

FORWARD

This employee handbook is intended to be used as a guide for benefits, policies, practices and general information about your employment with Clackamas County. The most current version can be found on the County Intranet on the Department of Employee Services page, and information is subject to change without notice. The information contained in this handbook reflects benefits, policies, practices, and laws effective as of its last revision; please read it thoroughly and keep it for future reference. In the event of a conflict between this handbook and the underlying policies, practices, ordinances, and laws upon which it is based, the latter shall prevail. Should you have any questions regarding employment policies, please contact the Department of Employee Services (DES): 503-655-8459.

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INTRODUCTION

WELCOME FROM THE BOARD OF COUNTY COMMISSIONERS

Welcome to Clackamas County! We are delighted that you are becoming part of our employment team, one of the most efficient and effective county organizations anywhere in the nation.

Clackamas County employs over 2,000 regular and temporary employees in a wide variety of jobs -- from nurses to accountants to road maintenance specialists. Each person plays an important role in providing excellent customer service to the residents, businesses and taxpayers of this County.

As a Commission, our goal is that each employee understands how important that role is, and that all employees know they are valued by us, by the County Administrator, and by management staff. Without people like you, we would not be able to provide essential services to those who rely upon us.

Please join us in recognizing that each resident, business owner and employee in the County is a customer, and our performance and attitudes must reflect the highest commitment to customer service. Working in partnership with the people of Clackamas County, we can continue our efforts to improve efficiency and high quality public service throughout all our departments.

Thank you for joining us at Clackamas County.

Sincerely,

BOARD OF CLACKAMAS COUNTY COMMISSIONERS

John Ludlow, Chair
Jim Bernard
Paul Savas
Martha Schrader
Tootie Smith

HISTORY OF CLACKAMAS COUNTY

Clackamas County has a rich history. Until the mid-1800s the Clackamas and Santiam Molalla tribes lived in this region. Willamette Falls was a sacred fishing and meeting spot for the tribes, who depended on salmon as a food staple. The Falls were known and visited by other tribes as well because of the abundance of salmon in the river. Native Americans from as far away as the Yakima and Rogue River valleys made the journey to what is now Oregon City to hunt and fish for the food that would sustain them through the winter. The legends these tribal people offer about the land and landmarks of the area add to the richness of Clackamas County history.

Clackamas County is one of the original four counties comprising the Oregon Territory. When the County of Clackamas was established on July 5, 1843, its borders reached far into Canada and included portions of the current states of Washington, Idaho, and Montana as well as the State of Oregon. Oregon City, the County seat, was the first incorporated city west of the Rocky Mountains. It became the first capital of the territorial government in 1848, and was the site of the first legislative session. Oregon City also carries the distinction of being the official “End of the Oregon Trail.”

Today, Clackamas County is one of Oregon’s most populous counties with residents living in an area encompassing 1,879 square miles. This is approximately the size of the state of Delaware. Principal cities include Lake Oswego, Milwaukie, Oregon City, West Linn, Gladstone, Canby, Sandy, Molalla, Tualatin, and Wilsonville.

From an elevation of 55 feet at Oregon City, the County rises to approximately 11,000 feet at Mt. Hood, on its northeastern boundary of the County, the highest point in the State. Clackamas County has over 80 public parks, miles of rivers and convenient public boat ramps, lakes, camping and fishing, as well as year-round ski facilities at Mt. Hood.



Credit: National Anthropological Archives, Smithsonian Institution (#2854-F-13)

CLACKAMAS COUNTY ORGANIZATION

Clackamas County provides a wide variety of services to its citizens. The County has over 2,000 temporary and regular status employees, working in a variety of professions and locations throughout the County. The following is a departmental overview and brief description of the services provided to the citizens of Clackamas County by the County's major departments and elected officials' offices.

BOARD OF COUNTY COMMISSIONERS

The five member Board of Commissioners, elected at large, is the County's governing body. The Board provides leadership and policy direction to the County Administrator for the management of County government and programs. The Commissioners set policies, enact ordinances, and approve budgets to perform the services that State law and the citizens of the County require. The Commissioners are the official representatives for Clackamas County citizens in all matters local, regional, state and federal that impact County services and programs.

COUNTY ADMINISTRATOR

The County Administrator and staff work with the Board of County Commissioners to facilitate effective service delivery in all County programs. The County Administrator serves as the Chief Executive and Budget Officer and is responsible for providing overall direction to County departments and programs consistent with policy established by the Board of County Commissioners. All appointed county department directors are accountable to and report directly to the County Administrator.

DEPARTMENTS AND OFFICES

ASSESSMENT AND TAXATION

The Assessor's Office is responsible for the mapping and appraisal of properties, preparing property assessment and tax rolls, and collecting and distributing property taxes. These services are provided for all governmental jurisdictions (schools, cities, special districts) within the County. The County Assessor is an elected official.

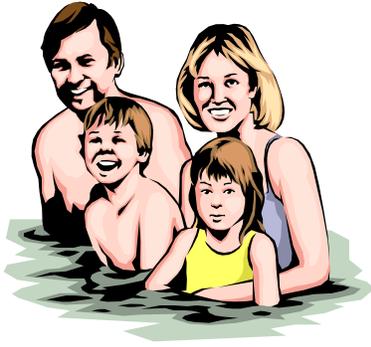
BUSINESS AND COMMUNITY SERVICES

BUSINESS AND ECONOMIC DEVELOPMENT

The Business and Economic Development Division promotes economic development and job creation in Clackamas County.

LIBRARY

The Clackamas County Library manages and promotes library patron services and programs for County-operated libraries. The library cooperates with the Metropolitan Inter-library Exchange which provides checkout and return services between several libraries in the regional area.

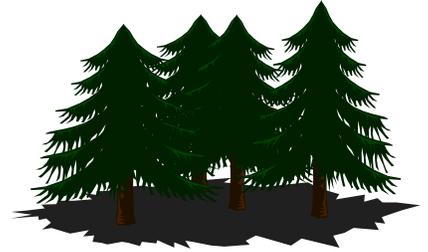


NORTH CLACKAMAS PARKS AND RECREATION DISTRICT

The North Clackamas Parks and Recreation District was created through a citizens' vote to create more parks and recreation facilities in the northern part of the County. This district operates a regional park facility with an aquatic complex, ball fields, and natural areas as well as smaller neighborhood parks and a community center with senior activities.

PARKS AND FOREST: The Parks and Forest Division operate, maintain, and develop County parks and manage 4,000 acres of forest lands.

PROPERTY RESOURCES provides an inventory of tax-foreclosed and disposed properties transferred to the County and returns funds to the taxing districts.



COUNTY FAIR: The Clackamas County Fairgrounds are open year-round with multiple events happening everyday. It is also the location for the annual county fair and rodeo.

LIBRARY NETWORK: The Library Information Network of Clackamas County provides programs and services to member libraries, including central cataloging, computer system administration and inter-library courier delivery services. There are 10 cities that operate independent public libraries in Clackamas County. The County provides direct library service via the three branches of the Clackamas County Library.

CLACKAMAS COUNTY COMMUNICATIONS (C-COM / 9-1-1)

Clackamas County Communications, also known as C-COM, provides non-emergency and Enhanced 9-1-1 emergency service to the public. C-COM also provides radio dispatch services for several law, fire and EMS agencies.



CLERK

The County Clerk's Office conducts the primary, general and special elections, registers citizens to vote and maintains the register of electors. In addition, the Clerk's Office, through its subsidiary departments of Elections, Recording and Records Management, coordinates the Board of Property Tax Appeals, maintains official County records, issues marriage licenses, issues passport applications, and processes liquor licenses. The County Clerk is an elected official.



COMMUNITY CORRECTIONS

Community Corrections' principal functions are to supervise parolees released from state correctional institutions and adult offenders sentenced by the courts to probation or the community residential facilities. The residential facilities are for offenders who are serving their sentences as an alternative to being in jail. The Victim Services Office provides assistance to crime victims in the areas of notification, information and restitution collection.



COUNTY COUNSEL

The Office of County Counsel provides legal advice and representation to the Board of County Commissioners and other County officials, but not to the general public. It also assists the Clackamas County Housing Authority and service districts operated by the County, such as the North Clackamas Parks and Recreation District and the Clackamas County Development Agency. The Office handles litigation on the County's behalf, including claims for personal injury and property damage, land use appeals, personnel grievances and other matters.

DISTRICT ATTORNEY

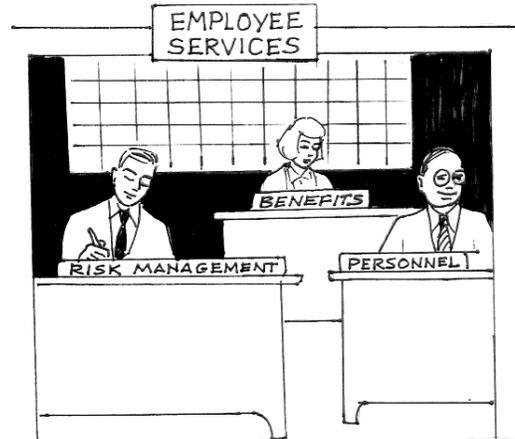
The District Attorney's Office prosecutes felony and misdemeanor crimes committed in Clackamas County, and represents the state in grand jury proceedings, mental commitment hearings, child support actions, family abuse prevention hearings, and juvenile delinquency and dependency hearings. The Victims' Assistance Program provides 24-hour support and assistance to victims of crime as they go through the criminal justice system. The District Attorney is an elected official.

EMERGENCY MANAGEMENT

The mission of the Department of Emergency Management is to minimize the impact of disaster on communities throughout our County. The department accomplishes this mission through all-hazard identification, mitigation, preparation, response, and recovery programs.

EMPLOYEE SERVICES (DES)

The Department of Employee Services' primary customers are the County's employees. Staff at the Department of Employee Services are committed to serving individuals during all phases of the employment process, from the time an individual applies for a County position to the time the employee decides to leave the County. If you have any questions regarding your employment, benefits, workers' compensation, training opportunities, or any of the information covered in this handbook, please give us a call. The Department of Employee Services provides the following services:



- **HUMAN RESOURCES** Recruitment and Selection provides application review, employment testing, and referral of qualified candidates to departments.
- Classification and Compensation maintains the County classification plan, administers position classification and compensation reviews of County positions.
- Employee Relations develops and communicates personnel policy, Affirmative Action and equal employment opportunity programs, responds to employee inquiries on personnel and employee relations issues and negotiates the County's bargaining agreements and provide in-house investigative services for employee issues.
- Human Resources Information System (HRIS) implements and maintains the human resource computer information systems and imaging systems that contain the County's employee records.
- Training and Development develops, coordinates, and conducts County-wide training programs, responds to training requests from departments and facilitates sharing of training resources.

RISK AND BENEFITS

- Administers medical, dental, life and disability insurance programs. Also manages the flexible benefits program, optional benefit plans, deferred compensation, wellness and employee assistance program and PERS/OPSRP retirement.
- Provides risk control and risk financing for County departments. Administers general liability, workers' compensation, unemployment compensation, family medical leave, short term disability benefits and safety programs.

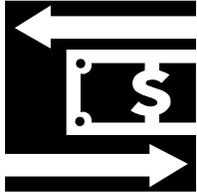
RESOLUTION SERVICES

The Resolution Services agency is a service of the Clackamas County Circuit Court. The agency offers services to family members prior to, during and following divorces, including marital counseling, divorce and family mediation, and arbitration of custody and visitation disputes.

DIVERSITY & INCLUSION

Diversity develops, coordinates, and implements diversity programs within the County, and provides technical expertise in improving diversity awareness and training in diversity issues.

FINANCE



The Department of Finance is responsible for all financial and fiscal operations of the County, including grant accounting, accounts payable/receivable, budgeting and payroll. The department coordinates all accounting and auditing functions.

PURCHASING DIVISION: Helps the County acquire goods and services for the most efficient and accountable use of public funds. Functional units overseen by the Purchasing Manager include the following: **Mail Operations:** Coordinates and processes all inbound and outbound mail. **County Courier:** Delivers interoffice mail throughout the County.

FACILITIES MANAGEMENT DIVISION: Provides accessible public buildings, maintains a healthful working environment, and protects the County's investment in facilities.

FLEET SERVICES DIVISION: Manages the specification, deployment, maintenance and repair of County motor vehicles and construction equipment; including Sheriff patrol cars, pickups, vans and other light and medium duty vehicles.

HEALTH, HOUSING AND HUMAN SERVICES (HHHS)

ADMINISTRATIVE SERVICES: Provides assistance to all DHS divisions to facilitate the delivery of services. Primary functions include administrative direction and coordination, budgeting, planning, departmental liaison, local, state and federal advocacy, management analysis, and equipment replacement.

COMMUNITY HEALTH: Promotes the physical and mental health of its community members and strives to prevent disease, injury and disability by integrating primary/preventive health care, behavioral health, and addiction services into a cohesive, patient-centered delivery system. The Division serves as the Local Public Health Authority and Local Mental Health Authority for Clackamas County offering 24 hour crisis response service to residents experiencing mental health crises as well as emergency response to public health threats within the community. The Division operates three primary care clinics and four behavioral health clinics across the County.



COMMUNITY DEVELOPMENT: Community Development oversees and coordinates the administration of services through a variety of service agencies. The division manages all community improvement projects funded with Federal community development block grant funds to provide suitable living environment, decent housing and economic opportunities for low/moderate income County residents.

COMMUNITY SOLUTIONS: Community Solutions provides services to the County's disadvantaged, unemployed and underemployed youths and adults. Programs include vocational and remedial education, on-the-job training, career counseling, placement services, and job search workshops. This division administers the County's low-income weatherization program

that provides services including weather-stripping and caulking, water heater wraps, insulation, and storm windows to qualified citizens. The County's Dispute Resolution Program is also administered by Community Solutions.

HOUSING AUTHORITY: The Housing Authority of Clackamas County (HACC) is a public corporation, established under the federal Housing Act of 1937 and the provisions of Chapter 456 of the Oregon Revised Statutes. Although it is a separate public corporation, the HACC falls under the administrative structure of Clackamas County government. Created in 1938, HACC was the first housing authority established in the State of Oregon. The HACC provides affordable, safe, decent and sanitary housing opportunities in a fiscally responsible manner to low-income people in Clackamas County.

CHILDREN, YOUTH AND FAMILIES: This office works with the local Commission on Children and Families Council to organize and provide services and programs to children, youth and families in the County. Other activities include working with organizations and agencies that provide service to this population group and advocating for their interest at the local, state and federal level.



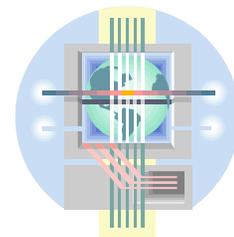
SOCIAL SERVICES: The Social Services Division offers assistance and services to the County's low-income, elderly and disabled residents including case management and help identifying the best long term care options. In addition, it assists with Medicaid and Food Stamps, adult foster home licensing, volunteer transportation, information and referral, energy assistance, emergency housing, rental assistance, landlord-tenant issues and coordination of a variety of volunteer programs. The division assists County veterans and their dependents to file for entitled benefits or services with federal, state and local agencies.

VETERANS SERVICE OFFICE provides free counseling regarding state and federal VA benefits and entitlements, as well as information and referral assistance to veterans, their dependents and survivors.

TECHNOLOGY SERVICES (TS)

This department is responsible for the installation, maintenance, testing and repair of electronic and fiber optic equipment used by County departments and other agencies. The department provides hardware, software, programming and computer operations that support the County organization.

APPLICATION SERVICES: Assists in the assessment of department automated application needs; implements vendor supplied software packages and the periodic upgrades to those packages; designs, codes, and implements in-house developed applications; on-going support (enhancements, corrections, reporting) of applications; database administration; and Web site design, maintenance, and presentation.



GIS (Geographic Information System): Maintains the Geographic Information System, an on-line information management tool built on a foundation of hardware, software, geographic data and cooperation among County agencies and other municipalities and districts in the region.

TECHNICAL SERVICES: Services encompass many support aspects including Network Support, Technical Services, System Administration, Computer Operations, Infrastructure Projects, MetaFrame Administration, Web Development Team, and the Applications Development/Programming Team. Provides computer service operations for departments. Installs, updates, and maintains the County's email, local area and wide area networks.

TELECOM SERVICES: Responsibilities include management and maintenance of the telephone system, technical and maintenance support for radio communication systems and internal technical consulting to departments.

JUVENILE DEPARTMENT

The Juvenile Department provides court hearing and case management services for children and youth involved in law violations, chemical dependency, and neglect and abuse cases. Other services include pre-hearing investigations, probation supervision, 24-hour on-call emergency, and alcohol and drug evaluations.

LAW LIBRARY

Clackamas County Law Library provides legal information services to the Clackamas County courts, attorneys, and general public (except children under 12). Patrons can find State and Federal Laws.



PUBLIC AND GOVERNMENT AFFAIRS (PGA)

This department coordinates public information and intergovernmental relations by disseminating information and promoting communication between the County and the media, business groups, citizen groups and the public, represents the County in policy formulation and coordination of intergovernmental issues with Federal, State and local legislatures and governments, and facilitates public involvement and participation in the County's public policy and decision making process. PGR coordinates these duties through the following divisions:

CABLE COMMUNICATIONS: Regulates cable companies using County rights-of-way in the unincorporated areas; monitors franchise company agreements for compliance on customer service, rates, technical compliance, system construction and access channels. Develops programming for the Government Access Channel.

GOVERNMENT RELATIONS: This office lobbies for the County to affect legislation, and works directly with departments in solving issues associated with local, state and federal government policies and procedures.

STRATEGIC COMMUNICATIONS: Strategic Communications Division (SCD) strives to achieve effective two-way communication and involvement between the County and citizens. SCD is also responsible for internal communications with County employees. Assures public participation in the governmental process by recruiting citizens for County advisory boards and commissions. This office also publishes informational materials, and is the liaison with the County's land use Community Planning Organizations.

SHERIFF'S OFFICE

The mission of the Clackamas County Sheriff's Office (CCSO) is to be a progressive and innovative organization that promotes, delivers and preserves an assurance of security, safety and quality law enforcement services to all people of Clackamas County. The County Sheriff is an elected official.



CORRECTIONS DIVISION: The Corrections Division oversees prisoners in all phases of incarceration. Additionally they provide assistance through special units such as Corrections Emergency Response Team (CERT), to assist with specialized problems.

INVESTIGATIONS/CIVIL DIVISION: The Civil Division is divided into two units: Civil Process and Court Security/Transports/Extraditions. The Civil Process section serves and enforces all civil process received by the Sheriff's Office. The Court Security/Transports/Extraditions section provides transportation for jail inmates to and from the courts and provides security for the courthouse, its employees and occupants.

PATROL DIVISION: The Patrol Division provides the public safety and criminal investigation response of the Department. Patrol serves several functions. These include crisis intervention, intake functions for crime and social problems and an array of other statutory functions. Additionally they provide assistance through special units such as canine, Special Weapons and Tactics Team (SWAT), Criminal Reconstruction and Forensic Team (CRAFT), etc. to assist them with specialized problems.

SUPPORT SERVICES DIVISION: The Support Services Division includes payroll, personnel management, hiring, separation, requisitioning and maintenance of equipment, and the training of new and current personnel for the Sheriff's Office.

TOURISM & CULTURAL AFFAIRS: Tourism implements the policies of the County Tourism Development Council to promote tourism in the County. The department administers marketing, development, research and visitor information programs. It is funded by Clackamas County Transient Room Tax. Cultural Affairs promotes and supports culture and the arts in Clackamas County.

TRANSPORTATION & DEVELOPMENT (DTD)

BUILDING CODES DIVISION: The Building Codes Division administers the state building codes (structural, mechanical, plumbing, electrical, soils and grading permits), fire and life safety code, and DEQ subsurface rules and regulations.

COMMUNITY ENVIRONMENT: The Community Environment Division works with code and ordinance violations in building, plumbing, solid waste, subsurface sewage disposal, grading, and zoning development. The division also oversees the franchising of garbage haulers and coordinates the County's recycling efforts.

COUNTY SURVEYOR: The Surveyor reviews and approves all land divisions, and establishes and reestablishes corners of the Public Land Survey System throughout the County. The office also files and indexes all property surveys, subdivision plats, road records and related documents and provides public service and assistance.

DOG SERVICES: This department is responsible for serving and protecting the people and animals of Clackamas County in a professional and courteous manner by: promoting humane treatment of animals; providing shelter and care for stray, injured and homeless dogs; educating residents; enforcing Clackamas County dog licensing and control ordinances; respecting the needs of our customers and providing community members who assist in mediation to help resolve dog issues.



ENGINEERING is responsible for traffic and road design, surveying, project management, traffic safety, construction inspections, the weighmaster program, local improvement districts and Lighting District #5.

PLANNING: The Planning Division facilitates the development of land use planning and transportation planning. It also develops, maintains, and administers the comprehensive land use plan and zoning and development ordinance.

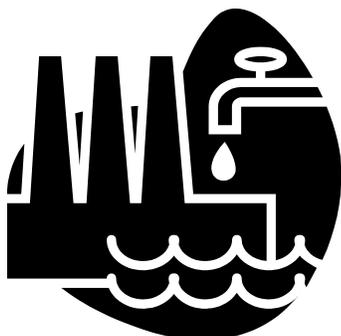
TRANSPORTATION MAINTENANCE: The Roads Division maintains County roads, bridges, culverts, traffic signs and signals. In addition, it maintains buildings and equipment related to road work. The Canby Ferry is also operated by this division.

TREASURER



Under Oregon law, the Treasurer is responsible for investing, monitoring and repositioning the financial assets held by the County, and for the distribution of tax monies to taxing districts. The department is also responsible for cash auditing and providing recommendations on cash management and investment policies to the Board of County Commissioners. The County Treasurer is an elected official.

WATER ENVIRONMENT SERVICES (WES)



Water Environment Services provides Wastewater Collection and Treatment and Biosolids Reuse for seven cities and several unincorporated areas in Clackamas County. Storm Water Management, On Site Sewage Disposal, Grading Permit Services, and Water Quality and Stream Enhancement projects are also coordinated by WES.

EMPLOYMENT POLICIES AND PRACTICES (EPP)

EQUAL EMPLOYMENT OPPORTUNITY POLICY SUMMARY

It is the policy of Clackamas County to adhere to the concept of Equal Employment Opportunity and Affirmative Action as a basic element of human resources management. Discrimination in a personnel action on a basis unrelated to the job is prohibited. Employment and promotion decisions in County service shall be made in accordance with the principles of equal opportunity by utilizing job-related requirements. County policy specifically prohibits discrimination on the basis of race, color, sex, age, sexual orientation, gender identity, religion, national origin, marital status, physical or mental disability, or other protected status as those terms are understood under Oregon and federal law.

The Board of County Commissioners has adopted an Affirmative Action policy and program which is set forth in a separate document and is available throughout County facilities and on the County Intranet. All employees are encouraged to familiarize themselves with the County's Affirmative Action policies. The Affirmative Action Plan commits all employees of Clackamas County to support the policies regarding equal employment opportunity.

Any employee or applicant for employment may file a written complaint alleging discrimination, unlawful employment practice(s), violation of equal employment opportunity, or harassment with the Director of Employee Services, who will investigate the charge. The Director of Employee Services may also initiate an investigation should such an alleged practice come to his/her attention.

At the conclusion of the investigation, the Director of Employee Services shall make recommendations to correct any practice found to be in violation of this policy. Under the law, individuals are protected from retaliation. Every effort will be made to preserve confidentiality consistent with conducting a thorough investigation. **For details of the Equal Employment Opportunity Complaint & Grievance Resolution Procedure Policy, refer to EPP 1.**

HARASSMENT POLICY SUMMARY

It is the policy of Clackamas County to maintain a work environment which is free of harassment based on race, color, age, religion, sex, sexual orientation, gender identity, disability, national origin, or any other protected status in accordance with applicable law. This policy is not limited in application to harassment between supervisors and subordinates, but also includes harassment between co-workers. Employees shall not engage in harassment, sexual harassment or retaliation as defined by the Harassment policy. Failure to adhere to the policy will result in disciplinary action up to and including termination.

HARASSMENT: Harassment is defined as verbal or physical conduct that is derogatory or shows hostility towards an employee because of race, color, age, religion, sex, sexual orientation,

gender identity, disability, national origin or any other protected status in accordance with applicable law, and

- A. Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- B. Has the purpose or effect of unreasonably interfering with an employee's work performance; or
- C. Otherwise substantially and adversely affects an employee's employment opportunities.

SEXUAL HARASSMENT:

Specifically, the Equal Employment Opportunity Commission guidelines define sexual harassment to include unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct of a sexual nature when:

- A. Submission to sexual advances is a condition of employment; or
- B. Submission or rejection of sexual advances is the basis of an employment decision (tangible job benefits, promotion, retention, performance evaluation, etc.); or
- C. When the conduct unreasonably interferes with the affected person's work performance or creates an intimidating, hostile, or offensive work environment.

Department managers and supervisors, male or female, shall not use their authority to solicit sexual favors. Neither submission to nor rejection of such conduct by an individual shall be used as the basis for employment decisions affecting that individual. Department managers and supervisors shall not allow conduct that creates an intimidating, hostile or offensive work environment. Included in forbidden conduct are lewd gestures, sexually offensive language or sexually offensive behavior. Failure to adhere to this policy will result in disciplinary action up to and including termination.

RETALIATION:

It is a violation of the law and County policy to harass someone based on their filing of a complaint. Retaliation is adverse treatment that is likely to deter employees from engaging in a protected activity such as participating in a harassment investigation.

Employees or applicants for employment who experience behavior in violation of this policy are urged to contact their supervisor, another County supervisor or the Director of Employee Services. A thorough investigation of the facts will be promptly conducted. If evidence supports such a complaint, immediate, appropriate and corrective action will be taken. Under the law, individuals are protected from retaliation. Every effort will be made to preserve confidentiality consistent with conducting a thorough investigation. **For details of the Harassment Policy, refer to EPP 2.**

DRUG FREE WORKPLACE ACT AND POLICY PROCLAMATION

Clackamas County government is committed to protecting the safety, health and well being of all employees and the general public in our workplace. To satisfy these responsibilities, the County will maintain a work environment where employees are free from the effects of illegal drugs, alcohol, or other job-impairing substances.

Violations of this policy may result in disciplinary action, up to and including termination and may have legal consequences. Some County positions are subject to mandated substance abuse testing.

The County recognizes drug/alcohol abuse as a potential health, safety and security problem. Probationary and regular status employees needing help in dealing with such problems are encouraged to use our Employee Assistance Program (EAP). Please refer to the description of the EAP in the Employees Benefits' section of this handbook and health care providers as appropriate. **For details of the Drug Free Workplace Act and Policy Proclamation, refer to EPP 5.**

NO SMOKING POLICY

Smoking is prohibited in Clackamas County facilities. This includes meeting rooms, lunch rooms, community work areas, offices, vehicles assigned to more than one person, corridors and restrooms. Check with your supervisor for any designated smoking areas outside your building.



WORK HOURS

There are a variety of work schedules within the County. The schedule for most employees is the four day work week, as well as more traditional work schedules. Some County departments have duties which require 24-hour service or which may be better performed in a different time frame, the specific work hours for your job may vary. Collective bargaining agreements also specify length of work days and define a "work week." Check with your supervisor for more details.

REST PERIODS



Employees shall be allowed at least a ten (10) minute rest period for every four (4) hour segment worked in one work day. Consult your supervisor for scheduling these rest periods. Employees who work extended shifts or extended overtime should refer to their collective bargaining agreement for details covering additional rest periods.

PROBATIONARY PERIOD

New and promoted employees have a probationary period as part of their evaluation process in the new job. A probationary period is a working test period which allows your supervisor time to consider your suitability for the job and gives you an opportunity to decide if you are satisfied with the job. New employees serve a twelve (12) month probationary period. Upon promotion, employees who have previously attained regular status with the County serve a six (6) month probationary period. If you are on a leave of absence (paid or unpaid) for more than thirty (30) days during your probationary period, the probationary period will be extended by the amount of the leave.

PERFORMANCE EVALUATIONS

An employee's first performance evaluation occurs six months following hire or promotion. After the initial evaluation, an employee's performance is reviewed at least annually. This is regardless of qualification for a salary increase.

The review shall include the following:

- An evaluation of the employee's quality and quantity of work
- A review of exceptional employee accomplishments
- Establishment of goals for career development and job enrichment
- A review of the areas which need improvement
- Setting of performance goals for the employee for the following year

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement to be reviewed by their immediate supervisor and appointing authority. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than thirty days following the date the performance evaluation was received.



PROMOTIONAL OPPORTUNITIES

The County fills job vacancies through a competitive process. Some jobs will be posted as open to all applicants. Others will be posted as open only to current regular status County employees. You are encouraged to check the job postings on the County's web page at www.clackamas.us. Jobs are also posted in the Department of Employee Services.

Each employee is responsible for the development of his or her own career. However, you are encouraged to seek advice from your supervisor. Your supervisor is a good source of information about training opportunities and promotional ladders within your department.

TRANSFERS

A move to another position in the same classification as the one you currently occupy is considered a transfer. If you wish to be placed on a transfer list for a different department, print a transfer form from the intranet or contact the Department of Employee Services. Your name will then be referred out to departments as openings occur in your classification, without having to compete in another selection process provided you meet any job specific qualifications required by the department. **For details of the Transfer Policy, refer to EPP 16.**

RESIGNATION

If you wish to resign, it is requested that you give your supervisor and the department director at least two (2) weeks written notice. A written resignation may be rescinded up to the effective date subject to approval by the department director. If less than two (2) weeks written notice is given, an employee is not eligible for reinstatement rights.



EXIT INTERVIEW PROGRAM

The Department of Employee Services (DES) has a confidential Exit Interview Program to gain feedback from departing employees on ways to improve employment conditions at the County. DES completes a confidential interview or mails a questionnaire to each departing employee.

REINSTATEMENT

An employee who attains regular status prior to departing and who gives at least two (2) weeks notice prior to resigning may request reinstatement to a position in his/her former classification, and, if approved, will be considered for vacancies for up to six (6) months from the date of his/her resignation. An employee who is reinstated within ninety (90) days of the effective date of resignation shall regain all previous accrued seniority, time toward salary increases, longevity, vacation and sick leave accrual.

JOB SHARE

Job sharing occurs when two (2) employees share the duties and responsibilities of one (1) full-time position. Job sharing is a voluntary program. Any employee who wishes to participate in job sharing must submit a written request to the department director to be considered for job share positions. The department director then decides if job sharing is appropriate for a specific position. **For details of the Job Sharing policy, refer to EPP 13.**

CALLING IN SICK



If you are unable to work due to illness, you must report this in a timely manner to your supervisor. For those working in non-continuous operations you must notify your supervisor at or before the beginning of each work shift you will miss. For those employed in continuous operations other call-in requirements may apply. Depending upon the provisions of the applicable collective bargaining agreement, you may also be required to show a physician's statement documenting proof of illness or injury.

INCLEMENT WEATHER POLICY SUMMARY

Due to the direct impact on public safety and health, County services must continue regardless of the weather. Therefore, employees are expected to make every effort to serve the public in all types of weather. It is recognized that some employees may encounter difficult circumstances in their daily commute to and from work. At the discretion of the supervisor, employees may be excused from reporting to work or may be allowed to start late due to inclement weather. If you are excused by your supervisor from reporting to work because of inclement weather, you will have the option of either using vacation, compensatory time, or leave without pay or make up the missed time (subject to supervisor approval and provided there is no overtime obligation to the County). County offices will remain open during normal business hours in the event of inclement weather unless closure is declared by the Board of County Commissioners. **For details of the Inclement Weather policy, refer to EPP 12. Emergency Hotline #: 503-655-8468.**



MAJOR EMERGENCIES AND DISASTERS

Clackamas County is committed to providing critical public services, including incident response and recovery, during a major emergency or disaster.

If the major emergency or disaster occurs during work hours, employees are expected to remain on the job unless specifically released by their supervisor.

If the major emergency or disaster occurs during non-work hours, employees are expected to ensure the safety and welfare of their families, and then make every effort to contact their supervisor for reporting instructions.

When your department or department hours of operations are temporarily modified, employees will check with your supervisor first and then the Employee Emergency Hotline (503) 655-8468 for reporting instructions and incident information.

Employees can also check the County's website at www.clackamas.us and monitor emergency information broadcasts on radio and television through the Emergency Alert System. **For details of the Major Emergencies and Disasters policy, refer to EPP 55.**

TRANSIT POLICY

As a continued effort to conserve energy, reduce traffic congestion, and alleviate parking problems, employees are encouraged to participate in alternate forms of transportation. Information on public transportation and carpooling is available from www.trimet.org or www.CarpoolMatchNW.org or call **Rideshare Assistance**, Portland Region – TriMet, 503.227.7665.



GENERAL EMPLOYMENT GUIDELINES

ETHICAL STANDARDS

All employees and public officials are expected to uphold the County's Code of Ethics. Individual employees, through their behavior and choices, can ensure that Clackamas County remains an ethical public service organization.

As employees of Clackamas County we must strive to:

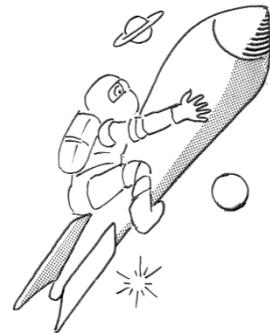
1. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all public activities in order to inspire public confidence and trust in Clackamas County.
2. Serve in a way that does not realize undue personal or financial gain from the performance of official duties.
3. Avoid any activity which is in conflict with the conduct of official duties.
4. Approach the Clackamas County organization and the duties of our positions with a positive attitude and constructively support open communication, teamwork, creativity, dedication, and compassion.
5. Maintain professional excellence, accepting the responsibility to keep up-to-date on emerging issues and conduct the public's business with competence, fairness, efficiency, and effectiveness.
6. Support the values of the County organization and help make these values the norms of the organization. Support and strive to achieve the goals and visions for Clackamas County.
7. Be knowledgeable and support the code of conduct, quality, ethical, and performance standards of our respective professions.
8. Refrain from engaging in political activities during working hours if we are non-elected County employees. Elected and non-elected County employees must not solicit participation of non-elected County employees in political activities during working hours.
9. Be objective in the selection of employees, contractors, goods and services, basing decisions on merit and value to the County.
10. Eliminate all forms of illegal discrimination, fraud, and mismanagement of public funds, and support co-workers if they are in difficulty because of responsible efforts to correct such discrimination, fraud, mismanagement or abuse.
11. Serve the public with respect, courtesy, concern, and responsiveness, recognizing that service to the public is beyond service to oneself or any special interest group.
12. Respect, support, study, and when necessary, work to improve regulations, ordinances, laws and policies which govern work at Clackamas County.

POLITICAL ACTIVITY

As a County employee you are not restricted in your right to express your political views. However, in compliance with Oregon State Law (ORS 260.432) and the County's Code of Ethics, non-elected employees shall refrain from engaging in political activities during working hours. Involvement with political activities during working hours suggests unfair partisanship and improper use of public funds. No non-elected County employee may, while on the job during working hours, do any of the following: solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee, or promote or oppose the nomination or election of a candidate, or the gathering of signatures on an initiative, referendum or recall petition, or the adoption of a measure, or the recall of a public office holder. When you are off the job, you are not restricted in your expression of personal political views and/or participation in ballot counting and election work.

OUTSIDE EMPLOYMENT

There may be some situations of additional employment which would represent a conflict with your position at the County. Such a conflict exists if some advantage occurs to an outside employer, or yourself as a result of being a County employee and having access to privileged information or public programs. Any outside employment or activity that may provide the appearance of such a conflict must be discussed with your immediate supervisor and department director. No activities in connection with outside employment should take place during your working hours at the County.



CONFLICT OF INTEREST

The County's Code of Ethics states that employees should avoid any activities that are in conflict with our official duties as County employees. You should avoid any use of your position as an employee of Clackamas County for undue personal or financial gain. Any information, other than public record, that you access is intended to be used only in the performance of your duties for the County and may not be used for personal or financial benefit.

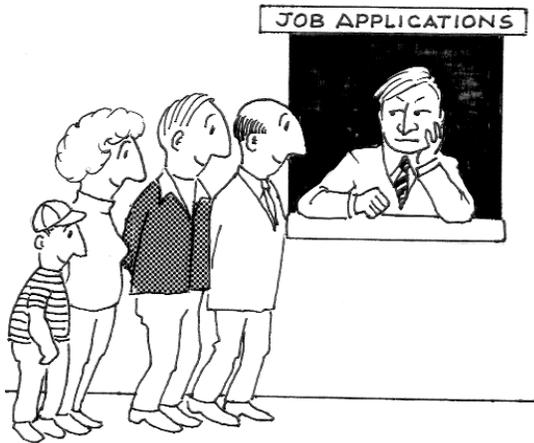
EMPLOYEE RESPONSIBILITIES

In order to effectively operate our County government, certain responsibilities are shared among all employees. Work rules covering personal standards of conduct and standard operating procedures are necessary to protect the health and safety of all employees, to maintain uninterrupted service, and to protect the County's property.

The following work rules shall apply to all County employees. These rules are not intended to be all-inclusive. Additionally, County departments may, consistent with the provisions of applicable collective bargaining agreements, establish other rules to ensure the effective operation of the County government, besides the ones below:

1. Be at your designated work area on time and ready to work. Report to and remain at your work area until the scheduled quitting time, consistent with department policy.
2. Where operations are continuous, you shall not leave your position until replaced by the next shift employee or until relieved by your supervisor.
3. Follow all safety regulations, including the wearing of safety articles and the use of protective equipment when appropriate. Immediately report safety hazards, accidents or injury to your supervisor.
4. Be responsible for, and not misuse County property, records or other materials in your care, custody and control.
5. Deal with the public and other employees in a courteous and professional manner.
6. Immediately report to your supervisor any inability to work and the reason therefore.
7. Notify your supervisor whenever there is a change in your personal data affecting your personnel or payroll records.
8. Not restrict, interrupt or interfere with the work of other County employees outside your assigned duties or authority.
9. Report for and remain at work only in a condition which will enable you to perform your regular duties.
10. Perform all work assigned, unless performance of such work will constitute a safety hazard which violates established safety standards or laws.
11. Not engage in conduct that reflects discredit on the County while on duty or while conducting County business.
12. Not engage in unauthorized political soliciting or political activity while on duty or while conducting County business.
13. Not use your position or County property for undue personal or financial gain, other than official salary and benefits. Not use your position as a means to solicit or conduct personal business.
14. Not use your position to coerce other employees.
15. Not possess or use unauthorized firearms, weapons, illegal drugs, controlled substances other than those lawfully prescribed, or intoxicating beverages while on duty or on County premises.
16. Not falsify any reports or records. All claims completed by you shall be true and accurate, to the best of your knowledge.
17. Not remove County property or the property of other employees without express approval of your supervisor or the owner of such property.
18. Not violate any of the laws, statutes or ordinances of federal, state or local government while on duty, on County premises or while conducting County business.

EMPLOYMENT OF RELATIVES



The County does not discriminate against applicants or employees based on their relationship to another County employee. However, the County cannot employ a person in a capacity in which they are receiving direct supervision or supervising a member of their family. "Family" for this purpose is defined as spouse, children, stepchildren, parents, grandparents, grandchildren, brothers, sisters, parents-in-law, sisters-in-law, brothers-in-law, nephews, nieces, first cousins, and domestic partners where such domestic partners are eligible for County domestic partner benefits.

If such a situation occurs due to marriage or the creation of a domestic partnership, the County will work with the affected individuals to transfer an employee, if possible, or correct the situation through some other means.

DRESS CODE

All County employees have a responsibility to serve the public. Neat appearance and appropriate on-the-job conduct are essential for maintaining good relationships with our customers, the citizens of Clackamas County. The County does not maintain a general dress code. It would be impossible to create a single dress standard for the variety of occupations at the County. All employees should dress and conduct themselves in a manner that is consistent with their positions. Individual County departments may define appearance standards more specifically for their employees.



SAFETY

The County is committed to providing a safe working environment for its employees. The County makes every effort to comply with relevant federal and state occupational health and safety laws. You are responsible for familiarizing yourself with the County's and your department's safety rules and procedures. If safety equipment, clothing or training is necessary for you to perform your job, the County will provide these to you.

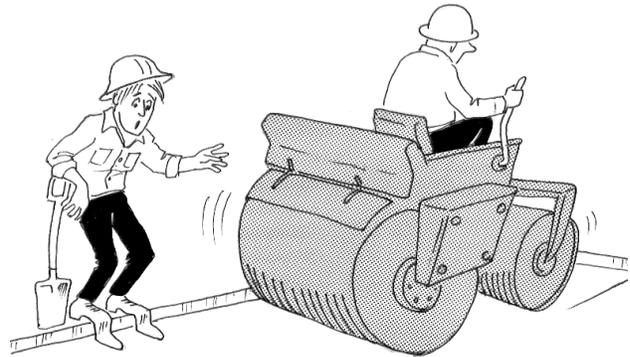
All County employees are responsible for:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries.
2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor.
3. Correcting unsafe conditions, equipment or practices if it is within your scope of authority and/or reporting these conditions to a supervisor.

4. Using safety equipment provided by the County at all times.
5. Observing all safety rules and regulations at all times.
6. All employees are required to wear their seat belts while in a County vehicle or in personal vehicles while conducting County business.
7. If your driver's license is restricted, suspended or revoked and you drive a County vehicle or personal vehicle for County business, then you must notify your supervisor immediately.

REPORTING ACCIDENTS

If you are injured on the job, regardless of the injury, you must report it to your supervisor immediately. Your supervisor will supply you with the forms required by law and County policy to document on-the-job injuries. If you are involved in an accident while driving a County vehicle, your supervisor must be contacted immediately. Your eligibility for Workers' Compensation may depend on the prompt filing of an injury report.



Contact the Risk and Benefits Division of the Department of Employee Services at 503-655-8459 if you have any questions regarding Workers' Compensation or reporting of accidents.

DISCIPLINARY ACTIONS

All employees are required to meet and maintain County standards for job performance and behavior. The tenure of every employee shall be conditional based on satisfactory performance of duties. Any action which is deemed a hindrance to the effective performance of the County service or reflects discredit upon the County may be subject to discipline or discharge from the County. The following are some activities or behaviors which the County views as cause for discipline:

- Conviction of a felony or a misdemeanor which is related to the position held by the employee
- Violation of any of the established work rules set forth in this handbook or the County Code
- Use of alcoholic beverages or controlled substances which affect job performance in the position held by the employee
- The use of intoxicating beverages or non-prescribed controlled substances while on duty
- Insubordination
- Refusal or failure to perform to job standards
- Inattention to duty, tardiness, carelessness, damage to or negligence in the care and handling of County property
- Improper or unauthorized use of County property or services

- Claim of sick leave under false pretense or misuse of sick leave
- Absence from duty without authorized leave
- Misconduct in the performance of duties as an employee
- Violation of the County safety policy or department safety rules
- Willful giving of false information or withholding information with intent to deceive when making application for County employment
- Violation of the County Affirmative Action Policy or Sexual Harassment Policy
- Violation of any provisions of the County Personnel Ordinance, work rules or rules adopted by the Board, or any provisions of departmental rules

Other conduct not specifically addressed may also be subject to discipline or discharge, as deemed appropriate by your department director. The disciplinary process is administered in a progressive manner, consistent with the law and collective bargaining agreements. Disciplinary action should be proportionate to the violation. The principal objective of any disciplinary action is that it is corrective, that it is administered as a means to attempt to improve the employee's work performance when possible, and that it improves service to our customers.

GRIEVANCE PROCEDURE

You are encouraged to talk with your immediate supervisor about your job and any concerns that surround your employment with the County. In most cases, your supervisor will be able to assist you in resolving problems. However, if you remain dissatisfied or do not feel comfortable discussing the issue with your supervisor, you may choose to discuss the situation through other available avenues or file a grievance in accordance with your collective bargaining agreement.

If you are a member of a collective bargaining unit, your union agreement contains a grievance procedure for resolving disputes involving the application or interpretation of the collective bargaining agreement. A non-represented employee who wishes to appeal an action involving discipline with economic loss or dismissal must follow the procedures outlined in Chapter 2.05 of the County Code: Disciplinary Actions.

Any employee or applicant for employment alleging discrimination, unlawful employment practice, violation of equal employment opportunity or harassment, including sexual harassment, is encouraged to use the County's Equal Employment Opportunity (EEO) complaint and grievance procedure outlined in the Employment Policies and Practices section of this handbook.

COLLECTIVE BARGAINING

Most County employees are represented by a collective bargaining unit. The County has eight (8) bargaining units representing various groups of County employees. Membership in a union is voluntary, although each bargaining agreement has a "fair share" clause in which those employees who do not join the union have an amount equivalent to union dues deducted from their pay



check to pay for the collective bargaining process. If you are a member of a bargaining unit, many of the policies and procedures surrounding your employment are outlined in your current collective bargaining agreement. If an issue is not addressed within your collective bargaining agreement, Chapter 2.05 of the County Code or other employment policies and practices shall apply.

PERSONNEL RECORDS



The Department of Employee Services, Personnel Division, maintains central electronic personnel files for every employee in the County. Your department may choose to maintain a departmental personnel file in addition to the one located in Personnel. Your personnel file contains documents regarding your employment such as: Personnel Actions, applications for employment, disciplinary actions, letters of commendation and performance evaluations. Much of the information contained in your personnel file is considered confidential and may be released only to you, your supervisor or department director, and your representative if you authorize release of information. Some information in your personnel file is considered public record, and by State law, must be disclosed if an inquiry is made. Public information includes, but is not limited to: employee name, department, classification title, salary range and rate, date of hire, date of separation, and rank on a promotional eligible register.

You may view the items included in your County or department personnel file. Call the Personnel Division to make an appointment if you would like to examine your County file. Additionally, you have the right to place dissenting information in your personnel file at the time information is being initially filed.

COMPENSATION

CLASSIFICATION SYSTEM

All County jobs are grouped into *classifications* according to the duties, responsibilities, and qualifications required for the position. The classification specification includes a title, the general characteristics of the kind and level of work, a description of typical duties, responsibilities, skills and knowledge required, and other pertinent information.

A *salary grade* has been established for each job classification. The grade is a range (or steps for some unions) that contains a minimum and maximum pay rate. The written classification specifications are updated periodically and corresponding salary grades may be reviewed with County Administrator approval. Salary grades for classifications in a bargaining unit are established through the collective bargaining process.

Classification specifications and pay grades can be found on the County's Intranet and Internet sites. They are also available through the Department of Employee Services Personnel Division.

Clackamas County designates its employees for purposes of salary administration, eligibility for overtime payments and employee benefits, as follows:

Probationary: An initial appointment to a classified position is made as a probationary appointment.

Regular Status: The status acquired after a classified employee successfully completes a probationary period. To be a regular-status employee, a person must have successfully completed a selection process and been referred to the department from an eligibility register for a position designated as classified.

Half-time or Greater, Regular Status: This status is used to designate an employee with regular status who works less than full time but greater than or equal to half-time. Employees working less than thirty (30) hours and more than half time a week are eligible for benefits at a reduced level. Refer to the benefits section of this handbook.

Less than half-time, Regular Status: This status is used to designate an employee with regular status who works less than half time. There are no fringe benefits associated with these positions other than eligibility for salary increases and, in some instances, eligibility for Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP) contributions.

Temporary: Temporary positions are those which are for an uncertain or limited duration. There are no fringe benefits associated with these positions. Temporary positions in which the hours worked and budgeted are greater than or equal to half-time are limited to six (6) months service in any twelve (12) month period in the same department or union representation.

Provisional: This is an appointment of a person not on an eligibility register to a classified position for a limited duration of time not to exceed three (3) months. If a person's initial

appointment is as a provisional appointment, it should be noted that there are no fringe benefits or time counted toward service accruals during this time.

Job Share: This refers to two (2) or more employees sharing one position. The benefits associated with these positions may be different than those of regular status part-time employees.

Limited Term: These are positions which have been allocated for a limited duration not to exceed two (2) years, but in excess of the time requirements for temporary positions. There are some benefits associated with these positions.

RECLASSIFICATION

Reclassification refers to a change in the kind, difficulty or responsibility of the work performed. Reclassification may raise a position to a higher classification, reduce it to a lower classification or move it to another classification at the same level. Having a position reviewed to determine if it is appropriately classified may be done when a department or division reorganizes or when an employee or management initiates a request for a classification review. An employee may request a review by completing a Position Classification Questionnaire (PCQ), available from the County's intranet or the Department of Employee Services Personnel Division. Although you do not need to have your supervisor's or department director's approval to request a classification review of your position, the form must be submitted through your immediate supervisor and the department director and then to the Personnel Division which will conduct any necessary review of your position.

PAYDAY

Employees are paid bi-weekly, every other Friday. If a payday falls on a holiday, the pay day will immediately precede the holiday. The pay schedule can be found on the County's Intranet under County Holiday and Pay Schedule. Paychecks for employees will reflect all work hours, overtime and any leave that has occurred for the pay period.

OVERTIME/ COMPENSATORY TIME

It is the policy of the County to reduce the necessity of overtime work to a minimum. All overtime must be pre-approved by your supervisor in writing and reported to Payroll on time sheets for the day it occurred.

Non- Represented Employees

Non-represented full time employees are not paid for overtime and do not accrue compensatory time. Employees who work such uncompensated overtime may take time off from work with prior approval from their supervisor, not to exceed 4 hours in one day, without deducting such leave from their leave accrual balances.



Exceptions allowing overtime compensation can only be made with the County Administrator's approval. Your managers will notify you if an exception applies to you.

This policy does not apply toward part-time regular employees. They are paid for actual hours worked.

Represented Employees

If you are a member of a bargaining unit, the conditions governing overtime compensation in your collective bargaining agreement apply. Generally, overtime is defined for full-time employees as work in excess of the regularly scheduled work day or work week.

There are provisions for employees to receive compensatory time off instead of overtime. Employees may receive 1 1/2 (one and one-half) hours of compensatory time off for every one hour of overtime worked in lieu of overtime pay. Consult your collective bargaining agreement for maximum accrual amounts. All compensatory hours earned must be reported to Payroll. If an employee leaves the County, the employee will be paid for any unused compensatory time.

SALARY INCREASES



New probationary employees are generally hired at the minimum pay rate or the first step of the salary range for their classification. Typically, on the first of the month following six (6) months of employment, the employee will be eligible for a salary increase, and then annually from that date until they reach the top of their classification's salary grade. Salary increases are to the next step or applicable percentage increase within their classification's salary grade. There are exceptions to this salary increase timeline. Some positions are covered by a skill based pay plan in which an employee is only eligible for a step

increase when they are successful in demonstrating the specific skills for that step as defined in the plan. Some positions are covered by a collective bargaining agreement that provides a different schedule. Some non-represented positions are covered by Employment Agreements (contracts), which use a different salary increase cycle based upon hire date. Salary increases are not automatic and depend on the employee's performance.

EXCEPTIONAL SALARY INCREASES

There are provisions whereby a department director may grant an exceptional salary increase for documented outstanding performance if funds are budgeted and it has been at least six months since the employee's last salary increase. Exceptional increases are generally limited to one step or percentage amount equivalent to one salary increase, and no increases are granted beyond the top of the salary pay range. Such increases will not affect an employee's established salary increase date.

LONGEVITY

Unless otherwise specified in the applicable collective bargaining agreement, you are eligible for longevity pay as a percentage of gross salary based on number of continuous years of regular status employment with the County, starting at five years of continuous service. Continuous service for the purpose of determining eligibility for longevity accrual rates shall be service unbroken by separation from County employment that results in a new date of hire.

MILEAGE REIMBURSEMENT

You will be eligible for mileage reimbursement if you are required to use your personal vehicle in the course of your regular work at the County. The reimbursement rate per mile is based on the current rate as established by the IRS. Contact your supervisor for a mileage reimbursement form and requirements.



LEAVES OF ABSENCE

GENERAL PROCEDURES FOR LEAVES OF ABSENCE

Consistent with the needs of the County, leaves of absence, with or without pay, may be requested for any reasonable purpose. Leaves of absence without pay are limited to ninety (90) days, or the period stated in the applicable collective bargaining agreement. A leave of absence in excess of ninety (90) days must be approved by the Board of County Commissioners. Leaves of absence must be requested in writing to the supervisor and are subject to the approval of the supervisor and the department director. An employee who fails to return to work on the following work day after the expiration of a leave of absence shall be deemed to have resigned. However, prior to the expiration of the leave of absence, an employee may make application for an extension of the leave. During a leave of absence, the County will only continue County-paid benefits for those months in which an employee is either in a paid status on the first working day of the month, or for at least eleven working days of that month, or as otherwise required by Family Medical Leave law. **For details of the Leaves of Absence policy, refer to EPP 11.**

MILITARY LEAVE

Regular status employees, who have been employed with the County for six (6) months are entitled to paid military leave for duty in the National Guard, National Guard Reserve or any reserve component of the Armed Forces of the United States or of the United States Public Health Service. Employees are entitled to an annual leave of absence for training for a period of up to fifteen (15) calendar days unless the applicable collective bargaining agreement states otherwise. For employees on a five (5) day work week, this is equivalent to eleven (11) paid work days in each training year. For an employee on a four (4) day work week, this is equivalent to nine (9) paid work days in each training year. The training year is defined as October 1 through September 30. These days may be taken either consecutively or intermittently throughout the year.

An employee must show proof of military service to receive paid military leave days. If an employee does not show proof of military service, either in advance or upon return to work, time away from work may be credited towards vacation if the employee has available hours accrued. If no vacation accrual exists, time away from work may be considered leave without pay.

An employee who leaves the County service to enter military duty for a period not to exceed five (5) years, either voluntarily or involuntarily, has a right to be restored to his/her former position. The leave of absence shall be without pay. Vacation and sick leave do not continue to accrue



while on military leave; however, time spent on military leave is considered to be continuous service with the County for purposes of computing seniority and time toward service accrual levels. To be eligible for reinstatement, an employee must be discharged from the military under honorable conditions and register an intent to return to the County within a specified period of time (depending on the length of service) following release from military service. **For details on Military Leave, refer to EPP 7.**



FAMILY AND MEDICAL LEAVE

Federal and State leave laws, and County policies provide employees up to twelve (12) weeks of leave in a twelve (12) month period for reasons related to a serious health condition of the employee or the employee's spouse, domestic partner, parent, parent-in-law, child, stepchild, or someone with whom the employee has an "In Loco Parentis" relationship. This provision also applies to birth of a child, and placement of a child with the employee for adoption or foster care (parental leave), and pregnancy-related disability (maternity leave). Under certain circumstances, Oregon law also provides an additional 12 weeks for maternity leave and 12 weeks for sick child leave for non-serious illnesses. Leave may be taken intermittently or consecutively. In parental leave situations, intermittent use needs to be approved by the employee's supervisor.

To qualify for State protections, employees must work at least twenty-five (25) hours per week (except for parental leave, which does not require minimum hours worked per week,) and have been employed continuously for 180 days to be eligible for family and medical leave. The Federal law requires that an employee have worked at least 12 months (not necessarily consecutively) and at least 1,250 hours during the 12 month period immediately preceding the leave. During an approved leave, in most circumstances employees are entitled to continued health insurance for up to twelve (12) weeks in a twelve (12) month period. However, there are exceptions to this protection, and the employee must continue to pay the employee portion of the health insurance premium costs.

If an employee is taking leave due to their own serious illness or to care for a seriously ill family member, the employee must exhaust all accrued sick leave prior to using vacation or electing leave without pay.

An employee must submit a family and medical leave request form to their supervisor thirty (30) days in advance of the anticipated start date. If leave is unanticipated, the notification for leave must be made as soon as practicable. Certification from the attending health care provider must

be provided for leave for an employee's own illness or to care for a family member. If an employee has been on leave due to their own serious health condition, the employee must provide their supervisor a release from their health care provider prior to returning to work.

Employees who report for work at the end of a family medical leave of absence will be reinstated to their last held position or to an equivalent position, if one is available, in cases where the original position no longer exists. Reinstatement will be made at the prevailing salary rate and without loss of seniority. Failure to report to work at the end of the family medical leave will be considered a termination of employment.

Contact the Department of Employee Services Risk & Benefits Division for a request form and a copy of the County's Family and Medical Leave Policy.

BEREAVEMENT/FUNERAL LEAVE

Paid leave may be granted in each case of bereavement due to the death of a member of the immediate family. Unless defined differently in a collective bargaining agreement, immediate family shall be defined as spouse, domestic partner, parents, children, brothers, sisters, grandparents, grandchildren, stepchildren, stepparents, father-in-law, and mother-in-law. A request to use bereavement leave for the death of an individual outside the immediate family is subject to approval by the department director. The purpose of such leave shall be to allow time to attend a funeral and make necessary funeral and household adjustments. Bereavement leave shall not exceed the equivalent of three (3) working days, including travel time. This leave will not be counted against accumulated sick or vacation balances.

WORKERS' COMPENSATION

All employees are insured for on-the-job injuries. If an employee is injured on the job, the injury requires medical treatment, and the employee wishes to file a workers' compensation claim, the supervisor should immediately contact the Risk & Benefits Division and complete the appropriate Workers' Compensation forms. During periods of work-related disability, the employee's regular salary continues to be paid, and all benefits will continue except FICA (social security taxes). Procedures for Workers' Compensation will conform to ORS regulations and County policy. The County self-insures its Workers' Compensation program. If you seek medical attention for a work-related injury and wish to file a workers' compensation claim, inform your physician that you are insured by Clackamas County.

DISABILITY LEAVE

If an employee is disabled as a result of a non job-related reason, the employee must use sick leave and may file a disability insurance claim with the Risk & Benefits Division. If the leave qualifies for family and medical leave, the leave shall count toward this entitlement. If the employee is in an unpaid status, the department director may grant a request for a ninety (90) day

leave of absence without pay. Employees who return to their former positions following a disability leave will have all previously accrued sick, vacation, seniority and longevity credit restored and will not have to complete an additional waiting period for vacation accrual. An employee who was covered by benefits at the time of a medical layoff, and is reinstated to employment within six (6) months from layoff, will have the benefit waiting period waived. An employee who has continuously participated in COBRA continuation coverage during a medical layoff, and is reinstated to employment within eighteen (18) months from layoff, will have the benefit waiting period waived. The County may provide reasonable accommodations when necessary to restore an employee to his/her former positions.

JURY DUTY

When an employee with regular or probationary status is called for jury duty, or subpoenaed as a witness by proper authority for cases in which the employee is not a party, the employee shall be granted a leave of absence with pay. All jury duty and witness fees other than mileage reimbursement shall be surrendered to Clackamas County. Employees who are excused from jury service or court appearance before the end of their work day must immediately report their availability for assignment to their supervisor. Employees regularly scheduled to work on shifts other than day shift may be considered to be on day shift for the duration of jury duty.

ADMINISTRATIVE LEAVE

Employees may be placed on administrative leave, with pay, if the department director feels they should be relieved of their duties or removed from the workplace pending a job-related investigation. Administrative leave is not considered discipline; however, it is commonly used during a discipline-related investigation prior to determining if discipline should be administered. No administrative leave shall extend beyond thirty (30) days unless approved by the Director of Employee Services.

LEAVE WITHOUT PAY

A leave without pay for a period not exceeding one (1) year may be granted to an employee who:

1. Desires to engage in a relevant course of study which will enhance the employee's value to perform the duties of the position.
2. Is a candidate for a public office and requests a leave of absence for a reasonable period of time to campaign for the election.
3. Has any reason considered appropriate by the department director.

If the leave of absence is to exceed ninety (90) days, it must also be considered appropriate by the Director of Employee Services and approved by the Board of County Commissioners.

COMPULSORY LEAVE

If in the opinion of the department director an employee is incapacitated for work, a medical examination by a physician may be required. If the department director disagrees with the medical report, he/she may require the employee to be examined by a physician designated or approved by the Director of Employee Services. If the medical report does not show the employee to be in a fit condition required to perform the duties of the position, the department director has the right to compel the employee to take sufficient leave of absence with or without pay until medically qualified to perform the duties of the position. If the result of the examination shows the employee has a covered disability, and can perform the essential functions of the position, the County will provide reasonable accommodation to attempt to restore the employee to his/her former position.

DOMESTIC VIOLENCE VICTIM LEAVE

Oregon Revised Statutes grants employees who are victims of domestic violence, sexual assault or stalking to take unpaid leave from work for a reasonable period of time to seek assistance. The law applies to victims, as well as parents or guardians of minor children who are victims.

To be eligible for crime victims leave, the employee must (1): have worked an average of more than 25 hours per week for at least 180 days immediately before the leave begins; (2): be a victim of domestic violence, sexual assault or stalking or is a parent or guardian of a minor child or dependent who is a victim; and (3): the leave must be for an authorized purpose. An “authorized purpose” includes seeking legal or law enforcement assistance or remedies; seeking medical treatment for or recovering from injuries; obtaining counseling or services from a victim services provider; or relocating or taking steps to secure a safe home for the employee or minor child.

Depending on the circumstances, Domestic Violence Victim leave may overlap with other types of unpaid leave, including family and medical leave and Crime Victim leave. All documents provided by the employee to the supervisor supporting the eligibility for Domestic Violence Victim Leave will be forwarded to the Department of Employee Services where they will be placed in a restricted and confidential file. Documents pertaining to an employee’s leave should be kept in a separate file from the employee’s personnel file with restricted access. The supervisor will forward written approval of the leave to the Department of Employee Services as part of the confidential file.

For details on Domestic Violence Victim Leave, refer to EPP 39. If you have any questions on Domestic Violence Victim Leave or the County’s policy for such leaves, please contact DES/Personnel Division.

CRIME VICTIM LEAVE

Oregon Revised Statutes grants certain crime victims and their immediate family members the right to protected leave from work to attend criminal proceedings. To be eligible for Crime Victim Leave, the employee must have worked an average of 25 hours per week for at least 180 days immediately before the leave begins. The employee or an immediate family member must have been a crime victim who has “suffered financial, social, psychological, or physical harm as the result of a person felony.” Under this law, immediate family is defined as spouse, domestic partner, father, mother, sibling, child, stepchild or grandparent.

There is no specific time limit on the amount of Crime Victim Leave an employee may take. However, an employer may limit the leave if it creates an undue hardship, meaning a “significant difficulty and expense,” taking into consideration the size of the business and any critical need for the employee. If an employer limits the employee’s leave due to undue hardship, the employee may notify the prosecuting attorney who is then required to notify the court. The court must then take the employee’s work schedule into consideration when scheduling the criminal proceeding.

Crime Victim Leave is unpaid leave. However, as permitted by the law, Clackamas County will allow employees to use any accrued vacation, floating holiday or compensatory leave. The floating holiday must be used as a complete day of leave unless otherwise allowed by collective bargaining agreement. Employees who are exempt from the Fair Labor Standards Act (FLSA) and who worked at least four (4) hours in a work day will not be charged with vacation time or other paid leave time for taking Crime Victim Leave that same day. Employees may not use sick leave for Crime Victim Leave.

For details on Crime Victim Leave, refer to EPP 8. If you have any questions on Crime Victim Leave or the County’s policy for such leaves, please contact DES/Personnel Division.

EMPLOYEE BENEFITS

GENERAL PROVISIONS

Clackamas County has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness, disability, and death, and to help you plan for retirement, deal with job-related or personal problems, and enhance your job-related skills. This section of the Employee Handbook is meant to highlight some features of our benefit programs. Our group health, life and disability insurance and retirement programs are described more fully in plan summaries, which are provided at new employee workshop and annual open enrollment meetings. Each employee enrolled in health coverage will also receive a summary plan description (SPD) for the plan selected. In the event of any contradiction between the information appearing in this handbook and any SPD, the SPD and/or provider contracts shall govern.

The County reserves the right to amend or terminate any of these programs or to require or increase an employee premium contribution toward any benefit, subject to any applicable collective bargaining agreement.

NEW EMPLOYEE WORKSHOP and BENEFITS WORKSHOP

New employees are invited to attend a new employee orientation within the first two (2) months of employment. Information covered during this orientation includes County structure and services, County policy, personnel procedures, and benefits including an overview of medical, dental, life and disability insurance programs.



TRAINING/EMPLOYEE DEVELOPMENT

The County offers a variety of training and development opportunities for its employees. These opportunities are designed to assist you in developing skills that will enrich your current and future professional life. These courses are communicated through the training calendar on the County's Intranet and through training alerts sent via email. Typically classes are offered during the work day at no expense to the employee. Pre-registration and your department's approval processes are required.

The County also maintains a resource library of books, videotapes, and audiotapes for employees to check out. These materials are a convenient resource for employees seeking to find ways to enhance their job and personal lives. A list of resource material is available on the Intranet by clicking on the "Training" tab.



For more information on the County's Training and Development Program or resource materials, please contact the Training Manager in the Personnel Division.

In addition to training opportunities sponsored by the County's Training Program, your department may offer in-house or outside training opportunities so that you may gain skills in your particular profession. Attendance at outside seminars, professional association meetings, workshops, conferences and continuing education classes are subject to the approval of your supervisor and the associated costs may or may not be paid by the department.

HOLIDAYS

Paid Holidays: The following days are recognized and observed as paid holidays for regular and probationary employees unless the applicable collective bargaining agreement states otherwise. There is no waiting period before being eligible for paid holidays.

- New Year's Day (January 1st)
- Martin Luther King Jr. Day (Third Monday in January)
- President's Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (First Monday in September)
- Veteran's Day (November 11th)
- Thanksgiving Day (Fourth Thursday in November)
- Christmas Day (December 25th)
- One (1) Floating Holiday -- Refer to your collective bargaining agreement or the County's Personnel Ordinance for provisions regarding floating holiday.



Weekend Holidays: Except for employees in continuous operations, whenever a holiday falls on Sunday, the succeeding Monday shall be observed as the holiday. Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday.

Holiday Pay: Regular full-time employees shall receive one (1) day's pay for each of the holidays listed above on which they perform no work. Regular part-time employees will receive a prorated portion of one (1) day's holiday pay based on the hours worked in the pay period in which the holiday occurs. Job share employees shall share a prorated portion of holiday pay based on their portion of the full-time position which is shared.

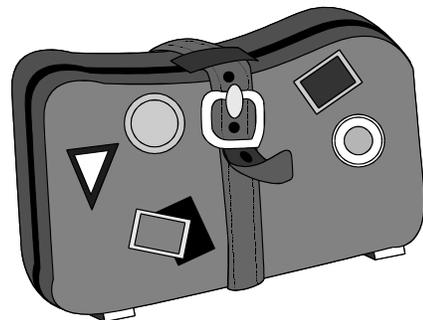
Regular full time employees who work a schedule different from a 5 day week, 8 or 7.5 hour days may have additional language in the collective bargaining agreement that defines holiday pay and when to take a holiday that falls on a day off.

Regular employees who perform work on a scheduled holiday will be compensated at a rate equal to their normal rate of pay for hours worked, in addition to their regular holiday pay, unless otherwise provided in the applicable collective bargaining agreement.

Holiday During Leave: If an employee is on an authorized leave with pay when a holiday occurs, the holiday shall be paid and time shall not be charged against an employee's sick or vacation leave balance. Holidays occurring during a leave without pay shall not be compensated.

VACATIONS

Probationary/regular status employees who have been employed in the County service shall be awarded an established amount of vacation hours as designated in the applicable collective bargaining agreement or County Code. Thereafter, vacation will accrue on a monthly basis. Refer to your collective bargaining contract for vacation accrual amounts. Part-time employees and job share employees shall receive a prorated amount of the appropriate vacation accrual schedule based on their hours worked in each pay period.



Most new employees enroll in the **Vacation Sell-Back Plan**, which allows employees to sell back one week of vacation each calendar year as long as they have taken at least one week of vacation during that year. This plan provides the same amount of vacation for the entire duration of employment with Clackamas County.

The **Service Accrual Plan** (formerly “Standard Plan”) is a longevity based vacation plan, where vacation hours increase on a longevity schedule. The C-Com and POA unions use a Service Accrual Plan. For other unions and non-represented employees, this plan was only available to employees hired prior to January 1, 2001.

Continuous Service: Continuous service, for the purpose of determining eligibility for accelerated vacation accrual rates and longevity pay, shall be service unbroken by separation from County employment. However, time spent by an employee on military leave, on an authorized leave of absence with pay, or on a leave with pay resulting from a job-incurred injury shall be included as continuous service. Time spent on other types of authorized leave without pay will not count as part of continuous service; however, employees returning from such leave, or employees who were laid off, shall be entitled to credit for service prior to the leave. Employees who resign or are discharged from County service for a period of time exceeding ninety (90) days shall not regain previously accrued service years to count towards accelerated vacation rates and longevity pay.

Requesting Vacation Leave: Requests for vacation leave must be made to your immediate supervisor. Conflicts in scheduling are resolved by the department director, usually using seniority as the determining factor. If your collective bargaining agreement has vacation scheduling procedures, these shall take precedence.

Vacation hours paid during any work week will always be paid at a straight time rate and those hours will not be considered in computing overtime hours worked in that work week. If you become ill while on vacation, you may be allowed to change that time to accrued sick leave only if you contact your immediate supervisor at the time you become ill.

Payment of Vacation upon Termination, Layoff or Death: If an employee is terminated, laid off or dies, the employee or employee’s estate shall receive cash compensation for the vacation leave balance, at the employee’s current rate of pay.

Maximum Vacation Accruals: Your collective bargaining agreement or the Personnel Ordinance will include the maximum vacation that may be accrued. For employees represented by AFSCME-DTD, vacation accrual must be reduced to the maximum on March 31 of each year; any additional amount will be lost. For all other represented and nonrepresented employees, vacation accrual must be reduced to the maximum on December 31 of each year; any additional amount will be lost.

SICK LEAVE

Use of Sick Leave: Sick leave is to be used when you are unable to perform work duties due to illness, injury, pregnancy, necessity for medical or dental care, exposure to contagious disease or to care for your immediate family. Sick leave may also be used under the provision of parental leave.

Unless defined differently in a collective bargaining agreement, immediate family is defined as spouse or domestic partner, and the parents, children, brothers, sisters, grandparents, grandchildren, of the employee, spouse or domestic partner. For exceptional circumstances, in relationships other than those stated above, sick leave may be granted by the department director.

Sick Leave Accrual: Regular status, full-time employees accrue sick leave at the rate of eight (8) hours per month beginning with the first pay period of the month after the first full calendar month of employment. Part-time employees and job share employees accrue sick leave at a prorated portion of eight (8) hours per month based on their hours worked in each pay period. Earned sick leave may be used as it is accrued. Sick leave hours paid during any work week will be paid at a straight time rate and those hours will not be considered in computing overtime hours worked in that week.

Procedures Governing Sick Leave: You must notify the appointing authority or your immediate supervisor of an illness or injury on the first day of absence. Failure to do so may result in the denial to use sick leave with pay. The supervisor may require you to furnish a certificate issued by a licensed physician or practitioner documenting proof of illness or injury. Proven abuse of sick leave shall be cause for disciplinary action. Unused sick leave shall not be payable upon layoff or separation of employment from the County, but will be reported to the PERS/OPSRP retirement system.

HEALTH INSURANCE



You will be provided with detailed information on the various medical and dental insurance benefits options at new employee orientation. You will receive the flexible benefit handbook, which explains each component of the plan, as well as brochures detailing the individual benefit plans.

Once you have selected your plan options, you will be able to change them only at the annual Open Enrollment or when you have a qualifying family status change, such as marriage, divorce, birth of child, etc.

FLEXIBLE BENEFITS PROGRAM

The County's benefits program is designed to help employees meet their individual needs. Unless otherwise prohibited by the applicable collective bargaining agreement, all regular status and probationary County employees are provided a flexible benefits program, which includes medical, dental, life and disability insurance, and flexible spending accounts to cover the cost of non-reimbursed health and dependent care expenses by using pre-tax dollars. The County also offers a number of benefit plans for purchase at group rates including group universal life, long term care, supplemental disability, accidental death and dismemberment, accident/disability, serious health condition, home and vehicle, legal and veterinary/pet insurance.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The County recognizes that employees sometimes have personal or job-related issues that can affect their performance on the job. The County is committed to providing support for its employees and families in resolving such problems. For these reasons, the County offers an Employee Assistance Program to help employees with mental, emotional and family counseling, drug and alcohol counseling and treatment programs, crisis intervention, training and education on life issues, referral to financial counseling services, and other community resources.

The Employee Assistance Program (EAP) is operated through Horizon Behavioral Services. The program offers confidential assistance to all probationary and regular employees who work twenty (20) hours or more per week and have fulfilled the benefit waiting period. Crisis intervention and education/training may also be available to temporary employees and employees working less than twenty (20) hours per week. Services are available 24 hours a day, 365 days a year.

More information regarding the Employee Assistance Program is contained in the EAP brochure available at new employee orientation or through the Risk & Benefits Division or by contacting Horizon Behavioral Services at 877-851-1631, TDD 866-846-5949, www.horizoneap.com. When calling, be sure to identify yourself as a Clackamas County employee or family member requesting assistance through the Employee Assistance Program. To use the website, enter *standard6* as the login ID and *eap4u6* as the password (all lower case).

Gambling Help Line Number: 1-877-278-6766



HEALTH CARE BENEFIT CONTINUATION

The Federal law governing continuation of group health insurance (COBRA) affects your group medical, dental, EAP, and health care reimbursement account. In certain circumstances you may have the opportunity to continue coverage where your employer-provided coverage would otherwise terminate.

If you and/or your covered dependents lose coverage under a group health plan due to termination of employment (for reasons other than gross misconduct), leave without pay or a reduction of hours, you may purchase health coverage under the group plan for you, your enrolled spouse and/or dependent children for up to eighteen (18) months. If you elect continuation coverage you must pay the full cost of the premium each month plus a 2% administration fee.

If your spouse or dependent children are enrolled in the plan and lose coverage due to one of the following events, they may purchase continued coverage under the group plan for up to 36 months:

- death of employee;
- divorce or legal separation of the employee and spouse; or
- a dependent child is no longer a dependent child as defined by the plan.

It is imperative that you notify the Risk & Benefits Division of any family status change in a timely manner so the continuation information can be forwarded to you or your dependents.

PUBLIC EMPLOYEES RETIREMENT SYSTEM (PERS) / OREGON PUBLIC SERVICE RETIREMENT PLAN (OPSRP)

Employees working 600 hours or more per year may be eligible for PERS/OPSRP. There is a waiting period of 6 months, which cannot be interrupted by a break of more than thirty (30) consecutive working days. If you were previously a member of PERS/OPSRP while employed at another agency and still have an active account, you may not have to incur another waiting period before your contributions begin here. A person receiving a PERS/OPSRP benefit payout and who returns to a PERS/OPSRP employer cannot work more than 1039 hours per calendar year. PERS/OPSRP eligibility is subject to ORS 273.011. After the waiting period, employees will have an amount equal to 6% of their salary contributed to their individual PERS/OPSRP account. The County also contributes a percentage share of each employee's salary to the PERS/OPSRP Pension Share fund. You will receive a statement of your PERS/OPSRP account on an annual basis.

DEFERRED COMPENSATION



A deferred compensation program, provided under the Internal Revenue Code (IRC) Section 457, is a tax-deferred retirement program available to supplement retirement income for employees. Clackamas County offers deferred compensation programs to all regular employees. This is an opportunity to invest a portion of your earnings through payroll deductions to one or more deferred compensation funds. These contributions are made on a pre-tax basis. Funds and investment earnings are tax deferred until the time of receipt.

Benefit distributions may be made only when one of the following events occur: termination of employment, retirement, total and continuous disability or death. In the event of an unforeseen emergency, subject to approval by the deferred compensation committee in accordance with IRS guidelines, you may be eligible for a hardship withdrawal from your deferred compensation account(s). Additional information is available at new employee orientation or through the Risk & Benefits Division.

CREDIT UNION

As a County employee, you and members of your family are eligible to join the Clackamas Community Federal Credit Union. It is a not-for-profit financial cooperative offering a range of financial services and products. There are six locations throughout the County. All or a portion of an employee's paycheck may be deposited in accounts at the Credit Union. To start an account, contact the Credit Union. For more information visit the website at www.clackamasfcu.org.

DIRECT DEPOSIT

You may have your paycheck automatically deposited in your checking or savings account. Generally, you do not have to change your present bank to do this. The County can deposit your paycheck for you at most financial institutions. Portions of your paycheck may be deposited to different financial institutions. On payday, you will receive a pay stub showing gross salary, taxes and other deductions and net pay deposited. Participation in this program is optional and provided for your convenience. Print direct deposit enrollment forms from the Intranet (under Employee Services) or contact the Payroll Division in Finance for more information.



SAVINGS BONDS

Clackamas County offers a payroll savings plan for U.S. savings bonds. You may request that part of your payroll earnings be set aside each month for the purchase of United States savings bonds for yourself or others. Participation in this program is optional and amounts deducted may be changed or canceled at any time.

PAYROLL

For your convenience, information on sick leave, vacation, compensatory time and personal leave (floating holiday) accrual balances and itemized payroll deductions are printed on your paycheck stubs. Payroll deductions include mandatory deductions such as FICA (Social Security taxes), state and federal taxes, and voluntary deductions, such as the purchase of savings bonds and deposits to savings accounts of the employee. If you have questions call the Payroll Division in Finance at 503-742-5438. Medical, dental, deferred compensation and other benefit deductions are also printed on paycheck stubs; if you have questions about these deductions, contact the Risk & Benefits Division at 503-655-8459.