-1,784.66</td>
<td>44.95%</td>
<td>25,350.00</td>
</tr>
<tr>
<td>8900</td>
<td>Misc Expenses</td>
<td>0.00</td>
<td>83.30</td>
<td>-83.30</td>
<td>0.0%</td>
<td>500.00</td>
</tr>
<tr>
<td>9000</td>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9010</td>
<td>Office/Field Equipment</td>
<td>4,734.00</td>
<td>2,000.00</td>
<td>2,734.00</td>
<td>236.7%</td>
<td>7,000.00</td>
</tr>
<tr>
<td>9030</td>
<td>Improvements On Real Property</td>
<td>15,480.18</td>
<td>19,666.70</td>
<td>-4,186.52</td>
<td>78.71%</td>
<td>96,000.00</td>
</tr>
<tr>
<td>9040</td>
<td>Purchase of Real Property</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>7,683,426.00</td>
</tr>
<tr>
<td><strong>Total 9000 - Capital Outlay</strong></td>
<td></td>
<td>20,214.18</td>
<td>21,666.70</td>
<td>-1,452.52</td>
<td>93.3%</td>
<td>7,786,426.00</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td></td>
<td>637,678.56</td>
<td>858,322.70</td>
<td>-220,644.14</td>
<td>74.29%</td>
<td>13,020,389.00</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td></td>
<td>-572,377.34</td>
<td>-773,439.40</td>
<td>201,062.06</td>
<td>74.0%</td>
<td>-7,402,643.00</td>
</tr>
</tbody>
</table>
## Profit & Loss by Class

### July through August 2017

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>General Fund</th>
<th>Special Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fin &amp; Ops</td>
<td>Rural Lands</td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 - Income</td>
<td>52,229.77</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Income</td>
<td>52,229.77</td>
<td>0.00</td>
</tr>
<tr>
<td>Gross Profit</td>
<td>52,229.77</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Expense

<table>
<thead>
<tr>
<th></th>
<th>General Fund</th>
<th>Special Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fin &amp; Ops</td>
<td>Rural Lands</td>
</tr>
<tr>
<td>5000 - Payroll Expenses</td>
<td>75,230.70</td>
<td>116,362.12</td>
</tr>
<tr>
<td>6000 - Professional Services</td>
<td>22,285.02</td>
<td>1,200.00</td>
</tr>
<tr>
<td>6100 - Admin</td>
<td>1,161.55</td>
<td>0.00</td>
</tr>
<tr>
<td>7100 - Occupancy</td>
<td>3,161.02</td>
<td>678.02</td>
</tr>
<tr>
<td>8100 - Office Expenses</td>
<td>1,293.94</td>
<td>365.60</td>
</tr>
<tr>
<td>8200 - Production</td>
<td>0.00</td>
<td>200.00</td>
</tr>
<tr>
<td>8500 - Programs &amp; Projects</td>
<td>6,389.54</td>
<td>7,032.33</td>
</tr>
<tr>
<td>8600 - Training</td>
<td>69.98</td>
<td>0.00</td>
</tr>
<tr>
<td>8700 - Travel</td>
<td>12.31</td>
<td>675.12</td>
</tr>
<tr>
<td>8800 - Volunteers</td>
<td>1,407.04</td>
<td>0.00</td>
</tr>
<tr>
<td>9000 - Capital Outlay</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Total Expense</td>
<td>111,011.10</td>
<td>126,513.19</td>
</tr>
<tr>
<td>Net Ordinary Income</td>
<td>-58,781.33</td>
<td>-126,513.19</td>
</tr>
<tr>
<td>Net Income</td>
<td>-58,781.33</td>
<td>-126,513.19</td>
</tr>
</tbody>
</table>

| Amount Appropriated by Program       | 740,890 | 1,087,457 | 717,922 | 464,175 | 365,948 | 1,960,570 | 7,683,426 |
| Percentage of Fiscal Year Passed     | 17%     | 17%      | 17%     | 17%     | 17%     | 17%      | 17%       |
| Percentage of Appropriation spent YTD | 15%     | 12%      | 10%     | 18%     | 16%     | 9%       | 0%        |