

## EAST MULTNOMAH SOIL & WATER CONSERVATION DISTRICT

### **“RESIDUAL” PERSONNEL POLICIES AND PROCEDURES**

***[To be in place until Policies 1.1.10 – 1.1.22 are approved.]***

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](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.

**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.

### **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

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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.**

EMSWCD Representative	Date	Employee	Date