

SEAL ROCK WATER DISTRICT
Board of Commissioners
Regular Monthly Board Meeting Agenda
Thursday, February 15, 2024, @ 4:00 p.m.
Public Meeting by Zoom Video Conference

SRWD will conduct this meeting using Zoom video conferencing due to the restricted capacity for in-person gatherings and our commitment to prioritize the safety of the public and our employees. We strongly encourage the public to participate in this meeting electronically. To access further information, including registration details, please visit the SRWD website at www.srwd.org on the day of the meeting. We invite members of the public to submit written comments regarding agenda items by emailing tkarlsen@srwd.org no later than 2:00 p.m. on the day of the meeting. Submitted comments will be shared with the SRWD Board of Commissioners and will become part of the permanent record.

- **Call Regular Meeting to Order:**

- **Announcements/Visitor Public Comments:**

The public comment period provides the public with an opportunity to address the Commissioners regarding items on the agenda. Please limit comments to (3) minutes.

- **Consent Calendar:**

Managers' reports included under the consent calendar are an executive summary provided to Commissioners as an update of system conditions, projects, and programs. Management welcomes your feedback and requests more detailed information regarding any item before or during the meeting:

- | | |
|---------------------------------------|-------------------------------|
| ● Invoice List | January 2024 to February 2024 |
| ● Board Meeting Minutes | January 11, 2024 |
| ● Financial Report / Approve Invoices | January 2024 to February 2024 |
| ● USDA PMR Phase IV No. 41 | February 15, 2024 |
| ● General Manager's Monthly Report | January 2024 to February 2024 |

- **Discussion and Information Items:**

- Consider Primary Source Water Project.
Presented by: Adam Denlinger, General Manager
Jeff Hollen, SRWD General Counsel
- Consider draft SRWD Personnel Policy and Oregon Paid Leave Procedures.
Presented by: Adam Denlinger, General Manager
Joy King-Cortes, Office/Finance Manager

- **Decision Items:**

- Consider Appointing/Reappointing the SRWD Budget Committee Member for the 2024 -2025 Budget Process.
Presented by: Adam Denlinger, General Manager
Joy King-Cortes, Office/Finance Manager

- **Reports, Comments, and Correspondence:**

- The district office will be closed on Monday, February 19th in honor of the Presidents Day Holiday.
- Copy of the SRWD Paid Leave Oregon (PLO) Policy.
- GM Performance Review scheduled for July 2024.
- SDAO Annual Conference Highlights.
- The General Manager will be attending the OAWU Management Conference on the week of March 4th.

- **Executive Session: according to ORS 192.660(2), Concerning:**

The SRWD Board may meet in Executive Session, pursuant to ORS 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions shall be made in the Executive Session.

- **Adjournment:** Next Meeting: **March 14, 2024, @ 4:00 p.m.** Regular Board Meeting or established date.

THIS AGENDA MAY BE AMENDED UNTIL 3:00 PM THE DAY BEFORE THE MEETING

SPECIAL ACCOMMODATIONS WILL BE PROVIDED WITH 48 HOUR NOTICE; CALL 541-563-3529.
IF HEARING IMPAIRED, PLEASE DIAL 711 OR CALL TTY#1-800-735-1232
This Institution is an Equal Opportunity Employer and Service Provider

ORIGINAL

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-5271				
CHARTER COMMUNICATIONS	001293701192	Internet (Office)	01/19/2024	129.98
Total 01-5271:				129.98
01-5272				
AT&T MOBILITY	287298824454	Wireless	01/15/2024	200.21
Total 01-5272:				200.21
01-5274				
AT&T MOBILITY	287298824454	Wireless WTP	01/15/2024	51.89
Total 01-5274:				51.89
01-5280				
XEROX CORPORATION	020459732	Xerox 3655X Print Charges	01/01/2024	21.14
XEROX CORPORATION	020459733	Xerox 7845 Print Charges (Black)	01/01/2024	8.59
XEROX CORPORATION	020459733	Xerox 7845 Print Charges (Color)	01/01/2024	238.90
Total 01-5280:				268.63
01-5291				
US POSTAL SERVICE - WALDP	011924	Bulk Mailing	01/19/2024	889.11
Total 01-5291:				889.11
01-5605				
CASCADE COLUMBIA DISTRIBU	885386	Caustic Soda 50% NSF Tote	01/09/2024	1,650.00
CASCADE COLUMBIA DISTRIBU	885386	Sulfuric Acid 50% 1.4 NSF Tote	01/09/2024	999.00
CASCADE COLUMBIA DISTRIBU	885386	Calcium Thiosulfate 30% NSF 55 gal drum	01/09/2024	494.58
CASCADE COLUMBIA DISTRIBU	885386	Container Deposit	01/09/2024	400.00
CASCADE COLUMBIA DISTRIBU	885386	Container Deposit	01/09/2024	400.00
CASCADE COLUMBIA DISTRIBU	885386	Container Deposit	01/09/2024	150.00
CASCADE COLUMBIA DISTRIBU	885386	Environmental Surcharge	01/09/2024	35.00
CASCADE COLUMBIA DISTRIBU	885386	Freight	01/09/2024	404.12
CASCADE COLUMBIA DISTRIBU	885843	Sodium Hypochlorite 12.5% LS NSF GAL Tote	01/18/2024	1,125.00
CASCADE COLUMBIA DISTRIBU	885843	Container Deposit	01/18/2024	400.00
CASCADE COLUMBIA DISTRIBU	885843	Environmental Surcharge	01/18/2024	35.00
CASCADE COLUMBIA DISTRIBU	885843	Freight	01/18/2024	148.04
Total 01-5605:				6,240.72
01-5610				
CENTRAL LINCOLN P.U.D.	013124	Utility Services	01/31/2024	2,683.25
Total 01-5610:				2,683.25
01-5611				
CENTRAL LINCOLN P.U.D.	013124	WTP Utility Services	01/31/2024	1,782.11
Total 01-5611:				1,782.11

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-5634				
SECURITAS TECHNOLOGY CO	6003482036	SO: 7708192 Replaced wireless door contact, tested good	07/27/2023	488.39
Total 01-5634:				488.39
01-5691				
CITY OF NEWPORT	6777	Newport Intertie - Water Purchased 12/1-12/31/2023	01/01/2024	10,482.22
Total 01-5691:				10,482.22
✓ 11-5410				
XEROX CORPORATION	020476235	Xerox C8145H2 Multifunction Printer (front office)	01/03/2024	6,327.00
Total 11-5410:				6,327.00
Grand Totals:				W 29,543.51

Dated: JAN 25, 2024

General Manager: A. N. Nishi

Dated: _____

Treasurer: _____

Report Criteria:
Detail report.
Invoices with totals above \$0 included.
Paid and unpaid invoices included.

ORIGINAL

Report Criteria:

- Detail report.
- Invoices with totals above \$0 included.
- Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-5271				
PIONEER CONNECT TELEPHO	020124	Telephone Services/Internet	02/01/2024	1,667.90
Total 01-5271:				1,667.90
01-5273				
PIONEER CONNECT TELEPHO	020124	WTP Telephone Services/Internet	02/01/2024	214.64
Total 01-5273:				214.64
01-5310				
CHASE PAYMENTECH	013124	Charges & Fees	01/31/2024	1,528.64
TCB SECURITY SERVICES INC.	244803	Base Monthly Account Fee	02/01/2024	45.00
TCB SECURITY SERVICES INC.	244803	Level 1 (No included calls)	02/01/2024	11.10
XPRESS BILL PAY	INV-XPR00829	Charges & Fees	01/31/2024	1,296.26
Total 01-5310:				2,881.00
01-5600				
WALDPORT ACE HARDWARE	352	flag Marking Blue BG10	01/31/2024	4.99
Total 01-5600:				4.99
01-5606				
ANALYTICAL LABORATORY GR	163974	WTP: PWS Radionuclides Package - Summit 11/22/23	01/19/2024	598.00
ANALYTICAL LABORATORY GR	164042	WTP: SOC Set 1/3/24	01/23/2024	1,880.00
ANALYTICAL LABORATORY GR	164042	WTP: Volatile Organic Compounds EPA 524.2 - NRC 1/3/24	01/23/2024	301.00
ANALYTICAL LABORATORY GR	164042	Pickup Newport WTP	01/23/2024	17.00
Total 01-5606:				2,596.00
01-5628				
LINCOLN COUNTY PUBLIC WO	6503	Fuel - WTP Vehicle	02/01/2024	37.45
Total 01-5628:				37.45
01-5632				
LINCOLN COUNTY PUBLIC WO	6501	Fuel - GM/Field Vehicles	02/01/2024	1,523.02
Total 01-5632:				1,523.02
01-5634				
ANALYTICAL LABORATORY GR	163974	Disinfection By-Products 11/22/23	01/19/2024	640.00
ANALYTICAL LABORATORY GR	163974	Coliform, Presence/Absence by SM 9223 B-18 (ALG) 1/10/24	01/19/2024	392.00
ANALYTICAL LABORATORY GR	163974	Pickup Newport WTP	01/19/2024	17.00
ANALYTICAL LABORATORY GR	163974	Coliform, Presence/Absence by SM 9223 B 1/12/24	01/19/2024	168.00
Total 01-5634:				1,217.00
Grand Totals:				10,142.00

W

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
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Dated: FEB -5-2024

General Manager: A. Nuck

Dated: _____

Treasurer: _____

Report Criteria:

- Detail report.
 - Invoices with totals above \$0 included.
 - Paid and unpaid invoices included.
-

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

ORIGINAL

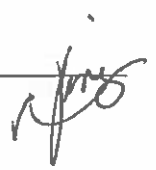
Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
01-5064				
GLEN MORRIS	171	Stipend	02/08/2024	50.00
KAREN OTTA	87	Stipend	02/08/2024	50.00
PAUL HIGHFILL	32	Stipend	02/08/2024	50.00
ROB MILLS	170	Stipend	02/08/2024	50.00
SAUNDRA MIES-GRANTHAM	170	Stipend	02/08/2024	50.00
Total 01-5064:				250.00
Grand Totals:				250.00

Dated: _____

General Manager: _____

Dated: _____

Treasurer: _____



**SEAL ROCK WATER DISTRICT
MINUTES OF THE
Regular Board Meeting
by Zoom Conference Call and In Person
January 11, 2024**

Introduction to Remote Meeting:

SRWD held this meeting through Zoom video conferencing. Due to the limited capacity for in-person meetings, the public was encouraged to attend the meeting electronically.

Present:

Commissioner Sandra Mies-Grantham was present on the Zoom Conference Call. Present in person in the board room were Commissioner Rob Mills, Board President; Commissioner Karen Otta, Treasurer; Commissioner Glen Morris, Member; Commissioner Paul Highfill, Member; and Attorney Jeff Hollen, Legal Counsel. Staff: Adam Denlinger, General Manager; Joy King-Cortes, Office/Finance Manager; Trish Karlsen, Bookkeeper; and Brad Wynn, Lead Operator

Excused Absences: None

Call Regular Meeting to Order:

President Rob Mills called the regular board meeting to order 4:00 p.m., Thursday, January 11, 2024, and introduced the commissioners and staff present in the board room. No member of the public was in attendance in person. Present on Zoom was John French.

Announcements/Public Comments:

President Rob Mills asked if there were any announcements.

Commissioner Glen Morris had announced that he would not be able to attend the February Board Meeting; Commissioner Karen Otta had no announcement; Commissioner Paul Highfill had no announcement; Commissioner Sandra Mies-Grantham had no announcement; General Manager, Adam Denlinger announced that the Financial Report was amended to update the Water Loss Percentage from 27.59% to 17.14%. The 27.59% included the leak from the broken line in South Bay Road caused by earth movement due to excessive rain and river flooding. Joy King-Cortes, Office/Finance Manager announced that the Project Monitoring Report No. 40 has been provided to the board to be part of the meeting packet. The invoice arrived after the meeting packet was emailed out. Trish Karlsen, Bookkeeper had no announcement; Attorney Jeff Hollen had no announcement; President Rob Mills had no announcement.

Public Comments:

President Rob Mills asked John French who attended through Zoom if he had a comment and he responded that he had no comment.

Consent Calendar:

Items on the consent calendar are the December 2023/January 2024 Invoices List for approval; December 14, Regular Board Meeting minutes; December 2023/January 2024 Financial Report; and the General Manager's Monthly Report. President Rob Mills asked if each commissioner reviewed the consent calendar items. Commissioner Glen Morris answered YES; Commissioner Karen Otta answered YES; Commissioner Sandra Mies-Grantham answered YES; Commissioner Paul Highfill answered YES. Commissioner Karen Otta motioned to approve the consent calendar. Commissioner Glen Morris seconded the motion. The motion passed unanimously.

Discussion and Information Items:

Primary Source Water Project Update:

The WTP operations are going forward with only one heating rod which is slowing down the Clean in Place (CIP) procedure. Staff ordered the new heating rod and waiting for its delivery towards the end of the month. Also, there was a glitch or anomaly in the programming that runs the process of treating the water that caused the entire system to revert to the old operating system that was installed when the computer was first installed. The old operating system has been removed and the level of water production is now back to normal.

Water Treatment Plant (WTP) Operators continue working with Jacobs Engineers and the membrane filter skid provider, WesTech (WT) to resolve technical performance issues related to programming. Persistent issues related to the performance of backwash sequencing may need to be corrected by WesTech technicians during an onsite visit. WT technicians will be with WTP operators for 3-4 days to observe the daily process in the WTP and make corrections or adjustments to the system as needed. It is typical for a new WTP membrane filtration system and other components to undergo fine-tuning. The warranty period is over, but WesTech agreed to come and only charge half of the cost which is about \$4,500.

Operators switched to the district's secondary source water provider in the last week of December due to tidal influences at the intake site.

66 **Decision Items:**

67 **Budget Calendar FY 2024-25:**

68 Joy King-Cortes, Office/Finance Manager presented the Budget Calendar that was prepared following Local Budget Law
69 before the Board. There is a minor change in the publication methods of the Notice of Budget Committee Meeting that
70 staff would like to implement. In the past, the district published the Notice of Budget Committee Meeting twice in a paper
71 of general circulation not less than 5 days and not more than 30 days before the meeting. ORS 294.426 provides another
72 publication method which is posting the Notice of Budget Committee Meeting on the district website at least 10 days
73 before the meeting and publish once in a newspaper of general circulation at least 5 days and not more than 30 before
74 the meeting. Commissioner Karen Otta motioned to approve the budget calendar as presented. Commissioner Glen
75 Morris seconded the motion. The motion was passed unanimously.

76 **Appointing the SRWD Budget Officer for FY 2024-25:**

77 Commissioner Glen Morris motioned to appoint Adam Denlinger, GM as the Budget Officer. Commissioner Karen Otta
78 seconded the motion. The motion was passed unanimously.

79 **Appointing/Reappointing of Budget Committee Members:**

80 Joy King-Cortes, Office/Finance Manager presented before the Board the list of the appointed/reappointed Budget
81 Committee Members and their terms. There were 2 members whose terms expired after June 30, 2023. Barry Compton
82 who was first appointed on February 12, 2009, and reappointed on the subsequent terms has served 14 years. He has
83 informed the district that he can no longer serve another term. The GM, Adam Denlinger, will contact a member of the
84 community who would be interested in serving as a Budget Committee member. Barbara Flewellyn was appointed on
85 January 12, 2012, and was reappointed on the subsequent terms and has served for 11 years. She has informed the
86 district that she will no longer be able to serve another term, but she has talked with her neighbor in Makai Community
87 who is willing to serve as a Budget Committee member. The Budget Officer will send application forms to the two
88 individuals which will be presented to the board for consideration of appointment as budget committee members at the
89 February 2024 regular board meeting. It was discussed that if the 2 vacancies are not filled, the budget committee
90 members will be 5 governing bodies and 3 appointed electors. According to Local Budget Law, a quorum is 5 budget
91 committee members.
92

93 **Reports, Comments, Correspondence:**

94 The district will be closed on January 15 in honor of the Martin Luther, Jr. Holiday.
95 GSI Water Solutions Consultants completed the draft Water Management and Conservation Plan (WMCP) which was
96 submitted to Oregon Water Resources Department (OWRD) for review and public comment. The overall goal of this
97 project is to develop an updated WMCP for the District that meets the required WMCP content described in Oregon
98 Administrative Rules Chapter 690, Division 86.
99 The FY 2022-23 Final Audit was electronically filed with the Oregon Secretary of State Audit division on December 28,
100 2023.
101 The 2024 SDAO Annual Conference will be in Seaside from February 9th through the 11th. This conflicts with the regular
102 board meeting on Feb. 11. It was the consensus of the Board to move the meeting on Feb 15, 2023.
103 On January 1, 2024, HB 2805 went into effect adding a mandatory public meeting training requirement for every
104 governing body of a public body with total expenditures of \$1 million or more per fiscal year. These governing body
105 members must receive Public Meetings Law training at least once during their term of office. The Oregon Government
106 Ethics Commission (OGEC) plans and approves the Public Meeting Law Training offered by outside agencies. To fulfill
107 the training requirement, the governing body members should attend Public Meetings Law Training approved by OGEC.
108

109 **Recessed Regular Session to go into Executive Session:**

110 President Rob Mills recessed the regular session at 4:27 p.m. to go into Executive Session, pursuant to ORS
111 192.660(2)(h); To consult with legal counsel concerning the legal rights and duties of a public body regarding current
112 litigation or litigation likely to be filed. Representatives of the news media and designated staff shall be allowed to attend
113 the executive session. All other members of the audience were asked to leave the room and sign off from Zoom.
114 Representatives of the news media are specifically directed not to report on any of the deliberations. No final decisions
115 shall be made in the Executive Session.
116

117 **Adjourned the executive session/Reconvened regular board meeting:**

118 President Rob Mills adjourned the executive session and reconvened the regular board meeting at 5:05 p.m.
119

120 **Adjournment:** Commissioner Glen Morris motioned to adjourn the meeting. Commissioner Karen Otta seconded the
121 motion. President Rob Mills adjourned the meeting at 5:06 p.m.
122

123 **Next Board Meeting:** February 15, 2024, at 4:00 p.m. Regular Board Meeting.
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DRAFT

SRWD Monthly Financial Report

Monthly Statistics		Comments			
Total customers	2678	Includes new connects Less Abandoned / Forfeited meter plus 3 SRWD meters (shop X 2 & office) plus 1 Hydrant meter			
New connections	1				
Reinstalls	0				
Abandonments/Forfeitures/Meter Removed	0				
Financial Report	Checking/MM	LGIP/PFMMMA	Fund Balances	Comments	
General	\$696,191.46	\$18,514.60	\$714,706.06		
Bond	\$1,049,372.90	\$0.00	\$1,049,372.90		
Capital Projects	\$63,501.65	\$68,691.09	\$132,192.74	\$7,421,586 Interim Loan Proceeds	
Revenue Bond	\$2,794.13	\$525.14	\$3,319.27		
Rural Development Reserve	\$0.00	\$106,921.86	\$106,921.86		
Dist. Office/Shop Reserve	\$0.00	\$0.00	\$0.00		
Depreciation/SLARA Reserve	\$0.00	\$298,417.63	\$298,417.63		
SDC (formerly SIP)	\$0.00	\$561,634.59	\$561,634.59	\$1,304,172.00 SDC collections thru 1/31/2024	
Water Source Improvement Rsrv	\$0.00	\$256,833.55	\$256,833.55		
TOTALS	\$1,811,860.14	\$1,311,538.46	\$3,123,398.60		
General Fund Review	Current	FYTD	Budgeted Amount	Comments	
Revenue	\$201,252.50	1,813,842.38	\$3,205,120.00		
Expenses	\$189,748.05	1,616,356.47	\$3,205,120.00	Contingency \$100,000; Transfers \$416,320; Total expenses budgeted \$2,677,800.	
Net Gain or (Loss) from Operations	\$11,504.45	\$197,485.91			
Water Sales Revenue Comparison	Month	FYTD	Comments		
Water Sales Current Year	\$190,689.31	\$1,509,943.50	Leak Adjustments & Billings Adjustments (YTD = July - June)		
Actual+In Lieu of Water Sales Less H2O CR	\$195,689.31	\$1,544,823.48	Billing Adj FYTD \$0.00		
Water Sales Prior Year	\$139,350.86	\$1,254,552.88	Leak Adj/Write off FYTD \$120.02		
Actual+In Lieu of Water Sales Less H2O CR	\$144,351.51	\$1,289,516.04	TOTAL FYTD ADJUSTMENTS \$120.02		
Over or (Under)	\$51,338.45	\$255,390.62	Note: Rate increase effective 6/1/2023		
Gallage Comparison	Current	Prior Year	Cost Comparison	Current	Prior Year
Gallons Purchased/Intertie/WTP Treated	8,377,238	8,040,900	Toledo Charges	\$0.00	\$2,506.81
Gallons Sold (includes accountable loss & intertie)	6,795,104	5,881,524	SRWD Sales	\$190,689.31	\$156,571.07
Variance %	18.89%	26.85%	Ratio: Sales/Cost	0.00	62.46
Gallons Produced/Treated at WTP	6,500,000		12/12/2023-1/11/2024		
Gallons from Toledo Master Meter	0		Toledo Master Meter Readings read by SRWD field crew		
SRWD Intertie Usage (Purchased)	1,877,238		Additional water SRWD used/purchased from Newport Intertie		
Total Water Received/Produced	8,377,238				
City of Newport Intertie Usage (Sold)	0		Gallons sold to City of Newport for water used from the Newport Intertie		
Total Gallons Accounted	7,144,750		From flushing, leaks, CL2 Analyzer, & fire hydrant use		
Total Gallons Unaccounted	1,232,488				
Water Loss Percentage	14.71%				
Approval To Pay Bills	Payroll 1/12/2024 \$30,073.57		Payroll 1/26/2024 \$29,539.89		
Month of:	January	(after meeting)	February		
	GF A/P	\$23,216.51	GF A/P	\$11,944.67	up to 2/8/2024
	SDC Fund	\$0.00	SDC Fund	\$0.00	
	Bond/Rev Bond Fund	\$0.00	Bond/Rev Bond Fund	\$0.00	
Depreciation: New Xerox printer for front office	Depreciation/SLARA	\$6,327.00	Depreciation/SLARA	\$0.00	
	MP - Phase 4 (IFA)	\$0.00	MP - Phase 4 (IFA)	\$0.00	
	MP- Phase 4 (USDA)	\$0.00	MP- Phase 4 (USDA)	\$9,701.26	possibly reimbursable
	MCWPP	\$0.00	MCWPP	\$0.00	
	MCWCC	\$0.00	MCWCC	\$0.00	
Monthly Accrual Statistics	Beg. Balance	Accrued	Used/Paid	Balance	
	12/31/2023			1/31/2024	
Office Overtime Hours (2-01)	0.00	4.50	4.50	0.00	
Field Overtime Hours (2-02)	0.00	0.50	0.50	0.00	
PTO (3-01)	3152.93	126.18	107.50	3171.61	
Comp Time (9-01 / 9-02)	131.41	12.00	21.00	122.41	

c:\msoffice\excel\guide21				OR Instruction 1780			
				Modified OR Guide 21			
PROJECT MONITORING REPORT		1. Type of Request		2. Report No.		41	
		Final <input type="checkbox"/> Partial <input checked="" type="checkbox"/>				updated 5-11-2020	
3. REPORT PERIOD		4. BORROWER INFORMATION					
Ending: 01/31/2024		Name: Seal Rock Water District					
		Address: 1037 NW Grebe Street, Seal Rock, OR 97376					
BUDGET ITEMS				STATUS OF BUDGET			
(All entries under Column "b" must be justified with an attachment) (All entries under column "e" must be documented with an attached invoice)		(a)	(b)	(c)	(d)	(e)	(f)
		Budgeted	Budget	Revised	Previous	This	TOTAL
		Amounts	Change	Budget	Total	Period	(d)+(e)
		(from LOC)					
							(g)
							Remaining Balance
							(c)-(f)
a. Engineering- Design		\$947,000	\$91,000.00	\$1,038,000.00	\$1,038,000.00		\$ 1,038,000.00
b. Engineering- Membrane Pre-purchase		\$35,000	\$2,990.00	\$37,990.00	\$37,990.00		\$ 37,990.00
c. Engineering- Bid Services		\$45,000	-\$3.00	\$44,997.00	\$44,997.00		\$ 44,997.00
d. Engineering-Basic Engineering		\$380,000	\$27,799.86	\$407,799.86	\$407,799.86		\$ 407,799.86
e. Engineering-Project Inspection		\$0	\$746,497.62	\$746,497.62	\$736,796.36	\$ 9,701.26	\$ 746,497.62
f. Engineering-Start Up		\$20,000	\$10,000.00	\$30,000.00	\$30,000.00		\$ 30,000.00
g. Engineering- Software Development		\$0	\$312,081.52	\$312,081.52	\$302,598.89		\$ 302,598.89
h. Legal Services/Land Purch. (easements)		\$400,000	\$77,205.02	\$477,205.02	\$477,205.02		\$ 477,205.02
i. Geotechnical Site Investigation		\$51,000	-\$23.00	\$50,977.00	\$50,977.00		\$ 50,977.00
j. Surveying		\$26,000	\$3,962.00	\$29,962.00	\$29,962.00		\$ 29,962.00
k. Permitting		\$170,000	\$48,486.00	\$218,486.00	\$218,486.00		\$ 218,486.00
l. Archeological/Environmental Mitigation		\$40,000	-\$22,954.00	\$17,046.00	\$17,046.00		\$ 17,046.00
m. Bond counsel Services		\$80,000	-\$24,500.00	\$55,500.00	\$55,500.00		\$ 55,500.00
n. Interim Interest & Expense		\$360,000	-\$161,028.78	\$198,971.22	\$198,971.22		\$ 198,971.22
o. Consultant/Admin/Legal-phase 4		\$12,000	\$137,111.51	\$149,111.51	\$149,111.51		\$ 149,111.51
p. Line of Credit Refinance (COT expenses)		\$1,616,500	-\$429,500.00	\$1,187,000.00	\$1,187,000.00		\$ 1,187,000.00
q. Line of Credit Refinance- Interest		\$0	\$22,914.00	\$22,914.00	\$22,914.00		\$ 22,914.00
r. Contingency		\$1,306,000	-\$1,306,000.00	\$0.00	\$0.00		\$ -
s. Additional IFA Services		\$0	\$342,502.74	\$342,502.74	\$342,502.74		\$ 342,502.74
t. Tree Clearing		\$0	\$13,785.00	\$13,785.00	\$13,785.00		\$ 13,785.00
u. Tank Removal		\$0	\$18,752.00	\$18,752.00	\$18,752.00		\$ 18,752.00
v. Software/Licensing			\$28,396.24	\$28,396.24	\$28,396.24		\$ 28,396.24
x. Construction Costs:					\$0.00		
1. Contractor R&G		\$8,966,000	\$1,743,799.43	\$10,709,799.43	\$9,892,318.82		\$ 9,892,318.82
2. Westech- Membrane Purchase		\$922,000	-\$17,611.50	\$904,388.50	\$904,388.50		\$ 904,388.50
3. Other-Electrical at Intake/WTP		\$0	\$202,421.50	\$202,421.50	\$202,421.50		\$ 202,421.50
4. Other-Compaction Test		\$0	\$52,400.50	\$52,400.50	\$52,400.50		\$ 52,400.50
5. Other-98th St. PRV Calibration		\$0	\$5,210.00	\$5,210.00	\$5,210.00		\$ 5,210.00
6. Other- Electrical VFD		\$0	\$12,500.00	\$12,500.00	\$12,500.00		\$ 12,500.00
k. TOTAL PROJECT COST		\$15,376,500	\$1,938,194.66	\$17,314,694.66	\$16,478,030.16	\$9,701.26	\$16,487,731.42
l. Funding Allocation							
1) Business Oregon Loan/Grant		\$3,481,000	\$0	\$3,481,000.00	\$3,481,000.00		\$ 3,481,000.00
2) USDA Rev Bond Loan		\$2,547,000	\$0	\$2,547,000.00	\$2,547,000.00		\$ 2,547,000.00
3) USDA GO Bond Loan		\$6,549,000	\$0	\$6,549,000.00	\$6,549,000.00		\$ 6,549,000.00
4) USDA Grant		\$2,799,500	\$0	\$2,799,500.00	\$2,799,500.00		\$ 2,799,500.00
5) USDA Sub Grant		\$0	\$1,500,000	\$1,500,000.00	\$682,519.39		\$682,519.39
6) Applicant Contribution		\$0	\$435,076	\$435,075.66	\$415,891.77	\$9,701.26	\$ 425,593.03
7) Interest			\$3,119.00	\$3,119.00	\$3,119.00		\$ 3,119.00
m. TOTAL PROJECT FUNDING		\$15,376,500	\$1,938,194.66	\$17,314,694.66	\$16,478,030.16	\$ 9,701.26	\$ 16,487,731.42
n. Percentage of Completion					95%	0%	95%
5. CERTIFICATION							
<i>I certify that to the best of my knowledge and belief costs or disbursements shown are in accordance with the terms of the project and that an inspection has been performed and all work is in accordance with the terms of the construction contract.</i>							
BORROWER		Signature of Authorized Certifying Official				Date Submitted:	
						01/12/24	
		Adam Denlinger, General Manager				Telephone:	
						(541) 563-3529	
6. RURAL DEVELOPMENT ACCEPTANCE							
<i>This form and attachments have been reviewed and are accepted by Rural Utilities Service unless otherwise noted. This review and acceptance by RUS does not attest to the correctness of the amounts, the quantities shown, or that the work has been performed under the terms of the agreements or contracts.</i>							
RURAL UTILITIES SERVICE		Signature of Authorized Certifying Official				Date Submitted:	
		Holly Halligan, Area Loan Specialist				Telephone:	
						(541) 801-2682	
NOTES:							



1037 NW Grebe Street
 Seal Rock, Oregon 97376
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Seal Rock Water District

General Manager's Report:
 Board Meeting – February 15, 2024

This report serves as an executive summary for the Board meeting agenda. It provides recommendations for actions to be taken if necessary. Detailed information, staff reports, and supporting materials can be found in the full agenda packet.

PHASE-IV BEAVER CREEK SOURCE WATER PROJECT:

Water Treatment Plant (WTP) Operators continue working with Jacobs Engineers and the membrane filter skid provider, WesTech to resolve technical performance issues related to programming. Persistent issues related to the performance of backwash sequencing may need to be corrected by WesTech technicians during an onsite visit. Operators were forced to switch to the district's secondary source water provider in the last week of December due to tidal influences at the intake site.

Water Treatment Plant operators were successful at installing new heater rods to one of the three heater elements used in the Clean in Place (CIP) process. However, during installation, the electrician discovered that the other two elements are operating at/or about 30% capacity and are in various stages of failure. Two replacement heater rods have been ordered and are expected to arrive the week of February 19th.

While improvements have been made by WesTech to the operating system and the WTP seems to be performing much better in the past few weeks, Jacobs engineers are concerned with how responsive some of the programming is. At times operators struggle with operational programming conditions that require constant oversight and limit the district's ability to perform remote operations. Due to the recent reloading of system software due to past server issues, Jacobs Engineering is recommending that WesTech visit the site to perform testing and re-verification of all components provided by WesTech. A team of technicians and consultants will be on-site at the WTP the Week of February 19th to verify operational conditions and make corrections in real-time during plant operation.

JANUARY WINTER WEATHER EVENT:

Thankfully, our district largely avoided the brunt of the ice storm, which is a relief. However, we've faced repeated power outages during this event. Many of our systems, including remote communication systems with our pumping stations and email connectivity were offline for several days. Repeated power bumps from the system also caused the district office firewall unit to fail which triggered the installation of a temporary unit while a new firewall unit is on order.

Seal Rock Water District is an Equal Opportunity Service Provider and Employer.

Adam Denlinger, General Manager

adenlinger@srwd.org

www.srwd.org



Portable Generator at the Beaver Creek Pump Station:



Downed Tree on 98th Street, Pump Station in the far ground:

I'm pleased to report that we've successfully restored power at the Beaver Creek Intake pump station using our new portable generator. The generator was operational for the first time in response to this event, and the treatment plant was back in production very quickly. At one point during this event, all of the district's stand-by generators were in operation.

The district received reports of downed trees in the area, especially along the remote stretch of 98th Street. Including one (shown in the attached photo) too large for our equipment to handle. A resident at the end of 98th Street has strongly suggested that the district should contribute to the cost of tree removal. However, this has not been our practice in the past. District operators have removed trees to maintain access for maintenance, but sharing the cost of tree removal could set a costly precedent for the district. I believe this issue will become more pressing, especially with property owners along 98th Street, where we have several easements. It's important to note these easements don't require the district to remove downed trees.

Other notable activities for the month include:

- Attended the Mid Coast Water Conservation Consortium Meeting.
- Attended the OWRD Place-Based Planning Coordinating Committee Meeting, on January 22nd.
- Met with GSI Water Solutions to review progress on MC-WPP, the Water Management and Conservation Plan, and Beaver Creek streamflow and temperature monitoring.
- Attended the Monthly Oregon Water Utility Council (OWUC) meeting, on January 25th.
- Attended the SDAO Legislative meeting on February 2nd.
- Attended the SDAO Board Meeting on February 7, 2024.
- Attended SDAO Annual Conference February 8 through the 11th.
- Staff received a consultation visit from Oregon Occupational Health and Safety (OSHA) on January 31st.
- Attended the Coastal Partnerships for Drinking Water Protection Workshop on February 6th.

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Adam Denlinger, General Manager

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**SEAL ROCK WATER DISTRICT
PERSONNEL POLICIES AND PROCEDURES**

(Adopted) - October 2013
Revised – January 2024

SEAL ROCK WATER DISTRICT

From the Board of Commissioners:

The **January 2024** revision of the SRWD Personnel Policies and Procedures is intended to **provide minor revisions** of SRWD’s personnel manual and to incorporate changes approved by the Board subsequent to **dissolution of the SRWD Employee Labor Agreement document which expired November 2019.**

The Personnel Policies and Procedures serve as a general framework for effective administration of SRWD. The provisions apply to all SRWD employees ~~unless otherwise stipulated by the Labor Agreement.~~ This manual is designed to inform all employees, prospective employees, Board members, and the general public of SRWD’s working guidelines for personnel administration.

While these Personnel Policies and Procedures serve as a guide, they should not be construed as limiting in any way SRWD’s employer-at-will prerogatives. No representative of SRWD has authority to enter into any agreement contrary to the “employment at will” relationship. Nothing in these policies and procedures creates an express or implied contract of employment.

Mr. Robert Mills
SRWD Board President

Date

Seal Rock Water District
Personnel Policy and Procedures

Table of Contents

<u>SECTION</u>	<u>TITLE</u>	<u>PAGE</u>
1. MANAGEMENT RIGHTS		4
2. EMPLOYMENT, QUALIFICATIONS, AND SEPARATIONS		5
3. COMPENSATION AND PERFORMANCE REVIEWS		8
4. WORK SCHEDULES AND TIMEKEEPING PRACTICES		9
4. EMPLOYEE TIME OFF		11
5. EMPLOYEE SAFETY AND CONDUCT		13
6. EMPLOYEE TRAVEL AUTHORIZATION AND REIMBURSEMENT		19
7. EMPLOYEE PERFORMANCE PROBLEMS AND DISCIPLINE		20
8. EDUCATION AND TRAINING		24
9. EMPLOYEE ASSISTANCE PROGRAM		24
10. PERSONNEL RECORDS		25
11. ADMINISTRATIVE DIRECTIVES/POLICY		26

1. MANAGEMENT RIGHTS:

Except as otherwise expressly and specifically limited by the terms of this Agreement, the District retains all its customary, usual and exclusive rights, decision-making, prerogatives, functions, and authority connected with or in any way incidental to its responsibility to manage the affairs of the district or any part of the district. The contractual rights of employees in the bargaining unit and the Union are expressly limited to those specifically set forth in this Agreement, and the district retains all prerogatives, functions, and rights not specifically limited by this Agreement. The district shall have no obligation to negotiate with the Union with respect to the exercise of its discretion and decision-making.

Examples.

Without limitation, but by way of illustration, exclusive prerogatives, functions, and rights of the district shall include the following:

1. To direct and supervise all operations, functions, and policies of the department(s) in which employees of the bargaining unit are employed, and operations, functions, and policies in the remainder of the district as they may affect employees in the bargaining unit.
2. To close or liquidate an office, branch, operation, or facility, or combine facilities or to relocate, reorganize, or combine the work of divisions, offices, branches, operations, or facilities.
3. To determine the need for a reduction or an increase in the workforce and the implementation of any such decision.
4. To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials, equipment, uniforms, appearance, methods, and procedures. It is jointly hereby recognized that the district must retain broad authority to fulfill its responsibilities and may do so by oral or written work rules, existing or future.
5. To manage and direct the work force, including, but not limited to: (a) the right to determine the methods, processes, and manner of performing work; (b) the right to hire, promote, transfer and retain employees in accordance with this Agreement; (c) the right to determine and assign duties, schedules, work locations, and hours of work; (d) the right to dispose of, purchase, and assign equipment or supplies; and (e) the right to develop work rules not inconsistent with the terms of this Agreement;
6. To discipline, suspend, demote or discharge a regular employee for just cause (the just cause requirement shall not apply to probationary employees);

7. To determine the need for overtime and the classifications to work such overtime.
8. To determine the need for additional educational courses, training programs, on-the-job training, and cross-training.

The exercise of a management function or right which is not specifically limited by this Agreement is retained by the district.

2. EMPLOYMENT, QUALIFICATIONS, AND SEPARATIONS

Job Announcements:

Job announcements for Seal Rock Water District's (SRWD) open positions will specify the position title and salary range, duties to be performed, qualification requirements and how to apply. Announcements will be posted a minimum of five (5) working days before closing and will be displayed appropriately on the SRWD bulletin board and in one or more area publications or newspapers.

Appointments:

Appointments to open positions will be made through a competitive process based on merit and qualifications. Applications will be available in the SRWD office. Applicants will be required to submit the application form and any supplemental materials requested by SRWD within the time period specified in the job announcement. Applicants will be expected to meet the minimum qualifications for the position or ensure they can meet the qualifications before being appointed.

Selection:

Applicants will be selected for employment interviews on the basis of their job-related knowledge, skills, abilities, experience, education, training, and references as well as relevant performance history, job aptitude and character.

Orientation:

Newly hired employees will receive an orientation from their immediate supervisor that will include SRWD's organization and services, work rules, personnel policies and procedures, Labor Agreement, safety training, completion of payroll forms, and introductions to co-workers.

Probationary Period:

New employees and current or re-hired employees placed in new or different positions will work in a probationary status the first six months of their employment. As part of the selection process, the probationary period provides both SRWD and the employee an extended time for closely evaluating job performance and the work relationship. SRWD may extend the probationary period up to an additional six months if it determines more

evaluation is needed. Employment may be terminated at any time during the probationary period if either party determines the relationship is not satisfactory. Upon completion of the probationary period with satisfactory performance, the employee will be notified in writing of the change in their status to regular full-time or regular part-time.

Employee Status:

1. Regular Full-time Employee: An employee who works a minimum of 40 hours a week on a continuing basis and receives full benefits.
2. Regular Part-time Employee: An employee who works at least 20 hours a week, but less than 40 hours, and receives pro-rated benefits.
3. Temporary Employee: An employee who works for a specified, limited time on special projects or helps with abnormal workloads or emergencies and receives no benefits.
4. Duration of Employment: SRWD does not guarantee continuous employment for regular employees. Employment is by mutual agreement between SRWD and the employee and either party can terminate the agreement in accordance with SRWD procedures.
5. Anniversary Dates: Paid time off (PTO) and merit increases are based on the employee's anniversary date. The anniversary date for calculating PTO is the employee's date of hire. The anniversary date for performance reviews and determining merit increases is normally one year following successful completion of the probationary period.

Volunteers:

On occasion, SRWD may enlist volunteer workers to help with specific tasks. Volunteers must pass a criminal background screening and complete an SRWD employment application and provide three references before commencing work. Although they are not employees, volunteers must abide by all applicable rules, policies, practices and standards of SRWD. Other than workmen's compensation, volunteers will receive only benefits that may be expressly provided in writing or by law. The volunteer's services may be discontinued at any time and for any reason by either party.

Employment of Relatives:

An employee's relative may be hired for a position that is not in a direct reporting relationship to the employee. If current employees who are in a reporting relationship marry, one must accept a transfer or a demotion to an available position or be terminated in order to comply with this policy.

Physical Examinations:

For safety sensitive positions, an offer of employment will be contingent on passing a drug test provided at SRWD's expense. An offer may also be contingent on an additional medical certification to determine the applicant's ability to perform essential job functions, with or without reasonable accommodation and without posing a threat to the

health and safety of self or others. If an examination is required, it will be paid for by SRWD and will be treated as a confidential medical record. The scope of the exam may include a basic physical and assessment of the applicant's physical and psychological condition to meet Commercial Driver's License (CDL) requirements.

At its discretion, SRWD may require a fitness for duty evaluation to ensure that an employee continues to be qualified for employment. The cost of the examination will be paid by SRWD. Medical examinations may also be required to support family medical leave, including requests for second or third opinions, and fitness for duty certifications as provided by family medical leave laws and SRWD policy.

Background Check:

As part of the employment process, SRWD will obtain a consumer report on the applicant's character and general reputation as well as financial background information that may be relevant to the specific position applied for.

Driving Record:

Employees who may be required to drive on SRWD business must have a valid Oregon driver's license, comply with any operator's license restrictions, and may at any time have their driving records checked by SRWD. A job applicant's driving record will be checked prior to employment if the position requires a driver's license. As a condition of employment, employees who operate SRWD vehicles must maintain driving records that meet the standards of SRWD's insurer.

Employees who are required to drive on SRWD business must notify supervision of any changes in their license status or driving record. Failure to report changes negatively impacts SRWD's risk management program and is a violation of policy. An employee who compiles a record with violations may be subject to warnings or disciplinary action.

Layoffs:

Changes in SRWD's operations or finances could necessitate employee layoffs. The General Manager will determine the specific knowledge, skills and abilities that must be retained during layoffs. Generally, layoffs will be implemented in the following order: temporary and on-call employees; probationary employees; regular part-time employees; regular full-time employees. In lieu of layoffs, SRWD may reduce the work hours of personnel. As required by COBRA, medical and dental insurance will be made available during layoffs or reductions in hours.

Voluntary Resignations:

To voluntarily resign in good standing, an employee must notify his or her supervisor in writing at least ten (10) working days in advance. Failure to submit proper written notification may preclude the individual from future employment with SRWD.

3. COMPENSATION AND PERFORMANCE REVIEWS

Compensation:

SRWD's compensation package is designed to provide fair and competitive pay and benefits for regular full-time and part-time employees. The Board of Commissioners determines pay ranges and benefits by considering prevailing compensation structures and work requirements for comparable positions in public and private employment, as well as current costs of living, local economic conditions, compensation practices in the community, and SRWD's financial condition.

Step pay levels for each position are intended to offer career growth opportunities for employees through periodic merit increases and cost of living adjustments (COLA). SRWD provides group medical, dental, vision, and life insurance for eligible employees and dependents effective the first day of the month following their date of hire. SRWD employees who work over 600 hours per year are also included in the state's Public Employee Retirement System (PERS).

Performance Reviews:

Employees will receive a performance review at the end of their probationary period and based on the manager's determination of satisfactory performance may receive a one-step increase.

Employees will receive a performance review annually thereafter and with continued satisfactory performance may normally receive increases targeted to reflect professional development and productivity as determined by the manager. In cases of exceptional performance, the manager may recommend to the Board that an increase of two steps or more be awarded. At its discretion, the Board may also exercise other options for encouraging and rewarding exceptional performance, such as periodic merit increases or bonuses.

The General Manager, or designee, will conduct annual performance reviews of the field staff and Office Manager. Completed performance review forms will be signed by both the employee and the General Manager, or designee and placed in the individual's personnel file. The individual will be provided with a copy to review. The General Manager, or designee, will monitor the quality and timeliness of performance reviews of employees and supervisors on an on-going basis.

3. WORK SCHEDULES AND TIMEKEEPING PRACTICES

Workweek and Work Hours:

The normal workweek consists of forty (40) hours within seven (7) consecutive days; however, this is not a guarantee of a specific number of hours of available work. Employees are expected to accomplish service priorities in a timely fashion within the normal workweek. The General Manager will set hours of employment.

Overtime:

Employees who are not exempt from the Fair Labor Standards Act and state law will be paid for all hours worked in excess of forty (40) hours during a workweek at the rate of one and one-half (1.5) times their regular rate of pay unless otherwise stipulated.

Compensatory Time:

Non-exempt employees may elect to take time off in lieu of compensation for overtime pay. "Comp time" will accrue at the rate of one and one-half (1.5) times the employee's regular hours. Accrued time will not exceed forty (40) hours and will be taken within six (6) months unless otherwise authorized by the Board. Exempt employees are not eligible for compensatory time.

On-call/After Hours:

All field staff will be required to serve as the on-call employee for after-hours and weekend duty coverage as scheduled by the General Manager, or designee. The designated on-call employee will be paid for one (1) hour at his/her regular rate for each eight (8) hours on call. The employee will also be paid overtime for work performed in response to an emergency during on-call and for travel time that may be required to and from work.

The on-call employee will be allowed the use of a SRWD vehicle for his/her transportation needs associated with providing coverage. Use of the vehicle will be for SRWD business with allowable stops along the way to and from work. Personal use of the vehicle will not be allowed.

Rest Periods:

Employees working eight (8) hours may take a paid 15-minute rest period every four (4) hours scheduled, if possible, at the mid-points. Employees working ten (10) hours may take a paid 20-minute rest period every five (5) hours scheduled, if possible, at the mid-points. Employees who are requested to work two (2) or more hours beyond their regular shift will receive a 15-minute rest period before starting, in addition to the regular scheduled rest periods. Rest periods will not exceed 15 minutes and will not compromise public safety.

Meal Periods:

Employees will have an uncompensated off-duty meal period of at least thirty (30) minutes during each work shift. Consistent with operating requirements and BOLI law, meal periods should be scheduled, if possible, at mid-point of the shift.

Pay Equity:

SRWD strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on SRWD's

objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with **SRWD** to obtain clarification.

Payday:

SRWD's pay periods begin at 12:00 AM Sunday and run for 14 days through 11:59 PM Saturday. Payday will be the Friday following the end of the pay period. If Friday is a bank holiday, the payday will be the business day preceding the holiday. Payment will be by direct deposit to the employee's bank account.

Payroll Deductions:

The following deductions are required from every paycheck by Federal and state law:

- Federal Withholding Tax
- State Withholding Tax
- Social Security Tax (FICA)
- State Accident Insurance – Employee Surcharge
- Court ordered child support payments or garnishments.
- Retirement

Employees may submit a written request to the Office Manager to have the following deductions and others made from their paychecks:

- Credit union participation
- United Way contributions
- Insurance contribution
- Union dues

Employees may submit a written request to the Office Supervisor to have other deductions made that are of general interest and in which five (5) or more employees participate. Deductions may also be made for repayment of a loan from SRWD provided there is a voluntarily signed repayment agreement, the loan was in cash or equivalent and solely for the employee's benefit, and the deduction does not exceed the limits of ORS 23.185 (a) or (d). Employees may elect to enroll in a deferred compensation plan approved by SRWD. Deferred compensation accounts will be established on behalf of any employee who is willing to make contributions according to the plan requirements.

Time Records:

Employees are expected to complete accurate timecards reporting the time they are paid for working on SRWD business. Managers are responsible for verifying the accuracy of employee timecards. Once signed by the Manager, the timecard becomes a permanent record that may only be corrected or revised by supervision with the employee's consent. Timecards are a legal document; falsifying information on a timecard is subject to discipline up to and including termination.

Separation Pay:

A regular employee who terminates employment with SRWD will be paid any earned but unpaid wages due for work hours, paid time off (PTO) hours, and compensatory time. An employee who is involuntarily terminated will be paid by the end of the first business day after termination. If an employee resigns without at least 48 hours advance notice, separation pay will be paid within 48 hours, excluding weekdays and holidays.

Telework or Telecommute:

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

All telework and telecommute arrangements require the prior approval of **the General Manager and/or Office Manager** and may be changed at the discretion of **the SRWD Board of Commissioners**. Telework and telecommuting may be permissible for some positions but not all positions and is generally provided to administrative positions.

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

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

An employees' salary, benefits and insurance coverage does not change as a result of teleworking or telecommuting.

Employees are responsible for the utilization of **SRWD's** networks while working remotely in a safe and secure manner as directed by **the General Manager and/or Office Manager**.

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

Information Technology:

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

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

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

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

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

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

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

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

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

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

Security:

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

Steps include making sure that:

- All devices have anti-virus software managed by the districts IT consultant.
- All Wi-Fi, cellular or similar access points are protected with strong passwords or passphrases.
- All Wi-Fi, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
- Login and password information is secure and protected, even from family members.
- Basic network practices are being applied to include firewalls with appropriate security standards.
- Web-based systems are secure “https” URL, not just “http”.
- Two factor authentication is enabled and being used.
- All data is saved to organization authorized shared network drives or cloud locations. Similarly, no data is saved or stored on portable machines, for example: C-Drive or Desktop.
- VPN access is only via organization issued devices. No personal devices are connected via VPN.

Physical Security:

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

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

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

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

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

Technology Support:

OrcoTech, or the district’s IT of record will only provide device support that relates to organization devices and connection.

4. EMPLOYEE TIME OFF

VACATION LEAVE:

SRWD provides vacation time for regular full-time and part-time employees to be used at the employee’s discretion for vacation, or personal business. Vacation time accrues with years of service based on the following schedule:

<u>Completed Years of Continuous Service</u>	<u>Annual PTO Accrued</u>
0 through 1 year	96 hours
2 through 4 years	136 hours
5 years and over	176 hours

Annual vacations will normally be scheduled on the basis of seniority and approved by the supervisor on a first-to-apply basis.

Notification to the supervisor is required when PTO is taken for personal or dependent illness or injury or when the employee must leave during working hours because of illness. When PTO is taken for dependent illness or injury, SRWD expects other care arrangements to be made as soon as possible.

An employee on PTO for illness or injury may be required to provide certification from a physician or practitioner, obtain a second or third medical opinion, and provide fitness for duty medical certifications before returning to work.

Holidays:

Regular full-time employees will receive pay for the eight (8) hours off work and part-time employees will receive pro-rated pay for each of the following holidays:

- | | |
|------------------------|------------------------|
| New Years Day | Martin Luther King Day |
| Presidents’ Day | Memorial Day |
| Fourth of July | Labor Day |
| Veteran’s Day | Thanksgiving Day |
| Day after Thanksgiving | Christmas |

Holidays that fall on Sunday will be observed the following Monday. Holidays that fall on Saturday will be observed on the preceding Friday. Employees who are required to work on a holiday will be paid overtime or receive compensatory time in lieu of pay. Employees who are on PTO will be paid for the holiday. Employees who are on unpaid leave will not be paid for the holiday.

Time Bank:

Any employee may donate a portion of their own accumulated Personal Time Off (PTO) to another district employee who is off work and who has exhausted all their paid leave. Employees may donate up to eighty (80) hours of PTO, as long as they retain a balance of at least eighty (80) hours.

Annual Leave Accrual:

Employees may accrue up to four hundred eighty (480) hours of annual leave. Once the employee's annual leave balance reaches 480 hours the employee will not accrue further hours until the balance is below 480.

Employee Leaves:

State and federal laws governing employee leaves do not apply to employers with fewer than 25 employees; therefore, SRWD does not generally provide unpaid employee leaves as defined in the Oregon Family Leave Act (OFLA). However, at the discretion of the General Manager and the Board, leaves may be allowed under some circumstances. Factors that will be considered in granting employee leaves will include the individual's length of service, overall performance level, impact of the absence on the workflow, and the consistency and fairness of granting the leave.

Employees may request a personal leave of absence of up to sixty (60) days. The General Manager and Board will consider requests on the basis of the employee's length of service, job performance, responsibility level, reason for the request, and impact of the absence on the workload of other employees. SRWD will not pay group health insurance premiums and PTO will not accrue for an employee during a leave of absence. Premiums must be paid in advance for the period of the leave.

Jury Duty:

Time off will be granted to employees for jury duty. The manager must be notified that the employee has been summoned so that workloads can be reassigned. Employees are expected to report to work during days, or portions of days, they are not serving on a jury. Employees will receive their regular pay for time spent on jury duty but must reimburse SRWD any amounts of jury pay they receive, less mileage payments for the use of a personal vehicle.

Bereavement:

A leave of absence with pay for up to five (5) days may be granted an employee when a death in the employee's immediate family requires the absence of an employee. Should

circumstances require an employee to be absent longer than five (5) days, the days in excess may be charged against accumulated annual leave (PTO). The immediate family of the employee or of the spouse is intended to include parents, children, grandparents, stepchildren, siblings, and members of the employee's household. The district may grant leave under exceptional circumstances for relationships other than those set forth herein at its discretion.

Uniformed Services Leave and Reemployment:

Employees serving under the Universal Military Training and Service Act, or similar acts, will be entitled to all benefits provided by existing State and Federal Laws.

5. EMPLOYEE SAFETY AND CONDUCT

Safety:

SRWD will comply with all state and Federal regulations including the development and maintenance of an Occupational Safety and Health Act compliance document as well as adherence to applicable Environmental Protection Agency requirements. Smoking is prohibited throughout SRWD facilities including buildings, outside areas where fire or safety hazards exist, and all vehicles. For more details, consult the SRWD Safety Manual.

SRWD recognizes that employees and the public have the right to enjoy a violence-free work environment. No form of violence will be tolerated in the workplace including verbal or physical abuse, intimidation, or harassment. Employees are expected to report any incident of such behavior to their supervisor; those who engage in these behaviors will be subject to disciplinary action or termination.

Discrimination and Harassment:

SRWD will comply with all federal and State statutes on equal employment opportunity regarding all hiring, compensating, retaining, promoting, disciplining, and terminating employees as well as with all other terms and conditions of employment. SRWD will treat all employees and job applicants on the basis of merit, qualifications, and competence or appropriately as members of a protected classification under federal or state law. This policy will be applied equally and without regard to gender, race, color, religion, national origin, ancestry, age, marital status, political affiliation, veteran status, or any physical handicap/disability that can be reasonably accommodated. The General Manager or designee will be the coordinator for the implementation of this policy.

SRWD will not tolerate harassment in the workplace; this includes unsolicited remarks, gestures, physical contact, circulation or display of derogatory printed material or pictures, references to negative stereotypes, slurs or denigrating references to gender, disabilities, age, race, ethnicity, or religion. Harassment is regarded as a serious violation of personnel policies and will not be tolerated. Any violation of this policy will be subject to disciplinary action up to and including termination.

SRWD's policy is that all employees have the right to work in a setting free from harassment and retaliation for reporting harassment. An employee who feels they have been subjected to harassment or is aware of harassment of another employee has a responsibility to report this to his/her supervisor. The report may be written or verbal; written reports will be forwarded to the General Manager. If the allegation of harassment involves the General Manager, the report will be forwarded to the Board president who will delegate the matter to legal counsel. When the General Manager is informed of allegations of harassment, they will make a written record of the allegations and forward it to the Board President. Written and verbal reports of harassment will be investigated promptly at the direction of the General Manager.

Conduct:

Maintaining good public relations is an essential part of an employee's position with SRWD. Whether contacts with the public are direct or indirect, employees are expected to be courteous, helpful, and efficient in performing their jobs. Favorable impressions created by employees' public and personal conduct help develop good will and support for SRWD services.

Employees are expected to exercise good judgment in controlling costs and in presenting themselves in an appropriate, businesslike manner. It is the responsibility of each employee to maintain a safe, neat work area and ensure that all working documents, desks, cabinets, and equipment are secured at the close of the work day.

Vehicle Use:

The purpose of this section is to set forth guidelines under which SRWD vehicles will be authorized to district personnel, the guidelines under which district vehicles may be used and guidelines for reimbursement or compensation for employee use of personal vehicles.

Employees seeking clarification of or exemption from the provisions of this policy should contact the general manager who may authorize exceptions to the policy under mitigating circumstances.

a. District Vehicles:

It is the policy of the district that certain positions require employee access to district vehicles, either during the work shift or on a 24-hour on-call/ emergency basis.

b. Vehicle Use Requirements:

The use of a district vehicle must be related to a particular job responsibility. That concept applies to employees, board members and volunteers. Where the use of the vehicle is for an activity not directly related to a particular job responsibility, deviations from normal use must be pre-approved by the General Manager.

When the district has agreed to extend the driver's use of a vehicle beyond the normal work requirements it will be the responsibility of the Manager to document, in writing, all such allowed use. Any use not documented can be viewed as a situation where the driver is operating outside the scope and course of employment and the driver may be personally liable for any accidents that might occur. Any protections for the driver under the Oregon Tort Claims Act may not be available for such unauthorized vehicle use.

c. Expense Reimbursement – Personal Vehicles:

1. It is the policy of the district to reimburse employees for expenses which they incur as a result of personal vehicular use on behalf of the district.
2. Expense reimbursement for use of personal vehicles requires advanced approval by the General Manager.
3. When an employee is authorized to use a personal vehicle for work-related travel, he or she will be reimbursed at the current mileage rate established by the Internal Revenue Service.
4. In addition to the mileage rate, the district will reimburse employees authorized to travel outside of the district, driving personal or district vehicles, for tolls and reasonable parking expenses, when receipts are provided.
5. The district retains the right to require employees to purchase Oregon's minimum liability insurance in accordance with ORS 806.010, Oregon's mandatory insurance law.

D. General Rules Governing District Vehicle Use:

1. District vehicles may only be used for legitimate district business.
2. District vehicles will not be used to transport any individual who is not directly or indirectly related to district business. Passengers shall be limited to district employees, volunteers, and individuals who are directly associated with district work activity. Family members shall not be transported in district vehicles, except in cases of an employee traveling out of town for a conference may, with approval from their General Manager, be allowed to take his or her spouse.
3. Vehicles should contain only those items for which the vehicle is designed. The district shall not be liable for the loss of damage of any personal property transported in the vehicle.
4. Employees assigned to operate district vehicles are responsible for the operation, care, and condition of such vehicles and are also expected to keep district vehicles clean.

5. Employees may not operate district vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.

6. Employees who operate district vehicles must have a valid Oregon driver's license and may be required to provide proof of a valid license once every six (6) months. To operate certain district vehicles the law requires a Commercial Driver's License (CDL) and/or a hazmat endorsement. The District will cover the costs associated with obtaining and maintaining a CDL, including tests, license fees and medical exams. Receipts must be submitted for reimbursement of these costs.

7. Employees driving district vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

8. Employees who incur fines in district vehicles will be personally responsible for payment of such fines.

9. Employees who are issued citations for any offense while operating a district vehicle, must notify their supervisor immediately, when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.

10. An employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of their license, whether in his or her personal vehicle or in a district vehicle, must notify his or her supervisor immediately, when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of district vehicle privileges and/or further disciplinary action.

E. Reporting and Investigating Accidents:

When any district vehicle is involved in an accident resulting in property damage or injury to any person, the following procedures shall be observed:

1. Employee shall immediately report the accident to their supervisor and remain at the scene until a police report is made in the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative. Do not remove any vehicle until authorized by your supervisor unless non-removal creates an undue hazard.

In cases where the vehicle(s) suffer only minor damage, other people should not be delayed any longer than is necessary to exchange the required information. All vehicles should carry a list of the necessary information to collect from the other driver and the information the employee would need to collect from them. The operator should also promptly complete the accident report upon returning to the district office.

2. The employee or designated individual shall respond to the scene and request and facilitate a police investigation. He/she shall gather information or the district's insurance

carrier, submit independent reports, and report all findings and conclusions to the general manager.

3. In the event that an employee's personal vehicle is damaged during an approved, work-related trip and the damage is not due to the negligence of that individual, the district will reimburse the employee up to a maximum of \$250 or the amount of the deductible (comprehensive or collision), whichever is less, per occurrence. A receipt verifying payment of a deductible or payment for repairs is required. Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of district vehicle privileges, suspension, and/or termination from district service.

Attendance and Punctuality:

Maintaining good attendance at work is an essential part of job performance and one of the standards by which employees will be evaluated. Continued successful employment with SRWD requires each employee to be at work on time and ready to perform job duties at the beginning of his/her shift. Recurring and excessive absences and tardiness are disruptive to work schedules and will not be tolerated. Excessive absences and tardiness are costly to SRWD and its customers, and detrimental to other employees. Failure to meet work attendance expectations will result in disciplinary action that may include termination.

Communications Devices/Internet Use:

SRWD provides a variety of communications equipment, electronic devices and systems for employees to use in performing their jobs and conducting business. Computers, software, email, landlines and cell phones, voicemail, and Internet access are considered standard equipment in the workplace and available to all employees. It is intended that all SRWD-provided devices and systems be used for business purposes only; occasional personal use is permissible in unavoidable or emergency circumstances. Today's availability and easy access to personal communications devices and the Internet make it practical to permit employees to use personal communication devices for non-business use during breaks or lunch. However, their use should be kept to an absolute minimum and never interfere with work assignments; receiving personal incoming calls or messages is discouraged except in emergencies.

Employees who are provided vehicles, cell phones and electronic devices to perform their jobs are required to comply with Oregon laws that prohibit the use of hand-held communication devices while operating a vehicle. This includes placing or receiving phone calls, text messaging, sending and receiving e-mails, checking phone messages, or any other activity using a hand-held communication device. For more information see the SRWD Communications and Software Systems Policy.

Cell Phone:

The purpose of this Section is to establish guidelines for the distribution and use of cellular telephones by SRWD. This Policy will ensure appropriate personnel have the necessary equipment to perform their job functions (safety sensitive positions) while minimizing the cost to the district. The district recognizes that the proper use of technological advances will provide the District with improved levels of communications promoting operational efficiency, improved customer service, and emergency response.

Use and Procedures:

1. The District will ensure that contracts are in place allowing for cost-effective purchases of cellular phones and service plans.
2. The cellular phones are to be used for official District business only.
3. Whenever the General Manager determines that an employee's assignment is such that regular use or access to a cellular phone is appropriate; a cellular phone may be assigned to that individual employee after approval by the GM.
4. If the phone is damaged, lost, or fails to work properly, the employee will notify their supervisor immediately. The district will then arrange for repair or replacement of the phone as appropriate. In case of theft, the employee will notify the General Manager immediately to allow for the issuance of a stop service order to the cellular vendor.
5. Each employee who is issued a phone is responsible for the maintenance, care, and security of the equipment.

Emergency Cell Phone Use:

Although District cellular phones are provided for official District business only, it is recognized that the occasional need to send or receive personal calls may occur. It is the responsibility of the employee and the supervisor to review monthly bills to identify personal calls. If deemed necessary, the employee should also maintain a record of all personal calls received. For the purpose of this Policy, all calls that are not for the explicit purpose of conducting District business are prohibited. Any abuse of cell phone privileges is subject to discipline, up to and including termination.

Ethics:

Employees are strictly forbidden from using work time and SRWD equipment or services for personal interest or gain. Information or data obtained through employment with SRWD will not be used for personal interest or gain. Accepting special favors, gifts, or gratuities granted because of employment with SRWD is strictly forbidden. Employees are expected to always conduct their personal and business affairs in a manner that will not compromise their working relationships with other employees, officials, or the public.

Political Activities:

Employees are not restricted from political activities conducted outside of their regular work hours and, with prior written Board approval, may hold public offices that pose no conflict of interest. However, employees may not use their authority or position with SRWD to promote a political party or to support a candidate for public office. Oregon law forbids employees from using work time to solicit money, influence, or service in support of a political cause or candidate for public office.

Outside Employment:

Employees who choose to hold jobs outside of their SRWD employment will provide advance written notification to the General Manager. However, employees will not be allowed to hold outside jobs that conflict with or detract from their work performance. The General Manager reserves the right to determine that an employee's outside employment represents a conflict of interest or is likely to discredit SRWD.

Drugs and Alcohol:

SRWD maintains a drug and alcohol-free workplace. All employees are expected to report to work free of the influence of alcohol and controlled substances. The possession, use, sale, or conveyance of alcohol and controlled substances while on SRWD property, on the job, or in SRWD vehicles is strictly forbidden. Employees who are in the care of a physician and using prescription drugs that may affect their work performance will keep the supervisor informed of their condition.

In compliance with U.S. Department of Transportation guidelines, SRWD will conduct pre-employment and annual random testing for alcohol and controlled substances for employees who are required to maintain a Commercial Driver's License. Employees and family members who have alcohol or controlled substance abuse problems are urged to get help through SRWD's Employee Assistance Program.

6. EMPLOYEE TRAVEL AUTHORIZATION AND REIMBURSEMENT

Purpose:

Employee requests to attend business meetings, conferences and classes must be approved by the supervisor. Registration, travel, and related expenses must be approved by the General Manager or Office Manager in advance and in accordance with the budget. An advance may be authorized for approved expenses. The employee is required to submit receipts for expenses within one week of returning and provide verification of attendance at the training. Typical examples of verification include certification, sign in sheet, or written confirmation from the instructor.

Guidelines for Reimbursement:

Transportation: Costs for transportation and business-related telephone calls while traveling will be paid by SRWD. If using a personal vehicle, the employee will be

reimbursed at the current IRS rate for mileage required for the trip. Receipts are required for parking and related expenses.

Lodging and Meals: Employees will be reimbursed according to the State's current schedule of per diem expenses based on CONUS rates established by GSA.

Telephone: Costs for telephone calls are reimbursable if they are directly related to business and supported by receipts. Costs for personal calls that are charged as a SRWD expense must be reimbursed.

Registration and Tuition Fees: Business meeting or conference registration fees and class tuition fees are reimbursable expenses. Receipts or registration copies are required.

Accompaniment: Travel costs for family members or others who accompany the employee are not reimbursable.

Alcoholic Beverages: Expenses for alcoholic beverages while on business travel are not reimbursable.

7. EMPLOYEE PERFORMANCE PROBLEMS AND DISCIPLINE

Problem Performance and Conduct:

Effective job performance and appropriate on-job conduct improve productivity, morale, and safety and are essential in serving SRWD customers and maintaining positive public relations. At times it may be necessary to impose corrective action or discipline to ensure appropriate levels of employee performance or conduct. In order to provide a fair method of correcting performance and/or disciplining employees, SRWD will implement formal procedures to address instances such as poor job performance or inappropriate personal conduct, work rule violations, insubordination, etc.

The type and severity of the procedures will depend on the nature of the problem and the employee's performance record. Procedures for dealing with poor performance or misconduct include:

- Coaching and counseling
- Written counseling or warning
- Temporary pay reduction in lieu of suspension
- Suspension with pay
- Suspension without pay
- Demotion
- Discharge

Any or all of these actions may be utilized depending upon individual circumstances and the nature of the violation. Exceptions or deviations from the procedure may be made whenever deemed appropriate, on a case-by-case basis.

Responsibilities:

The General Manager is responsible for monitoring and evaluating the performance of the Office Manager and the field operation staff and, if necessary, providing direction to correct problems with job performance or conduct. The Office Manager is responsible for monitoring, evaluating, and correcting problem performance and conduct involving non-exempt office staff in accordance with this policy, and the Labor Agreement.

Procedure – Exempt Employees:

One of the Board’s functions is to provide occasional job coaching and counseling to the General Manager. Informal coaching and counseling, however, are not structured interventions of the type required for correcting specific problems with job performance or conduct. To correct specific performance or conduct problems early and fairly, the Board will implement progressive procedures. The procedures may be initiated for violations of SRWD policies or work rules, failure to fulfill job responsibilities, insubordination, or other serious lapses in the General Manager’s performance or conduct. The specific action taken by the Board will depend on the severity of the problem and the General Manager’s prior work record.

When it is apparent there is a problem with the General Manager’s performance or conduct, the Board will direct a course of corrective action that may include formal coaching and counseling, oral or written warning, temporary reduction in pay, suspension with/without pay, demotion, or a combination of these options. The corrective action will be based on sound principles of progressive discipline: (1) a specific, clearly defined problem; (2) an established plan or method outlined for correcting the problem; (3) a timeline documenting progress and eventual resolution of the problem. While SRWD will endeavor to provide structure and direction to correct problems with the General Manager’s performance or conduct, termination remains an option under the employment-at-will doctrine.

Procedure – Non-exempt Employees:

Managers will normally provide verbal counseling before issuing a written warning to address a non-exempt employee’s problem performance or conduct. The manager will determine whether to document the verbal warning in the employee’s personnel file. If no other instance occurs during the next eighteen (18) months, the employee may request that the documentation be removed from the file. Documents removed from individual personnel files will be retained by SRWD for a minimum of eighteen (18) months as separate records but will not be considered in subsequent personnel decisions.

Written Warning:

Managers will issue a written warning when two or more instances of problem performance or conduct occur or when serious violations of SRWD policy are involved. The warning may pertain to the same or separate instances. The warning should be signed and dated by the employee. An employee who disagrees with the facts in the warning may submit a written response to be placed in the personnel file.

Suspension:

In addition to a written warning, suspension without pay may be imposed for up to thirty (30) days as well as other disciplinary action deemed appropriate. Prior to suspending an employee without pay, the Board president will meet with the employee to ensure that guidelines of the deprivation provision are being followed.

Demotion:

With Board approval, managers may demote or reduce the pay of an employee for cause. A written statement outlining the reasons for such action will be provided to the employee and a copy will become part of the personnel file. The employee will sign the statement acknowledging receipt of the copy and may file a rebuttal statement. The requirements of the deprivation provision will be followed in imposing a demotion or reduction in pay.

Discharge:

An employee may be discharged for a significant violation of policy, engaging in serious misconduct, or failing to respond to actions implemented to correct poor performance or misconduct. An employee who has been discharged will not be reinstated or provided with other relief if doing so would be contrary to public policy. In determining if reinstatement or other relief would be contrary to public policy, SRWD will consider public policy requirements set forth in statutes or judicial decisions, including those regarding sexual harassment or sexual misconduct, unjustified or egregious use of physical or deadly force and serious criminal misconduct in the workplace. As needed, SRWD will maintain the prerogatives of an employer-at-will and exercise its right to change and enforce policies with reasonable advance notice to affected employees when such change does not violate a collective bargaining agreement.

Deprivation Procedure:

When the supervisor determines there is cause for discharge, suspension, or demotion of an employee, they will notify the employee in writing of the specific reasons and that the action is being considered. The employee will be provided with the facts on which the action is based and will be afforded an opportunity to refute the charges orally or in writing. Once the employee has been afforded an opportunity to refute the charges and explain the circumstances, the employee may be put on administrative leave without pay. If a pre-discharge conference is to be held, it will be conducted within three (3) days after notice of action has been given. The employee will be given adequate time to develop a response and to seek necessary outside assistance as the employee feels

necessary. The time limits may be varied by SRWD to meet individual needs. The General Manager will conduct the conference and decide whether to impose discharge or a lesser action.

Appeal of Discipline:

A regular employee who has been discharged, suspended, or demoted will have the right of appeal to the Board. Notice of the appeal must be filed within ten (10) days of the effective date of the action. The notice of appeal will include at least the following information: (a) a statement of the complaint and the facts upon which it is based; (b) the remedial action set forth; (c) a statement of the reasons why the remedial action is inappropriate; (d) a statement of any policies, procedures or law or rules which have not been adhered to or which should be followed. The appeal will be heard by the Board within twenty (20) days of receipt of the request. The Board will provide the employee's supervisor with a copy of the notice of appeal in advance of the hearing.

Investigations:

If deemed necessary, the Board may investigate an appeal or complaint regarding any matter involving these personnel policies. The Board secretary will provide a written report of the investigation with a copy for the employee and a copy for the personnel file.

Hearings on Appeal:

The General Manager will schedule a hearing for requests made under this policy. The employee and the supervisor will be given written notification of the time and place of the hearing. The procedure at the hearing will be as follows:

- The General Manager or a designee will set forth the reasons for the action and the facts on which it is based. The employee may conduct cross-examination if appropriate.
- The employee may present evidence in support of the appeal with or without the assistance of legal counsel or another representative.
- The General Manager or a designee may cross-examine or submit evidence in rebuttal or both. Opening statements, if any, will be brief and confined to the issues. Closing arguments, if any, will be first by the supervisor or designee, then by the employee. The supervisor may offer rebuttal evidence if desired.
- Admissible evidence will be of the type commonly used by reasonable persons in business matters. Irrelevant, immaterial, or unduly repetitious evidence may be excluded. Affidavits and counter-affidavits are acceptable as evidence in which case the parties will provide the documents to each other with the name, address and telephone number of the affiant at least ten (10) days prior to the hearing or such affidavit will be inadmissible.

Conduct of Hearings:

A hearing before the Board is intended solely for the purpose of receiving evidence either to refute or substantiate specific charges and will be conducted accordingly. The

Board president may impose limits on questioning to maintain fairness and orderly conduct of the hearing.

Findings:

If the Board finds that evidence presented in the hearing supports the supervisor's action, the Board may affirm the action. If the Board finds the supervisor's action was not reasonable and proper, the Board will determine an appropriate action and document the personnel file accordingly.

8. EDUCATION AND TRAINING

Purpose:

SRWD will provide periodic in-service training that is necessary and beneficial to employee job performance and service delivery. Employees are also encouraged to continue their own education and training to enhance job performance and to advance their careers with SRWD.

Procedure:

Employees may be reimbursed for costs of college-level, technical or other academic course work, seminars, and conferences relevant to their current jobs or future roles with the SRWD. Employee requests must be submitted in writing to the Office Supervisor and forwarded to the General Manager with a recommendation for approval prior to enrollment or participation. The field staff and Office Manager will submit their requests directly to the General Manager. Reimbursement for college-level course work will be made only if the employee receives a passing grade.

9. EMPLOYEE ASSISTANCE PROGRAM

Purpose:

The Employee Assistance Program (EAP) is available for employees who are seeking help with emotional/behavioral problems, family/marital difficulties, alcohol/drug problems, financial, legal, or other personal problems. The program provides problem assessment, short term counseling and referral services for employees and their families through contracted professional services. Costs incurred for some services are not covered by insurance or included in other benefits and will be the responsibility of the employee.

Policy:

SRWD recognizes that occasional employee performance problems can usually be corrected with appropriate supervisory direction. However, when it is apparent that personal problems continue to impact job performance, supervisors are advised to encourage employees to use the services of EAP. The EAP is available on a self-referral basis to all SRWD employees who receive full benefits. All EAP records will be kept by the designated counseling service and will not become part of the employee's personnel file. Participation in the program will not jeopardize the employee's job security or

promotional opportunities. After an employee has sought help through EAP, a reasonable period of accommodation may be established as part of a work plan for bringing job performance back up to standard. However, performance problems that persist will be dealt with through corrective action, discipline, or termination as considered appropriate by the Board.

10. PERSONNEL RECORDS

Record Keeping:

A personnel record will be maintained for each employee by the Office Manager. The record will include the employee's original employment application and support documentation, payroll documents, performance reviews and actions, certifications and commendations, and other information relevant to job qualifications and performance. Employees are responsible for updating the Office Manager on changes in name, address, marital status, dependents and contact information. The Office Manager will control access to the records and will determine when to purge outdated or irrelevant documents.

Employee Medical Information:

Documents containing employee medical information are not part of the personnel record and will be maintained by the Office Manager in a separate confidential file. While these records are confidential, the Office Manager may allow supervisors and managers access to information regarding work restrictions and accommodations. First aid and safety personnel may access information in the files regarding an employee disability that may require emergency treatment. Government officials investigating compliance issues may also be provided relevant information from these files on request.

Employee Performance Information:

No documents containing negative or derogatory information about the employee will be filed without first providing the employee an opportunity to review the information and noting the review on the document. Employees may request the Office Manager to include in their file any information deemed relevant to their job qualifications or performance and may review the documents in their file, excluding confidential reports from previous employers. Employees may add to their file written protests or comments they have about any of the materials on record.

Release of Information:

Personnel records are exempt from disclosure under the provisions of ORS 192.502(2) if such disclosure would constitute an unreasonable invasion of privacy. Records of discipline may be exempt from public disclosure. No information in the employee's file will be released until the employee is notified and has a reasonable opportunity to comment on the request. In all cases, SRWD will determine whether particular records of an employee are subject to public disclosure.

An employee's address, telephone number, or other personal contact information will not be released under any circumstances without the employee's prior approval. An employee's employment dates, and job title may be released verbally but the release of confidential information such as employment verification or salary must be requested in writing with the employee's signed authorization to release specific information. Requests for work references from current or former employees must be in writing and signed by the employee, authorizing the release of information.

Management Review of Personnel Files:

A member of the Board of Commissioners will review all personnel files at least every three years to determine whether to retain material pertaining to employee performance or behavior problems. Materials deemed no longer relevant based will be removed and the employee notified. Relevancy will be determined by the age of the material as well as seriousness and frequency of the problems.

11. Administrative Directives and Policies:

- Employee Incentive Program – August 2014
- Computer Use Policy – January 2014
- Oregon Ethics Law policy – July 2016
- Prevention of Workplace Discrimination, Harassment, and Retaliation (Oregon Public Sector) Policy – November 2019
- Paid Leave Oregon Policy – December 2023



PAID LEAVE OREGON

Policy Pack

UPDATED: June 2023

HR Answers, Inc

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Background	2
Policy or Handbook Sample	4
Cost	4
Eligibility.....	4
Length of leave	4
Reasons for leave.....	5
Insurance benefit while on leave.....	5
Notification of the need for leave	5
Filing a Claim for coverage.....	6
Job and Benefit Protection while on leave	6
Complaints Procedure	6
Other Leave and Benefits Considerations (UPDATED)	7
Leaves:	7
Benefits.....	8
Chart of Leave and Benefit Options.....	9
Paid Leave Oregon - Notice of Leave Sample	13

BACKGROUND

As with every new piece of legislation, each employer needs to look at their organizational impact. Paid Leave Oregon (PLO) is no different. To date, most employers are focused on the deduction/contributions and the mechanism for reporting. Equally as important are the internal policies and discretionary decisions each employer will need to evaluate and determine if change is needed. As with any policy, the goal is to balance the needs of employees and the needs of the organization, while meeting compliance with related laws.

It is important for each employer to remember that PLO is an insurance benefit. The legislation allows the employer to first, choose how to provide the insurance, through a) the state of Oregon, b) a third-party insurer, or c) to self-insure the program. Secondly, the employer can detail how the PLO benefit will interact with other leaves and benefits. When an employer chooses to use a third-party insurer or to self-insure, the employer must request verification of plan equivalency and receive approval. This request is filed with and approved by the [Oregon Employment Department](#).

The following policy/handbook language is consistent with minimum requirements of the law. Of course, an employer may choose to be more generous.

Here are the basics to get us started.

- Every employer with employees in Oregon is required to provide this insurance benefit to their Oregon employees.
- PLO, in whichever form provided, is a protected leave with certain rights and responsibilities.
- Employees may pay up to 60% of 1% of their gross wages.
- Employers will pay at least 40% of 1% of each employee's gross wages. Except small employers (under 25 employees), who have a choice.
- Employees may file a claim on their first day of employment, and if qualified, receive benefits.
- Employers must not take any action to prevent or discourage an employee from using or trying to use this benefit.
- Employers must return an employee to their previous role, without change (if not eliminated), if the employee has been employed for at least 90 days prior to the start of leave.
- Unless self-insuring, an employer will not make the eligibility determination for the employee. Rather, notice will be given to the employer from the insurer.
- Employers cannot require an employee to use PLO.
- Employers cannot require an employee to use other leave balances (PTO, Vacation, Sick Time, Compensatory Time, etc.) before using PLO.
- Employers may allow an employee to make up the difference between the PLO benefit and regular rate of pay through use of other paid leave balances. However, an employer cannot require the use of other paid leave balances.
- PLO may or may not run concurrently with Oregon Family Leave Act (OFLA) or the Federal Family Medical Leave Act (FMLA). The qualifying instances, definition of family, timelines, and interactions with other leave balances have some differences.

There are two primary areas of policy/handbook language that need to be addressed with the opening of the PLO eligibility window in September of 2023. These are Benefits and Leaves. While this policy does not address leaves, we have provided a chart illustrating how the related benefits and leaves are similar and different. We believe this

can be an important tool in your plan administration and to maintain consistency in its application within your organization.

Sticking with our regular sample policy practice, you will find items in brackets, italicized, and highlighted in yellow (*EXAMPLE*) which need to be edited based on your choices.

If we can be of further assistance or if you would like us to review your final draft policies or handbook language, please reach out.

POLICY OR HANDBOOK SAMPLE

NOTE: Organizations are required to provide the following information to each employee.

- ***The right of employees to claim and receive Paid Leave benefits.***
- ***How to file a claim to receive benefits.***
- ***The requirement for employees to notify an employer at least 30 days before starting leave (if the leave is foreseeable) and a description of the penalties for not fulfilling this requirement.***
- ***In cases of emergency, employees must tell their employer within 24 hours and give them written notice within three days of starting leave.***
- ***The process to appeal benefits decisions.***
- ***Job protection and continuation of health benefits during paid leave.***
- ***Prohibition of discrimination and retaliation related to paid leave.***
- ***The confidentiality of health information provided.***
- ***How to file a civil action or file a complaint for a violation of rights.***

PAID LEAVE OREGON INSURANCE

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

COST

Employees will see a **[up to .006%]** deduction from gross wages for each paycheck. The employer will contribute **[no less than .004%]** of the employee's gross wages for each paycheck.

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

NOTE: If your organization has fewer than 25 total employees (including those working outside the state of Oregon) you are not required to make the employer contribution. However, this may impact the organization's eligibility for grant assistance related to PLO leave taken by employees.

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

ELIGIBILITY

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

LENGTH OF LEAVE

UPDATED June 2023

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth. The coverage may be approved in [single day or single week segments](#).

REASONS FOR LEAVE

Benefits may apply to a variety of situations, including:

Family leave - Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care
- To care for a family member with a serious health condition*.

Medical leave - The employee caring for themselves when the employee has a serious health condition*.

Safe leave - For survivors of:

- Sexual assault
- Domestic violence
- Harassment
- Stalking

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

INSURANCE BENEFIT WHILE ON LEAVE

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit [Employees and Paid Leave Oregon](#) for the current rates.

Employee may make up the difference between the PLO benefit amount and their regular rate of pay. The following leave banks are available for this purpose; *PTO, and Compensatory Leave*.

NOTIFICATION OF THE NEED FOR LEAVE

An employee is required to provide the employer notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If

an employee is incapacitated due to an unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

Please complete the Notice Form found provided by the district to notify the employer of the intention to take leave. The employee may also contact the office manager or general manager for a copy.

FILING A CLAIM FOR COVERAGE

NOTE: The information provided below is applicable only to those organization who have chosen coverage through the Oregon Employment Department. If you have chosen and third-party insurer or are self-insuring, you will want to insert the approved method for claim application here.

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

JOB AND BENEFIT PROTECTION WHILE ON LEAVE

If an employee has been employed with the employer for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist. Employees will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained.

NOTE: Optional depending on your plan design(s).

The employee will be required to pay their portion of all elected benefits premiums while on leave.

COMPLAINTS PROCEDURE

Our goal is to solve all concerns at the lowest possible level. We encourage all employees to bring complaints to the office manager or general manager promptly and in writing.

We understand employees may choose to seek outside assistance to resolve complaints regarding this coverage. Employees may contact the Oregon Bureau of Labor and Industries to file a complaint or may contact an attorney of their choice to determine if a civil action may be appropriate.

OTHER LEAVE AND BENEFITS CONSIDERATIONS (UPDATED)

LEAVES:

1. If you have twenty-five (25) or more employees, the employees are or will become eligible for protected leave under the Oregon Family Leave Act (OFLA). Employers get to choose which leave year definition will work best for their organization. One of the following is allowed:
 - A calendar year (January to December),
 - a fixed 12-month period such as a fiscal year,
 - a 12-month period measured forward from the date of the employee's first OFLA leave, or
 - a 12-month period measured backward from the date the employee uses any OFLA leave, or
 - (NEW – Effective 7/1/2024) the 52 weeks beginning on the Sunday immediately preceding the date on which family leave commences [to match Paid Leave Oregon].

In the absence of an employer policy or collective bargaining agreement defining how an OFLA leave year will be measured, a calendar year will be used.

2. Paid Leave Oregon defines the benefit year as beginning the Sunday before the period of leave and lasting for fifty-two (52) weeks going forward. The closest OFLA leave year is “a 12-month period measured forward from the date of the employee's first OFLA leave.” If your organization would like the possibility of PLO and OFLA running concurrently these annual measurements will need to align.
3. If you have twenty-five (25) or more employees, the employees are or will become eligible for protected leave under the Oregon Family Leave Act (OFLA). If your organization has elected to require the use of paid leaves during OFLA protected leave, prior to going into leave without pay status, PLO will not run concurrently with OFLA. If your organization would like the possibility of PLO and OFLA running concurrently you would need to make it optional for employees to use their paid leaves.
4. If you have 50 or more employees, are a public employer or school, the employees are or will become eligible for protected leave under the Family Medical Leave Act (FMLA). Employers get to choose which leave year definition will work best for their organization. One of the following is allowed:
 - A calendar year (January to December),
 - Any fixed 12-month "leave year," such as a fiscal year, a year required by state law or a year starting on an employee's "anniversary" date.
 - The 12-month period measured forward from the date any employee's first FMLA leave begins, or
 - the 12-month period measured backward from the date any employee's first FMLA leave begins.

The option selected must be applied to all employees. In the absence of an employer policy or collective bargaining agreement defining how an FMLA leave year will be measured, a calendar year will be used. PLO defines the benefit year as beginning the Sunday before the period of leave and lasting for fifty-two (52) weeks going forward. The closest OFLA leave year is “The 12-month period measured forward from the date any employee's first FMLA leave begins.” If your organization would like the possibility of PLO and FMLA running concurrently these annual measurements will need to align. A sixty (60)-day notice is required to change the FMLA measurement year, and the transition must take place in such a way that the employees retain the full benefit of twelve (12) weeks of leave under whichever method affords the greatest benefit to the employee.

5. If you have 50 or more employees, are a public employer or school, the employees are or will become eligible for protected leave under the Family Medical Leave Act (FMLA). If your organization has elected to require the use of paid leaves during FMLA protected leave, prior to going into leave without pay status, PLO will not run concurrently with FMLA. If your organization would like the possibility of PLO and FMLA running concurrently you would need to make it optional for employees to use their paid leaves.

BENEFITS

1. Continuation of health benefits is required while an employee is receiving a PLO benefit. This includes the offering of insurance to a newly hired person who becomes eligible while on receiving a PLO benefit. It is important to review your current plan documents for alignment with this requirement.
2. If your employees pay a portion of their health care premium, the employer will need to plan for the payment of their portion while on receiving a PLO benefit. (See Employer Notice Form)
3. Short-Term and Long-Term disability, or other wage replacement insurance(s) are common offerings. PLO does not exclude employees from PLO eligibility when receiving other insurance benefits. The organization will need to review their plan design with each additional type of coverage to determine if change is needed or desired.

CHART OF LEAVE AND BENEFIT OPTIONS

NOTE: The information provided below should be modified to reflect the Leave and Benefit Options for all employees. In some cases, columns will be removed or added. All columns should be reviewed for compliance and reflection of discretionary decisions made by the organization. This is only a sample.

The following chart outlines the different types of leave and benefits offered to employees in our organization. Below we summarize the eligibility requirements, reasons for use, and pay, if any, for each leave and benefit. Some of these leaves or benefits will run concurrently, others will not. If an employee is planning to use any of these leaves or benefits, it is important to notify the office manager or general manager as soon as possible. We support the use of these leaves and want to coordinate coverage for the employee's time away when possible.

ELIGIBILITY	Paid Leave Oregon Insurance	OFLA	FMLA	Oregon Sick Leave	PTO /Comp time	Short Term Disability
Wages required to be eligible for leave	\$1,000 in wages the previous year working in Oregon.	n/a	n/a	n/a	yes	n/a
Required length of employment	n/a	n/a	n/a	n/a	yes	n/a
Required hours worked for employee to be eligible for leave	n/a	n/a	n/a	n/a	yes	n/a

QUALIFYING PURPOSES	Paid Leave Oregon Insurance	OFLA	FMLA	Oregon Sick Leave	PTO /Comp time	Short Term Disability
Birth, adoption, foster, or placement	Yes	n/a	n/a	n/a	yes	n/a
Family member's serious health condition	Yes	n/a	n/a	n/a	yes	n/a
Employee's own serious health Condition	Yes	n/a	n/a	n/a	ye	n/a
Domestic violence, sexual assault, harassment, or stalking	Yes	n/a	n/a	n/a	yes	n/a
Extended leave for a pregnancy* *In addition to leave for serious health condition	Yes	n/a	n/a	n/a	yes	n/a
QUALIFYING PURPOSES continued	Paid Leave Oregon Insurance	OFLA	FMLA	Oregon Sick Leave	PTO /Comp time	Short Term Disability

Sick child leave	No	n/a	n/a	n/a	yes	n/a
Military family leave	No	n/a	n/a	n/a	yes	n/a
Bereavement leave	No	n/a	n/a	n/a	yes	n/a
Public health emergency	No	n/a	n/a	n/a	yes	n/a
Rest/Relaxation	No	n/a	n/a	n/a	Yes	n/a

LEAVE DURATION AND BENEFIT PAYMENTS	Paid Leave Oregon Insurance	OFLA	FMLA	Oregon Sick Leave	PTO /Comp time	Short Term Disability
Leave duration (most cases)	12 weeks in a one-year period	12 weeks in a one-year period	12 weeks in a one-year period	40 hours in a one-year period		n/a
Maximum leave duration (in most cases)	12 weeks in a one-year period; 14 weeks due to pregnancy in one-year period	12 weeks in a one-year period	12 weeks in a one-year period	Employers may cap use at 40 hours per year		n/a
Payment	Paid benefit amount	Unpaid Leave	Unpaid Leave	Paid Leave for employers with 10 or more employees (6 or more in Portland)		n/a
Benefit amount	Varies based on employee's average weekly wage.	n/a	n/a	100% of regular wages		n/a

PAID LEAVE OREGON - NOTICE OF LEAVE SAMPLE

NOTE: Organizations are allowed to require employees to provide written notice of their intention to use Paid Leave Oregon Benefits. The following is a sample form which includes the limited information an employer may require. Additions to the form should be reviewed for compliance. This form should be stored in the employee medical file, not their personnel file.

First Name:	Last Name

Type of Leave: (Check one) See below for information about each leave type.			
<input type="checkbox"/>	Family Leave	<input type="checkbox"/>	Medical Leave
<input type="checkbox"/>	Safe Leave		

Explanation of the need for leave:

Anticipated Start Date:	
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Anticipated End Date:	
-----------------------	--

Anticipated Return Date, if different than End Date:	
--	--

Employees Signature

Received by

Date

Date

This Policy Pack was created in the USA.

We encourage your organization to photocopy portions of this material to support learning and growth within your organization. If you are in human resources or acting as a trainer/facilitator in your organization and you feel certain pages would be relevant feel free to photocopy, reproduce and distribute page(s). If an organization has retained you specifically to provide training for them, then you may not photocopy, reproduce, or distribute these pages without express written permission of HR Answers, Inc. Our policies are fair and supportive, and we request that you ask first. If you are making money from our work, we will ask you to make a reasonable contribution.

We wish to express confidence that the information contained in this resource is accurate and up-to-date. However, this should not be considered a substitute for experienced labor and employment counsel.

HR Answers, Inc

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Appointed/Reappointed Budget Committee Members (3 YEARS TERM)

NAME	DATE APPOINTED	TERM
(1) Ronald Anderson 545 NW Terrace Street Waldport, OR. 97394	Appointment May 2022	1. (FY 22-23 Budget) June 2022 2. (FY 23-24 Budget) June 2023 3. (FY 24-25 Budget) June 2024 4. (FY 25-26 Budget) June 2025
(2) Cheryl Oldenburg PO Box 1782 Waldport Oregon 97394	Reappointment Jan 2021	1. (FY 21-22 Budget) June 2021 2. (FY 22-23 Budget) June 2022 3. (FY 23-24 Budget) June 2023 4. (FY 24-25 Budget) June 2024
(3) Larry Silverthorn 888 Pine Ridge Road Seal Rock OR 97376	Appointment Feb 2024	1. (FY 24-25 Budget) June 2024 2. (FY 25-26 Budget) June 2025 3. (FY 26-27 Budget) June 2026 4. (FY 27-28 Budget) June 2027
(4) John Garcia 253 SE 143 rd Street South Beach OR 97366	Appointment April 2023	1. (FY 22-23 Budget) June 2023 2. (FY 23-24 Budget) June 2024 3. (FY 24-25 Budget) June 2025 4. (FY 25-26 Budget) June 2026
(5) Vacant	Appointment	1. (FY 24-25 Budget) June 2024 2. (FY 21-22 Budget) June 2025 3. (FY 22-23 Budget) June 2026 4. (FY 23-24 Budget) June 2027



1037 NW Grebe Street
 Seal Rock, Oregon 97376
 Phone: 541.563.3529 - Fax: 541.563.4246
 www.srwd.org



Seal Rock Water District

BUDGET COMMITTEE MEMBER APPLICATION

RECEIVED
 JAN 29 2012
 BY: A.W.

Date 1/29/24

Position Applying For: Budget Committee Member

SILVERTHORN LARRY RALPH
 Last Name First Name Middle Name
888 PINE RIDGE RD.
 Address
SEAL ROCK OR. 97376
 City State Zip
541-270-3172
 Telephone Number (s)
SEMI-RETIRED
 Occupation:

How long have you lived in Seal Rock Water District? 45 YRS.
 Have you been previously employed by Seal Rock Water District? Yes No
 If yes, when? _____

1. Please provide a brief description of your experience, training, special interest, or involvement in the community that support your nomination to the Seal Rock Water District Budget Committee. Please feel free to provide a resume or other supporting documents.

MEMBER SEAL ROCK FIRE, 40 YRS / SERVE ON BOARD SEAL ROCK FIRE DIST. / TEAM LEADER + CAPTAIN, SEAL ROCK WATER RESCUE. SERVED ON BOARD SEAL ROCK WATER DIST. 1980's? HELPED BUILD SEA GUCH, NOW KARL'S CARVINGS. HAVE DEVELOPED PROPERTY IN SEAL ROCK, 5.5 AC. HOME SITES. HAD REAL ESTATE LIC. IN SEAL ROCK, WAHPORT, NEWPORT. HAD A CONTRACTORS LIC. BUILDING HOME IN DIST. ALSO DID EXCAVATION WORK W/ EXCAVATOR AND BOB CAT SKID LOADER. WORK AT AND FOR RAY KOWALSKI, SEA GUCH, CARVING BUSS.

2. Please list concerns you would like to see addressed if you are appointed as a Budget Committee member.

Multiple horizontal lines for writing concerns.

Faint handwritten notes and signatures in the upper section of the form.

Signature

Date

Please Return to:

Attn: Joy King-Cortes
Seal Rock Water District
1037 NW Grebe Street
Seal Rock, Oregon 97376

The Seal Rock Water District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation, or any other legally protected status.