



**UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries

PO Box 1689
425 South Main Street
Pendleton, OR 97801

Phone (541) 276-6449

Umatilla Special Library District Board

**Regular Meeting of the Board of Directors
Thursday, November 17, 2022, 5:30 pm**

425 South Main Street, Pendleton, OR 97801 and
Zoom Link:

<https://us02web.zoom.us/j/86441367469?pwd=EMOlpVauPc9GVYbQ847md2ZniPt2EO.1>

Meeting ID: 864 4136 7469

Passcode: 329285

Audio Only: +19712471195,,86441367469#,,,,*329285# US (Portland)

Agenda	
Call to order- Regular Meeting	President
Call the Roll & Establish Quorum	Secretary to the Board
Approval of the Agenda	President

Topic	Lead	Purpose Outcome
Public Comment - Limited to Two Minutes Per Person Limited to 30 Minutes Total	President	Please sign up
Anyone may come forward at this time. Comment on any topic not on the Agenda. Public comment will be invited on Agenda items at time of consideration. Only those who sign up will be heard at that time. Only Board directed general discussion permitted		
Minutes - Board Meeting - October 27, 2022	President	Approval
Calendar Update	Director	No changes
Correspondence	Director	
Reports	Director	
<ul style="list-style-type: none"> • Financial Statements <ul style="list-style-type: none"> ○ Accountants' Report - October 2022 ○ Banks & Pool Balances 	Director	Unable to receive the financials until after the Board Meeting because of earlier meeting date.

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> Staff Monthly Reports 	Director	Information
Board Training <ul style="list-style-type: none"> Boardroom Dancing - What did you learn? 	Board	Information
Old Business <ul style="list-style-type: none"> Hiring Committee and Process Update - Recommendation to Hire - Executive Session <p>(a) To consider the employment of an officer, employee, staff member or agent if: (i) the job has been publicly advertised, (ii) regularized procedures for hiring have been adopted, and (iii) in relation to employment of a public officer, there has been an opportunity for public comment. For hiring a chief executive officer, the standards, criteria and policy to be used must be adopted in an open meeting in which the public had an opportunity to comment. This reason for executive session may <i>not</i> be used to fill vacancies in an elective office or on any public committee, commission or other advisory group, or to consider general employment policies. ORS 192.660(2)(a) and 192.660(7).</p>	Hiring Committee	To consider the employment of a District Director
New Business <ul style="list-style-type: none"> Hiring Committee Recommendation for District Director Position 	Board	Decision
<ul style="list-style-type: none"> Acceptance of FY21-22 State Library Statistical Reports 	Board	Decision
<ul style="list-style-type: none"> Acceptance of FY 2021-22 ALSP/Strategic Plan Reviews 	Board	Decision
<ul style="list-style-type: none"> 2022-2023-02: Use of Zip Code Population for Community Service Fees formula 	Board	Resolution concerning the use of zip code population numbers for the Community Service Fees disbursement
<ul style="list-style-type: none"> 2022-2023-03: Authorization for Electronic Payment 	Board	Resolution concerning the use of electronic payment
<ul style="list-style-type: none"> Governing Documents and Policy Review - EDI & A and Updates <ul style="list-style-type: none"> Oregon Ethics Law Policy Personnel Policy 	Board	Review & Approval Each month a new set of governing documents and policies will be reviewed with an equity, diversity, inclusion

Topic	Lead	Purpose Outcome
<ul style="list-style-type: none"> ○ Prevention of Workplace Discrimination, Harassment, and Retaliation Policy ○ Public Meeting Policy ○ Public Records Management Policy 		and anti-racism lens, as well as updating policies as needed.
<ul style="list-style-type: none"> ● Executive Session - District Director Exit Interview <p>(i) To review and evaluate the performance of an officer, employee or staff member if the person does not request an open meeting. This reason for execution session may <i>not</i> be used to do a general evaluation of an agency goal, objective or operation or any directive to personnel concerning those subjects. ORS 192.660(2)(i) and 192.660(8).</p>	Board	Review and evaluate the performance of the District Director
Good of the order	Everyone	
Next District Board Meeting - December 15, 2022		Information
Adjourn	President	Motion

Sign language interpretation will be provided for the public if requested 48 hours before the meeting; notice 72 hours before the meeting is preferred. Requests may be made to Erin McCusker at 541-276-6449.



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Minutes
Board of Directors Meeting
October 27, 2022, at 5:30 pm
District Office (425 S. Main St., Pendleton Oregon) & via Zoom

ATTENDANCE BOARD

Jubilee Barron
Sharone McCann

Caty Clifton, Vice President
Nick Nash (via Zoom)

ATTENDANCE STAFF

Erin McCusker, District Director

Dea Nowell, Technical Services Manager

ATTENDANCE - VISITORS

None

CALL TO ORDER

Board Vice President Caty Clifton called the Board Meeting to order at 5:33 pm.

CALL THE ROLL & ESTABLISH QUORUM

Erin McCusker called the roll, noting that Nick Nash was present via Zoom, and Caty Clifton and Sharone McCann were present in person; noting that Jubilee Barron was on her way. Erin stated that we have a quorum present.

APPROVAL OF THE AGENDA

Erin McCusker stated she has an addition to the agenda - we have another piece of equipment to declare surplus so that it can be given away at the 11/4/22 In-service (second item under New Business). Caty Clifton stated she would also like to add feedback from the ALSP Reviews (first item under Old Business). Nick Nash moved to approve the amended agenda. Sharone McCann seconded the motion. The motion passed unanimously with the three (3) Board Members present.

PUBLIC COMMENT

None.

MINUTES

Board Meeting September 22, 2022: Sharone McCann noted that she was not present for this meeting. [Jubilee Barron arrived.] Nick Nash moved to approve the September 22nd minutes as presented. Jubilee Barron seconded the motion. The motion passed with three (3) Board Members approving the motion and Sharone McCann abstaining since she was not present at the meeting.

ALSP Review Meetings October 18, 2022, and October 19, 2022: Sharone McCann moved to approve both sets of minutes as presented. Nick Nash seconded the motion. The motion passed unanimously.

CALENDAR UPDATE

Erin McCusker noted there was nothing new.

CORRESPONDENCE

Erin McCusker noted there was none she was aware of.

REPORTS

FINANCIAL STATEMENTS - September 2022

Erin McCusker noted that we have just moved into the current tax year. Nick Nash moved to accept the September financial statement subject to audit. Jubilee Barron seconded the motion. The motion passed unanimously.

STAFF MONTHLY REPORTS

Erin McCusker commented that as you can see from the reports, the staff have all been busy. Monica Hoffman has been out of the office a lot delivering storytimes and books and has begun the Oregon Library Association's (OLA) Children's Services Division (CSD) chair-elect duties. Under accomplishments she noted the election results. Dea Nowell, despite preparing to travel has complete an extreme amount of work. She began her site visits today. She also researched and we have purchased some new equipment for in-services, etc. Erin has been working with the C.E. committee (Cecili Longhorn, Stephanie Partida, & Annette Kubishta) on in-service. Erin attended the in-person LEO annual meeting in Hood River recently, and she will be continuing to serve on the LEO board for 1 more year, as co-chair with the newly elected chair, who is new to LEO. She noted that she has had some really good feedback and comments following her resignation announcement.

Caty Clifton asked if Monica's chair-elect duties include budget responsibilities. Erin noted that, yes, eventually it will. Caty stated that she thinks it would be appropriate to have an exit interview executive session in November or December. Caty further stated her thanks for report preparation, she knows it is a lot of extra work for the staff, but it is very helpful to the Board. Erin commented that she thinks it is helpful for the Board to know, and see, what each staff position does and can talk about what each staff member does when asked. Nick Nash noted his thanks as well, that it is indeed helpful for the Board, and that he also believes it is a good model for other public organizations.

BOARD TRAINING - IN-SERVICE TRAINING

Erin McCusker shared the in-service theme and agenda with the Board. The theme "Librarians Just Wanna Have Fun!" is a play on an 80's theme. The agenda includes "Meet the New State Librarian, Wendy Cornelisen"; "The Collection Connection: the Nuts and Bolts of Reader's Advisory" with Kaite Stover, Director of Readers' Services, Kansas City Public Library; UCSLD report, which will include some highlights from over 35 years of the District (which we missed celebrating); Value of Strategic Communication with Kyle Cox, Mid-Columbia Libraries; Inclusive Storytimes (specifically focusing on inclusivity for children with disabilities) with Melissa Pebly, Assistant Professor of Practice, Department of Special Education, Portland State University; and various breakout tables which will include some requested topics: covering books, book clubs, and storytime kits. Several of the Board Members noted they are planning to attend at least a portion of the in-service.

OLD BUSINESS

ALSP REVIEW FEEDBACK

Caty Clifton commented that for the most part the ALSP Reviews were really good. She noted four (4) items that stood out for her under the final question [Outside of current financial support, in what ways can the UCSLD continue to support district libraries' staff members and customers?]: grant writing support, the reading road trip was meaningful and many are hoping for a 2.0, partnering with other libraries; mentoring and being mentored; and more program support. The Board discussed the comments. Caty stated she felt it was important to hear the answers to the question and respond back with our

role and feedback. Nick Nash stated that if it would be helpful, he would compile grant information as a contribution.

BEST PRACTICES

Erin McCusker stated that she has been on the SDAO website to check off items for discounts on the best practices list which is due on November 4th. Erin stated that she just got the renewal notice from SDAO through Wheatland Insurance and will be renewing our insurance through them.

HIRING COMMITTEE AND PROCESS UPDATE

The hiring committee is moving through the process and are at the point of interviewing.

NEW BUSINESS

ACCEPTANCE OF FY22-23 CITY/SCHOOL DISTRICT BUDGETS

Erin McCusker noted that eight (8) budgets were submitted by the due date of October 10th. She noted that she has been working with city finance people and/or looking on city websites to track down the remaining budgets. It was noted that she has sent out a calendar, a checklist, and multiple reminders and follow-ups regarding this. The next items due to UCSLD are the ALSP reports (due October 31) and the State Statistical report (due November 10). It was noted that we have a process in place contractually with a stated timeframe in the Agreement Amendment, however the ability to withhold funds is not new and has been in place in the Agreements for many years. Sharone McCann moved to accept the budgets received/gathered, with feedback about the difficulty in getting the budgets and acknowledging the Board discussion of the contractual process and practice. Jubilee Barron seconded the motion. The motion passed unanimously.

SURPLUS EQUIPMENT DECLARATION

Erin McCusker noted that we have a Dell monitor, from approximately 2001, that we no longer need for which we need to have declared surplus so it can be offered to the libraries at the upcoming in-service. Nick Nash moved to declare the Dell monitor surplus. Sharone McCann seconded the motion. The motion passed unanimously.

GOVERNING DOCUMENTS AND POLICY REVIEW - EDI & A AND UPDATES - FINANCIAL MANAGEMENT POLICY; INFORMATION SECURITY POLICY; INFORMATION SECURITY POLICY, APPENDIX A: ACCEPTABLE USE POLICY; LOSS CONTROL POLICY; MANDATORY REPORTING OF SUSPECTED CHILD ABUSE POLICY

Erin McCusker ran through policies noting areas that she suggested changes to. They were all generally clean up and/or clarifying suggestions rather than EDI & A compliance updates. Jubilee moved to approve the reviewed documents and changes. Nick Nash seconded the motion. The motion passed unanimously.

NEXT DISTRICT BOARD MEETING

The next Board Meeting will be November 17, 2022, at 5:30 pm. It along with the December Board meeting will be earlier in the month, on the third Thursday, due to the holidays.

GOOD OF THE ORDER

Caty Clifton noted that College Community Theatre production of Nunsense opens Nov. 10th and runs for two weeks. Erin McCusker noted her thanks to the Board Members for all the thoughtfulness and work put into the District; you are all wonderful Board Members and much appreciated.

ADJOURN

Jubilee Barron moved to adjourn the meeting; Sharone McCann seconded the motion. The motion passed unanimously. The meeting was adjourned by Board Vice President Caty Clifton at 7:02 pm.

Respectfully submitted by Dea Nowell

DRAFT



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425 S. Main Street
PO Box 1689
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takeoff@ucsld.org
Phone (541) 612-2052

Date:	November 10, 2022
Staff Name:	Monica Hoffman
Time Period Report Covers:	October 2022

Position Purpose Statement:

The Program Manager creates and implements outreach services to childcare, preschool and public library sites throughout the county, fostering a love of reading and promoting kindergarten readiness through the development of early literacy skills targeting children ages birth to six.

Statistics:

Attendances at Library Storytime's are kept separately as Take Off! does not count those numbers for the statistical report, to not count attendance the libraries have counted.

Book Box Statistics	Boxes/kits	Books
To Sites with Storytime	44	836
To Sites without Storytime	41	861
Total	85	1697
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	36
Adults in Attendance	17	84
Children in Attendance	24	385
Total Attendance	41	469

Meetings and Site Visits-represented above:

Friday October 7, 2022-Weston

- Weston Public Library Storytime on the lawn with Kathleen

Monday October 10, 2022- Pendleton

- Room to Bloom Childcare Toddler materials exchange with Trina.
- Room to Bloom Childcare Preschool Storytime and material exchange.
- Intermountain Education Service District Stillman Center morning and afternoon Storytime and material exchange with Hannah.

Tuesday October 11, 2022- Athena, Milton-Freewater

- Helix Public Library Storytime with Annette.
- ABC Children's Ministries Preschool 3's Storytime and material exchange with Rebekah.

- ABC Children's Ministries Preschool 4's Storytime and material exchange with Kate.
 - Delivered 300 gift books to Oregon Child Development Coalition

Wednesday October 12, 2022 – McNary, Hermiston

- Intermountain Education Service District McNary Heights morning and afternoon Storytime and material exchange with Kathryn.
- Umatilla Morrow Head Start HCSR Rocky Heights Storytime and material exchange with Ayerim.
- *Oregon Library Association, Children's Services Division, Pre-conference meeting.*

Thursday October 13, 2022 – Pendleton

- Intermountain Education Service District Pendleton Early Learning Center morning and afternoon Storytime and material exchange with Corrine.
- Umatilla Morrow Head Start Pendleton Early Learning Center Storytime and material exchange with Heather.
- Mindy's In-home Childcare materials exchange.
- Umatilla Morrow Head Start Pendleton Early Learning Center Storytime and material exchange with Tierney.

Tuesday October 18, 2022- Stanfield, Hermiston

- Stanfield School District Preschool morning and afternoon Storytime and material exchange with Stacey and Debbie's classes combined.
- Stanfield Public Library Storytime with Cecili.
- Oregon Child Development Coalition materials exchange with Norma.
- Intermountain Education Service District Cornerstone Materials delivery with Jennifer, Liza, Deysi and Deb.

Wednesday October 19, 2022 – Adams, Milton Freewater

- Adams Public Library Storytime with Amanda.
- Milton Freewater Head Start Storytime and material exchange with Mary.

Thursday October 20, 2022 – Milton Freewater

- Intermountain Education Service District- Freewater Early Childhood Special Education morning and afternoon Storytime and material exchange with Sherry.
- Umatilla Morrow Head Start Storytime and material exchange with Linda.
- Little Ardo's Academy with Storytime and material exchange with María.
- Lily's Kids Academy Storytime and material exchange with Lili.
- Walla Walla YMCA Childcare Center at Freewater School Storytime and material exchange with Victor.
- Oregon Child Development Coalition materials exchange with Mika and Tifanie.

Monday October 24, 2022- Hermiston

- Umatilla Morrow Head Start Hermiston Child Development Center Combo 1 Storytime and material exchange with Ruby.
- Umatilla Morrow Head Start Hermiston Child Development Center Full Day Storytime and material exchange with Johanna.
- Good Shepherd Children's Center Pre-K Storytime and material exchange with Lynn.
- Good Shepherd Children's Center toddler Storytime and material exchange with Patricia.
- Bethlehem Lutheran Preschool materials exchange with Tess.
- Misty's In-home Childcare materials exchange.



Tuesday October 25, 2022- Pendleton

- Staff and Safety Meeting Corona virus 109 variants
- Elsie's In-home Childcare Storytime and material exchange.
- Jen's In-home Childcare Storytime and material exchange.
- Lil Angels Preschool and Childcare materials exchange
- *Oregon Library Association, 2023 Conference Planning meeting.*

Wednesday October 26, 2022 -Hermiston, Umatilla

- Umatilla Morrow Head Start Hermiston Child Development Center Combo 1 Storytime with Ruby.
- Umatilla Morrow Head Start Storytime and material exchange with Janie.
- Umatilla Morrow Head Start Umatilla Storytime and material exchange with Ashley.
- Umatilla Morrow Head Start Umatilla Storytime and material exchange with Crystal.
- *Oregon Library Association, Children's Services Division, Fall Workshop*

Thursday October 27, 2022 -Hermiston, Umatilla

- Intermountain Education Service District Punkin Center materials exchange with Avery.
- Intermountain Education Service District Punkin Center morning and afternoon, Storytime and material exchange with Keri.
- Umatilla Morrow Head Start Umatilla Early Head Start Storytime and material exchange with Favi.



- Intermountain Education Service District Punkin Center morning and afternoon, Storytime and material exchange with Becca.

Monday October 31, 2022- Hermiston

- BMCC Hermiston- Intermountain Education Service District Migrant Education Program Materials exchange with Marisol.
- BMCC Hermiston- Intermountain Education Service District Migrant Education Program Storytime and material exchange with Erika.

Projects and Progress:

- Collection development/box revisions- ongoing
- Ready to Read 2022 Grant 83% Complete.

Upcoming Events – Activities:

- November 1, 2022, Quarterly Check in Meeting with Erin.
- November 4, 2022, District in-service.
- November 8, 2022, Oregon Libraries Get Ready for 2023 Summer Reading with iREAD!
- November 16, 2022, Staff and Safety Meeting Winter Driving.
- November 30, 2022, Oregon Library Association, Children's Services Division, Fall Workshop.
- December 1, 2022, Ready to Read 2022 Grant Report due.
- December 7, 2022, Oregon Library Association, Children's Services Division Meeting
- December 21, 2022, Staff and Safety Meeting Accident investigation.
- December 27, 2022 - December 30, 2022, IMESD Courier



Monthly Report

Date:	November 17, 2022, Board Meeting
Staff Name:	Dea Nowell
Time Period Report Covers:	October 2022

1. Position Purpose Statement

The purpose of this position is to support the UCSLD member libraries' abilities to provide services and participate in consortia activities through cataloging (maintaining the integrity of the bibliographic database and authority control) and technical support. Additionally, this position also administratively & technologically supports the UCSLD Board of Directors and staff.

2. Statistics

cataloging statistics:

	<i>* Item additions to Sage</i>	<i>* Item deletions from Sage</i>	<i>* Item corrections in Sage</i>	<i>Temporary bibs upgraded</i>	<i>*** Sage bib fixes</i>	<i>*** Sage bib merges</i>	<i>*** Sage bib deletes</i>	<i>*** Sage bib overlays</i>
Oct. 2022	255	71	194	6	98	19	0	0
* for the most part all libraries in District: except Hermiston, Milton-Freewater, Pendleton, & Umatilla [though I do add a few bibs to Sage for Umatilla, counted in here, but not items]								
*** looking strictly at bibliographic records, not necessarily all are related to District libraries' holdings								

reports run:

regular monthly:	item stats: all 12 pub. lib. temp bibs missed put into bucket	OCLC CatExpress stats (added & deleted)	circulation related: Adams PL - 1 Echo PL - 6, Milton-Freewater - 3, Pilot Rock PL - 1, Stanfield PL - 7, Weston PL - 1	pre-cataloged items: Milton-Freewater PL-1 in process items: Milton-Freewater PL-1
additionally:	Adams - ILLs loaned FY2021-22	Adams - ILLs borrowed FY2021-22	Weston - Juv. Easy no circ 5 yrs	Ukiah - CDs & cassettes still in catalog
	Athena - Adult Fic. no circ 5 yrs	Stanfield - E, BB, RR books no circ 2 yrs	Adams - full inventory	In process items: Adams, Weston, Pendleton
	pre-cataloged items: Adams, Weston, Pendleton			

3. Meetings and Site Visits

- Sage Cataloging Committee meeting [via GoToMeeting]: 1 (10/3)
- Sage Cataloging Mentor meetings [via GoToMeeting]: 1 (10/26)
- Sage "Library of Things" discussion group meeting [via GoToMeeting]: 1 (10/19)
- UCSLD Board meetings [via Zoom]: 1 (10/27)
- UCSLD Director applications review meeting [in person]: 1 (10/26)
- Staff/Safety meetings [via MS Teams]: 1 (10/25)
- webinars/trainings attended [virtual]:
 - SafePersonnel - Coronavirus 109: What you should know about variants (10/7)
 - Tech-Talk webinar: What equipment do you need to hold comfortable conversations in a hybrid program (10/12)
 - WebJunction webinar, Library of Things: The What, Why, and How of Lending Object (10/19)

- weekly mtg. w/ Erin, Mon. am [via MS Teams & in person]: 2 (10/17, 10/31)

visits to/with District Libraries:

- all 12 libraries - 1 [email]
 - email confirming site visits schedule
- Adams PL - 15 [phone, email, in person]
 - call, w/ follow-up email, re. looking for some info. for State Statistical Report - will run report when reports module in catalog back up
 - replying to email re. new items coming and inventory report
 - call re. graphic novel statistical category ?, plus ALSP review conversation, etc., etc.
 - emailed FY2021-22 ILLs loaned & FY2021-22 ILLs borrowed reports
 - emailed full inventory report
 - call responding to email re. "Mistake" [had inadvertently sent some items to be deleted that should not have been and how best to get back into catalog] + ...
 - call asking about shifting site visit an hour earlier, & then confirming it (2)
 - (2) emails re. whether Sage was back up (found out not receiving Sage-Lib emails)
 - in person site visit
 - fwd. 3 Sage-Lib emails & reply re. now getting them
- Athena PL - 7 [email, phone]
 - email stating making a note to run requested report when reports in catalog back up
 - email ? re. Adult Fiction shelving - interfiled or not & response to clarifying...
 - emailed Adult Fiction not circulated in 5 years report
 - called re. email w/ subject HUGE FAVOR - explained how shelf lists from catalog work (2) + email
 - call re. Sage contact for email bounces of notices & fines (fine free library)
- Helix PL - 2 [phone, email]
 - email request for temporary bib item to see
 - call re. site visit time
- Hermiston PL - 1 [email]
 - email cataloger - thanks - update on physical location of office following City moving
- Milton-Freewater PL - 4 [email]
 - email cataloger re. OCLC records found for a few items (2)
 - email cataloger request for temporary bib items to see
 - email reply to picking up temporary bib items
- Pendleton PL - 6 [email, phone, in person]
 - email cataloger request for temporary bib items to see
 - called cataloger re. temporary bib items to pick up
 - email with cataloger re. site visit date/time (3) [rescheduled]
 - in person site visit w/ cataloger, circulation supervisor, and director
- Pilot Rock PL - 2 [email]
 - email following up on proposed site visit
 - email re. site visit confirmation (had been out sick)
- Stanfield PL - 5 [phone, email]
 - call re. missing item info.
 - email - sorry missed "new" additions (2)
 - call re. book title verification (only had series title in scan)
 - emailed Juv. Easy, Board Books, & RR books not circulated in 2 years reports
- Ukiah P/SL - 5 [phone, email]
 - call to verify proposed site visit
 - email - making note to run report when reports in catalog back up
 - emailed cassettes & CDs still in catalog report
 - call re. barcode for 2 items, & ? about audiobook ? with a book
 - email - reply to note about weather & travel for site visit
- Weston PL - 13 [phone, email, in person]
 - call (2) & email re. email about a MS Publisher glitch & seeking assistance fixing a date can't get to
 - call re. item info.: publisher & year
 - email re. requested report - making note to run when reports in catalog back up

- emailed Juvenile Easy books not circulated in 5 years report
- called re. email about Thunderbird to Outlook transition
- email request for temporary bib item to see
- thanks for update re. transition email (2)
- call asking about shifting site visit an hour earlier
- in person site visit
- email suggest Beth contact re. email bounces of notices
- Beth Ross [Sage Library System - Systems Administrator] - 1 [email]
 - emailed OCLC CatExpress renewal numbers for next subscription year

4. Projects and Progress

- new/update technology [Board meetings, etc. (✓); Wi-Fi router upgrade (conversation held & bid received); Technical Services replacement laptop (✓); In-Service potential for fully-hybrid trainings (screen & projector purchased in Oct. & set up test run in office)] ~ *85% complete*

5. Accomplishments

- equipment for hybrid in-service set up in office for dry run/test run
- fall 2022 site visit schedule created finalized & begun
- website work:
 - Board agenda/packet, & minutes posted
- Sage Cataloging Mentor:
 - June, July, August, September new bibs by UCSLD catalogers reviewed; compilation of what seen, and comments made, regarding imported bibs for site visits to catalogers
 - compiled summary of information from Cataloging Committee meetings (June, Aug., & Oct.) for site visits to catalogers
 - emailed Beth Ross & Jon Georg re. missing cataloging document from Sage-Lib website & thank you to Jon for posting it...
 - email reply to Enterprise PL incoming cataloger/director to her response to my email about available videos for learning as working toward taking CAT2 test
 - email to Lisa Hauner, Sage Cataloging Committee Chair, re. attachment sent for meeting (2)
- Other:
 - call from Oliver Vargas (dedicated Dell contact for District) reaching out to connect to us and what our needs might be...
 - email to Jon Georg thanking him for his hard work and updates regarding the Sage Library System catalog server issues
 - rec'd call from a group re. CIS feedback survey as I had called the call center as I was unable to login to the personal benefits account and needed assistance
 - posted District Director position reminders on Libs-OR, LibIdaho, Wired-MT, & Sage-Lib email lists at Erin's request
 - ordered new projector & USB extension cable (for in-service, etc.)
 - email reply to Beth Ross re. Library of Things discussion group & inviting outside of Sage participants into group discussions
 - called Oliver Vargas (dedicated Dell contact for District) after an Dell Command Update required a restart and it got stuck with no movement for 24 hours - he gave me the direct phone number to contact Dell support since we have ProSupport Plus and the tech walked me through the "not recommended normally" thing of powering down which turned into getting to the battery & disconnecting it, bringing back up, checking everything (including whether the update took) and putting it back together - [I was so glad I hadn't lost the approximately 6 hours of work for site visits that I'd done after I'd done my backup]
 - emailed a video vendor that has been emailing me about interest in his services
 - District Director application review
 - Looked for pictures for history/36 year celebration of District for Erin

Feedback received:

- [will included any in next month's report]

6. Upcoming Events - Activities

- Fall trip to Umatilla County for in-service, site visits, etc. - Oct. 24-Nov. 8
- site visits to libraries -Nov. 1, 2, & 7
- District in-service - Nov. 4
- Veteran's Day holiday - Nov. 11
- Sage User Council Meeting - Nov. 15
- Staff/Safety meeting - Nov. 16
- Sage Library of Things discussion group - Nov. 16
- UCSLD Board meeting - Nov. 17
- Thanksgiving holiday - Nov. 24-25
- Sage Cataloging Mentor meeting - Nov. 30



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Phone (541) 276-6449

Monthly District Director Report

Date:	November 17, 2022 Board Meeting
Staff Name:	Erin McCusker
Time Period Report Covers:	October 22 – November 10, 2022

1. Position Purpose Statement

The mission of this position is to manage the operations of the UCSLD and support and strengthen the development of excellent library services in Umatilla County by working in partnership with the independent libraries.

2. Meetings and Site Visits

Date	Meeting/ Site Visits/ Activity	Method	What happened
10/24/2022	Weekly Check-in Meeting with Dea	Teams	Check in on what's happening and what's coming up
10/24/2022	Pick up Dea Nowell	In-person	Pick up Dea at the Tri-Cities airport
10/25/2022	Safety & Staff Meeting	Teams	Monthly safety and staff meeting to meet safety requirement and update on staff happenings
10/26/2022	UCSLD Hiring Committee	In-person & Zoom	Discussion about application reviews and move to interview
10/27/2022	Meeting with Tasha Harrell, Hermiston City	Zoom	Meeting to discuss electronic transfer of funds
10/27/2022	UCSLD Board Meeting	In-person & Zoom	Monthly regular Board meeting
10/31/2022	PERS Report Submission	Online	
10/31/2022	Weekly Check-in Meeting with Dea	In-person	Check in on what's happening and what's coming up
11/1/2022	Meeting with Monica Hoffman	In-person	Check in on annual work plan
11/2/2022	Changing tires on Honda Fit	In-person	Had snow tires put on the courier vehicle

Date	Meeting/ Site Visits/ Activity	Method	What happened
11/3/2022	Master Printers	In-person	Copies made for in-service
11/3/2022	Meeting with Wendy Cornelisen	In-person	Met with Oregon State Librarian
11/4/2022	In-service!	In-person	Pendleton Public Library meeting space – 6:30 AM to 4:30 PM
11/6/2022	Switched vehicles	In-person	Picked up the courier car for Dea to drive
11/7/2022	In-service Evaluations	In-person	Logged the in-service evaluations
11/8/2022	Dea to the airport	In-person	Tri-Cities airport
11/8/2022	UCSLD Hiring Committee	Zoom	Confirming interview questions
11/9/2022	Meeting of the Directors	Zoom	Check in and discussion meeting with all directors
11/10/2022	Interview	In-person & Zoom	
11/10/2022	Board Packets out		

3. Projects and Progress

Project	Status	% Complete
Policy Review	EDI & A review of policies	ongoing
In-Service Training	The Fall In-Service was amazing!	100%
Audit	Documents submitted to Auditor	50%
Agreements for Library Services	All Agreements are complete	100%
Public Records Management	The records are about 45% complete – procedures are being written and the retention schedule is being updated	45%
Performance Appraisals	Work plan check ins complete for first quarter	25%
Community Needs Assessment	Data gathering is complete, and the reports are being compiled	45%
Strategic Planning – New	The plan strategic directions, goals and staff work plans are complete. The final write-up needs finalized.	90%
Succession Planning	Interview scheduled	80%
Disaster Planning	In the initial stages of working on this planning	10%

Marketing Plan	Ongoing EO column, plan will be part of strategic planning process	45%
Office 365	A portion of the UCSLD checks is on bill pay	Ongoing
COVID-19	Indoor masking requirement has lifted	Ongoing
Best Practices for SDAO	Submitted best practices on 11/3	100%
Safety & Staff Meetings	Office Ergonomics in September	ongoing
ALSP Review Meetings	3 meetings complete – waiting on 3 final submissions of written reports	85%

4. Feedback & Accomplishments

- The In-service!
- From the evaluations at the In-Service:
 - “Thank you Erin for all you have done and that you believed in trying new things.”
 - “Thanks to Erin for being such a great mentor. I appreciate you! I will miss your presence.”
 - “Erin, it has been a pleasure working with you! I hope you continue to visit and enjoy your time after UCSLD.”

5. Upcoming Events – Activities

- November 11th – Out of the Office for Veteran’s Day
- November 16th – Safety & Staff Meeting
- November 16th – Meeting of the Directors
- November 17th – UCSLD Board Meeting
- November 24th & 25th – Out of the Office for Thanksgiving



RESOLUTION 2022-2023-02

RESOLUTION OF THE UMATILLA COUNTY SPECIAL LIBRARY DISTRICT (UCSLD)
ADOPTING THE USE OF ZIP CODE POPULATION IN THE COMMUNITY SERVICE FEES
DISTRIBUTION.

WHEREAS, the Umatilla County Special Library District was created by a vote of the people on November 4, 1986 in order to provide library services district wide; and

WHEREAS, the Umatilla County Special Library District does this in partnership with 10-member public libraries and one public/school library, and by contract with one partner library; and

WHEREAS, Community Service Fees are collected for the Umatilla County Special Library District, of which 80% of the revenue is distributed to the 11 partner libraries and the one contracting partner library; and

NOW, THEREFORE, BE IT RESOLVED;

The distribution of 80% of the Community Services Fees shall be disbursed to the member libraries and the one contracting partner library through a formula utilizing Portland State University Population Research Center's (PSU_PRC) zip code populations within the Umatilla County Special Library District boundaries.

Every three years, when the Agreements for Library Services between the UCSLD and the 11 cities and one school district are reviewed and updated, the Board of Directors will update zip code population numbers with Census data provided by PSU-PRC officials and update the Community Service Fees formula.

Adopted by the Board of Directors of the Umatilla County Special Library District on this day November 17, 2022.

President, John Thomas

Attest, Secretary Erin McCusker



RESOLUTION 2022-2023-003

RESOLUTION OF THE UMATILLA COUNTY SPECIAL LIBRARY DISTRICT (UCSLD) AUTHORIZING VENDORS FOR ONLINE AND AUTOMATIC PAYMENT OF BILLS IN FY2022-2023.

WHEREAS, many companies allow paying for products and services electronically; and

WHEREAS, paying online and automatically rather than by paper check would save the UCSLD time and money; and

WHEREAS, the UCSLD's Financial Management policy allows for such online payments;

Now, therefore be it RESOLVED, that the Umatilla County Special Library District Board of Directors authorizes the following vendors for online payments and deposits in FY2022-2023.

- Banner Bank (bank fees, payroll deposits, credit card payments, and employee reimbursements)
- Cities of Adams, Athena, Echo, Helix, Hermiston, Milton-Freewater, Pendleton, Pilot Rock, Stanfield, Umatilla, Weston (Tax distribution special payments)
- CIS (health benefits)
- Frazier Office Supply (office supplies)
- Pendleton Overground (telecommunications)
- PERS (retirement benefits)
- Oregon Department of Revenue (state taxes)
- Ukiah School District (Tax distribution special payments)
- US Treasury (federal taxes)
- Verizon (telecommunications)

Adopted by the Board of Directors of the Umatilla County Special Library District on this day November 17, 2022.

President, John Thomas

ATTEST: Secretary, Erin McCusker

District Oregon Ethics Law Policy

The Umatilla County Special Library District shall fully comply with the Oregon Ethics Statutes in ORS Chapter 244 – Government Ethics

The Umatilla County Special Library District believes in treating people with respect and following ethical business practices. All UCSLD Board members, staff and volunteers are all subject to the Oregon Ethics Laws. The purpose of this policy is to establish ethical standards of conduct for all District Board members, employees and volunteers.

This policy:

- Prohibits use of public office or position for financial gain
- Requires public disclosure of financial conflicts of interest
- Limits gifts that an official or employee may receive per calendar year
- Addresses limits of behavior by all UCSLD Board members, employees and volunteers, all of which will be referred to as public officials in this document.

Financial Gain:

Using the position as a public official, employee, or volunteer, to receive certain financial benefits if the opportunity for the financial benefit would not otherwise be available except for the position held is prohibited. In addition, using or attempting to use the position to obtain financial benefits for a relative or a member of the public officials, employees, or volunteers household is prohibited. It is also prohibited to use or attempt to use the position to obtain financial benefits for a business in which a relative or a member of the public official's household is associated.

The following are examples of financial benefits that do not fall under these rules.

- Official compensation
- Reimbursement of expenses
- Honorarium
- Unsolicited awards for professional achievement
- Some gifts

Gifts:

No public official shall solicit or receive any gifts(s) with a total value of more than \$50 from any single source that could reasonably be known to have a financial interest in the official actions of that public official. A gift is defined as

Umatilla County Special Library District
Adopted – 08/18/2016
Reviewed & Updated –

something of value given to a public official, for which the official does not pay an equal value. Gift of entertainment are included in the \$50 gift limit.

The law only restricts gift from sources that have an administrative or legislative interest in the public officials' actions.

A public official may accept unlimited gifts from a source that does not have a legislative or administrative interest in the public official, and the public official may accept unlimited gifts from specified relatives.

Conflict of Interest: Actual vs. Potential conflict of interest

An actual conflict of interest occurs when the public official participates in any action that would affect the financial interest of the official, the officials' relative or a business in which the official or an officials' relative is associated.

A potential conflict of interest occurs when the public official participates in any action that could affect the financial interest of the official, the officials relative or a business in which the official or an official's relative is associated.

If there may be an actual or potential conflict of interest, the public official must disclose the nature of the conflict.

In the case of an actual conflict of interest, the public official must announce the conflict and refrain from further participation in official action, including not participating in discussion or voting on the issue that gave rise to the conflict of interest.

In the case of a potential conflict of interest, the public official must announce the conflict, but may still participate in official action, including discussion and voting on the issue that gave rise to the conflict of interest.

If the number of votes required for official action by the governing body cannot be met without the vote of the public official with an actual conflict of interest, the public official may vote. This circumstance does not often occur. This provision only applies in circumstances when all members of the governing body are present and it is impossible for the governing body to take official action without the vote of the public official with the actual conflict of interest. In this case, the public official must still make the required announcement of the actual conflict of interest and cannot take part in the discussion, but may still participate in the vote to allow the necessary official action by the governing body. The provision does not apply in instances due to there being absent voting members of governing body.

Personnel Policies

Number	Title	Adopted/Revised
	Overview & Purpose of Personnel Policies	
	Personnel Administration Generally	
	Appointment, Qualifications and Separation	
	Equal Employment Opportunity	
	Employee Status	
	Volunteers	
	Appointment of Employees	
	Trial Period	
	Performance Appraisals	
	UCSLD Expectations of Employees	
	Acceptable Use	
	Discipline	
	Employee Termination	
	Employee Records	
	Payroll, Scheduling and Overtime Practices	
	Work Week, Working Hours, Overtime	
	Payroll	
	Scheduling	
	Emergency Closures	
	Benefits, Holidays and Leave	
	Health Insurance Benefits	
	Retirement Benefits	
	Life & Long-Term Disability	
	Holidays	
	Vacation	
	Sick	
	Other Leaves	
	Employee Travel Authorization & Reimbursement	
	Travel Policy	
	Education, Training & Conferences	
	Safety & Workplace Conditions	
	Workplace Safety	
	Accident Response	
	Reporting Suspected Child or Elder Abuse	
	Driving	
	Prevention of Harassment, Discrimination or Retaliation	
	Bullying	
	Whistleblower Reporting	

Overview & Purpose

The personnel policies provide employees with a general understanding of the employment policies of the Umatilla County Special Library District (UCSLD) and to provide guidance.

These policies cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor UCSLD is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In all areas where specific guidance is not provided by these policies, the UCSLD Board of Directors reserves the right to determine all such issues on a case-by-case basis, with recommendations made by the District Director as provided in this policy, and affirmed or rejected by the Board.

The UCSLD reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the UCSLD Board or as otherwise required by law.

The policies in this statement shall apply to individuals that have an employment relationship with UCSLD. To the extent that volunteers are utilized by UCSLD, the provisions relating to protection of status, protection from adverse environments, and the requirements for positive behaviors shall apply. Wherever this policy is applicable to both employees and volunteers, it shall be noted in the language.

Personnel Administration Generally

The Umatilla County Special Library District (UCSLD) Board of Directors and the District Director shall have authority over all matters of personnel administration through adoption and implementation of the UCSLD budget, pay plans, and policies and resolutions adopting and/or amending the personnel rules and regulations.

The District Director is charged with responsibility for the interpretation and application of the policies. The District Director shall be responsible for ensuring the effective implementation of these rules and regulations and may further establish, amend, or otherwise modify procedures pursuant to Board policies and shall advise the Board on any changes concerning these rules and regulations. The Board delegates to the District Director broad discretion in all aspects of personnel, subject to the advice and concurrence of the Board.

Adopted -
Reviewed & Updated -

Appointment, Qualifications and Separation

Equal Employment Opportunity

The Umatilla County Special Library District (UCSLD) is committed to a policy of equal employment opportunity for applicants and employees. Employment decisions will comply with all applicable laws prohibiting discrimination in employment as they apply to sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, and genetic information.

This commitment to equal opportunity applies to all aspects of the employer-employee relationship, including recruitment, hiring, reclassification, training, promotion, transfer, discipline, layoff, recall, and termination.

Employee Status

- Regular Full-Time Employees

An Umatilla County Special Library District (UCSLD) employee who regularly works a minimum of 40 hours a week on a continuing basis, and who has completed the trial period, is considered a regular full-time employee.

- Regular Part-Time Employees

An employee who regularly works less than 40 hours a week is considered a regular part-time employee once the trial period is successfully completed. The UCSLD shall pay a proportion of benefits, based on the regular hours of work.

- Temporary Employees

Temporary employees are defined as those employees holding jobs of limited duration of less than one year arising out of special projects, abnormal workloads, or emergencies. Temporary employees are ineligible for employer-paid benefits other than sick leave as required by the Oregon Sick Leave Act.

- Exempt Status

UCSLD personnel whose duties fall under exempt as those terms are defined in federal and state law shall not be eligible for overtime.

Each position job description will clearly define exemption status for overtime compensation as “exempt” or “non-exempt.”

Volunteer Policy

Value and Purpose

Umatilla County Special Library District (UCSLD) values volunteerism as community engagement. The volunteers are a valuable resource of the UCSLD. The volunteers share their knowledge, expertise, enthusiasm, energy, and ideas throughout the District for the benefit of all.

The services that volunteers provide aid the District in making the best use of its fiscal resources and are meant to enhance, not replace, adequate staffing.

A volunteer in the UCSLD is an individual who receives no direct compensation for services. Volunteers and staff are expected to work together in a manner that is respectful, patient, and appreciative of volunteers, with staff offering guidance, assistance, and support when and where appropriate. Volunteers are held to similar standards of conduct and procedure as employees.

Personnel compensated as employees of UCSLD may not volunteer to do work they would otherwise be paid to accomplish.

The District Director or designee directs, develops, and administers the UCSLD volunteer program by recruiting, selecting, interviewing, training, and placing volunteers. The District Director or designee also organizes volunteer activities and provides for appropriate volunteer recognition and appreciation acknowledging the benefit volunteers provide to the District and the communities it serves.

Equal Employment Opportunity

UCSLD is committed to a policy of equality for all volunteer applicants. Volunteer decisions will comply with all applicable employment laws prohibiting discrimination as they apply to sex, race, color, sexual orientation, religion, national origin, ancestry, pregnancy, age, marital status, disability, and genetic information.

Volunteer Selection

Volunteers are selected based on their qualifications in relation to the needs of the UCSLD at any given time. UCSLD volunteers are coordinated by the District Director or designee, and must be at least 12 years of age. Volunteer talents, experience, availability and interests will be considered in job assignments.

Volunteer Positions and Time Commitment

A. Categories of Volunteers

1. Adult Volunteers—18 years of age or older. The adult volunteers may work in any of the areas of the UCSLD.
2. Youth—12 to 17 years of age. A parent/guardian of volunteers under the age of 18 must sign a consent form for her/his child to perform volunteer service hours at the UCSLD. Forms are available at the District office.

B. Volunteer Positions

Volunteers may work in all areas of the District including:

- Book processing
- Shelving and inventory
- Book mending
- Maintenance and housekeeping
- Events coordination
- Collecting historical documents
- Display designing and implementing
- Clerical support
- Finance
- Web design
- Fundraising
- Grant writing
- Communications and publicity
- Outreach
- Courier deliveries
- Friends of the Library

Volunteers will not be expected to do anything staff would not do.

C. Volunteer Time Commitment

For most volunteer positions there are no minimum service hours required.

Attendance and Recording Hours

Volunteers are expected to fulfill the commitment agreed upon with the library. Volunteers not able to cover their shift for any reason are expected to notify the District Director or designee as soon as possible by telephone or email.

Volunteers who are sick or unable to volunteer due to a planned vacation are asked to advise the District Director or designee, as early as possible to allow sufficient time to find a replacement volunteer.

Accurate records of time and attendance are a necessity for all volunteers. Volunteers are asked to report their total time on the appropriate time sheet for their position. The log of volunteer hours is used for various purposes such as reporting volunteer statistics to the Oregon State Library and applying for grants.

Volunteer Standards of Conduct and Termination

Volunteers are asked to treat all staff and fellow volunteers with respect. This maintains an effective and positive space for all. Volunteers must also adhere to the same standards of conduct as UCSLD employees.

Adopted - 12/19/2019
Reviewed & Updated -

Umatilla County Special Library District

Appointment of Employees

Minimum Age Requirements

All employees of the Umatilla County Special Library District (UCSLD) must be at least 18 years of age.

Employment of Relatives

Employees who are relatives of UCSLD employees will not be eligible for UCSLD employment where direct supervision is provided by a relative. A relative is defined as a parent, child, spouse, domestic partner, brother, sister, uncle, aunt, nephew, niece, in-law, and step relationships.

Employment Applications

UCSLD relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Pre-Employment Screening

All applicants who are offered a position for employment are subject to background screening recommended by the liability insurer of the UCSLD.

Employment Reference Checks

To ensure that individuals who join UCSLD are well qualified and have a strong potential to be productive and successful, it is the policy of UCSLD to check the employment references of all applicants.

UCSLD will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Driving Record

UCSLD employees who may be required to drive must possess a valid driver's license that allows driving privileges in Oregon and must comply with any operator's license restriction. All employees who may be required to drive on UCSLD business may at any time have their driving record checked by the UCSLD as permitted by applicable law. If the record indicates violations, the employee may be subject to appropriate warnings or disciplinary action. As a condition of continued employment each employee who operates a vehicle in order to fulfill their job description must maintain a personal driving record which is within risk criteria, if any, established by the district's insurer.

Job applicants' driving records may be checked prior to being hired as a condition of employment.

Employees who may be required to drive shall notify the District Director of any change in license status, and all traffic violations. Failure to report a traffic violation or change in license status to the District Director is viewed as a violation of UCSLD policy. The UCSLD monitors driving records as a component of risk management, in order to identify needs for driver improvement.

This policy is applicable to qualified individuals with disabilities only when driving is an essential function of their job.

Adopted -
Reviewed & Updated -

Trial Period

All employees are subject to a 90-day trial period, which begins on their date of hire. The same is true for existing employees in a job change and begins on the employee's start date in the new job. The trial period serves to give employees in a new job the opportunity to demonstrate their ability, achieve satisfactory performance, and determine whether the new position meets their expectations. The Umatilla County Special Library District (UCSLD) uses this period to evaluate employee capabilities, work habits, and overall performance. During the trial period, the employee may be dismissed at any time without cause.

Any significant absence will automatically extend a trial period by the length of the absence.

At the end of the trial period, the employee's supervisor will conduct an evaluation using the standard performance appraisal forms to determine whether employment should be continued. Employees who do not satisfactorily complete the trial period will be dismissed.

If the employee's supervisor determines that the designated trial period does not allow sufficient time to thoroughly evaluate the employee's performance, the trial period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification. Completion of the trial period does not modify an employee's at-will employment status.

Adopted - 5/19/2003
Reviewed & Updated -

Umatilla County Special Library District

Performance Appraisals

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance appraisals are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance appraisals shall be conducted annually at the end of the fiscal year. The District Director conducts staff performance appraisals and the Board conducts performance appraisals for the District Director.

Supplemental Evaluation

A supplemental performance appraisal may be submitted on any occasion deemed appropriate by a supervisor to clarify performance deficiencies and goals or plans for improvement.

Adopted - 5/19/2003
Reviewed & Updated -

Umatilla County Special Library District

UCSLD Expectations of Employees

Each employee of Umatilla County Special Library District (UCSLD) is a part of a team of public employees, and public satisfaction with the UCSLD depends on order and discipline to fulfill its mission and provide efficient and quality service. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct, customer service and personal integrity.

Personal Conduct

Employees are encouraged to exhibit the following professional behavior:

1. Promote the UCSLD's mission, vision, and values.
2. Be familiar with the Library Bill of Rights, the Freedom to Read Statement, and the UCSLD Strategic Plan.
3. Render accurate, unbiased, and courteous responses to all requests for assistance.
4. Practice public-focused work principles.
5. Keep personal information of co-workers and colleagues private
6. Maintain efficiency in accordance with the position description and standard of performance.
7. Properly use and care for all UCSLD properties, equipment, and materials.
8. Practice cost-consciousness in the discharge of duties
9. Maintain a neat and clean personal appearance.
10. Treat the public and coworkers with courtesy and respect.

Ethics

UCSLD employees are considered public officials under Oregon law and are subject to Oregon Government Ethics Laws. When acting in their official capacity, employees may not use UCSLD time, equipment, or services for their personal benefit, the benefit of a relative of the employee as defined by Oregon law, the benefit of a member of the employee's household, or the benefit of a business with which the employee, a relative of the employee, or a member of the employee's household is associated.

UCSLD will comply with all applicable laws and regulations and expects its Board of Directors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide employee behavior with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action,

the matter should be discussed openly with your immediate supervisor and, if necessary, with the Board of Directors for advice and consultation.

Examples of Prohibited Conduct

The following is a non-exclusive list of examples of conduct that is prohibited and that may lead to disciplinary action:

1. Insubordination, including improper conduct toward a supervisor, refusal to perform tasks assigned by a supervisor, or willful violation of any reasonable and lawful directive prescribed by a supervisor.
2. Violation of lawful duty or UCSLD policies and procedures.
3. Possession, distribution, sale, use of illegal drugs, or being under the influence of drugs or alcohol while on duty.
4. Bringing to any UCSLD location any dangerous or unauthorized materials including explosives, firearms, or any dangerous weapons.
5. Theft or unauthorized removal or possession of property belonging to UCSLD, coworkers, volunteers, clientele, or the public.
6. Misusing, destroying, or damaging property belonging to UCSLD, a coworker, volunteer, client, or visitor.
7. Fighting, violent or threatening behavior, badgering, yelling, abusive or derogatory language, or similar conduct toward the public or a coworker while on the premises, or during any time of official action on behalf of UCSLD.
8. Violation of established safety policies or otherwise endangering the safety of other employees, volunteers, clientele, or the public.
9. Any purposeful conduct that may be determined to be harassment of any kind, including sexual harassment (see *Prevention of Workplace Discrimination, Harassment and Retaliation* policy).
10. Smoking in any area designated as “non-smoking.”
11. Being wasteful of material, property, or working time.
12. Being absent from work without permission or failing to report to the supervisor when absent; being habitually tardy.
13. Release of confidential information or patron records except in accordance with the adopted policies.
14. Personal acceptance of gifts in violation of Oregon government ethics laws.
15. Altering or falsifying any record, intentionally destroying or altering any record, or similar action that would compromise the integrity of the UCSLD.
16. Falsifying or making a material omission on an employment application or materials inquiring about background information prior to hiring and/or an official record of UCSLD.

The employee’s supervisor will present any employees engaging in prohibited conduct with a statement of any alleged violation and allow them the opportunity to present their side of the issue. Following such notice and discussion, the employee’s supervisor shall enforce the discipline he or she determines to be appropriate. Disciplinary alternatives are not limited to, but

may include verbal warning, written warning, suspension without pay, and dismissal.

Adopted -
Reviewed & Updated -

Acceptable Use

Objective

This policy describes the acceptable use and monitoring of the Umatilla County Special Library District (UCSLD) electronic communication/information systems including computers, phones, electronic mail, internet access, operating systems, storage media, voicemail, copy machines, etc. These are the property of the UCSLD and are to be used for business purposes in serving the interest of the UCSLD, patrons, vendors and partners in the course of normal operations. The use of the UCSLD's electronic communication/information systems for non-job-related purposes is strictly prohibited and employees should not have any expectation of privacy when using these systems or any related equipment. This policy applies to employees, contractors, consultants, partners, temporaries and other paid workers at the UCSLD. This policy applies to all equipment and software that is owned or leased by the UCSLD. The UCSLD reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy. The UCSLD implements this policy not to impose restrictions that are contrary to the UCSLD's culture of openness and trust. The UCSLD is committed to protecting its employees, partners and the district from illegal and damaging actions by individuals either knowingly or unknowingly.

General Use

Only authorized users may access the internet on UCSLD owned equipment and software. Employees should not mail, upload or broadcast any information for personal gain including but not limited to: chain letters, solicitations, employment opportunities, sale of products, and/or searches of non-business related sites or any obscene or offensive material. All UCSLD computing devices must be secured with a password protected screensaver. An individual must lock the screen/log off when the device is unattended.

Employees, contractors and partners must use extreme caution when opening email attachments received from unknown senders, which may contain malware. Employees, contractors and partners have a responsibility to promptly report any theft of unauthorized disclosures of UCSLD proprietary information.

Unacceptable Use

Employees, contractors, consultants, partners, temporaries and other paid workers are prohibited to engage in the following activities while using UCSLD owned or leased resources. This list is not meant to be exhaustive, but an attempt to provide a framework for unacceptable usage:

- Any activity that is illegal under local, state, federal or international law.
- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, including but not limited

to the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by the UCSLD.

- Unauthorized copying of copyrighted material including but not limited to digitization and distribution of photographs, music, etc.
- Introduction of malicious programs in the network of server (e.g. viruses, worms, trojan horses, email bombs, etc.)
- Revealing your passwords and use of your account by others.
- Circumventing user authorization or security of any host, network or account.
- Providing information about or lists of the UCSLD’s employees to outside parties.
- The use of devices, technologies or software that has not been authorized by the UCSLD, designed to conceal a user’s location and usage, including but not limited to: onion routing, virtual private networking connections, proxy servers, etc. Any form of harassment via email or telephone.

Non-compliance and violations of this policy may be subject to disciplinary action, up to and including termination of employment, contract or partnership.

Adopted -
Reviewed & Updated -

Discipline

Discipline may be initiated for many proper reasons, including, but not limited to, violations of the work rules, insubordination, or poor job performance. See *UCSLD Expectations of Employees* for guidance on conduct, ethics, and prohibited behavior. The severity of the disciplinary action generally depends on the nature of the offense and an employee's work record and may range from verbal counseling to dismissal.

Disciplinary Action

Whenever an employee commits an offense warranting disciplinary action, the District Director or designee may begin disciplinary action at any of the steps listed below, depending on the seriousness of the offense committed. All steps at or above a written warning require approval by the District Director. All disciplinary steps, including verbal counseling or warning, should be documented.

1. Verbal counseling or warning. For minor offenses, the employee shall be given a verbal warning. If this does not correct the situation within a reasonable length of time, the supervisor shall then use the second step of this procedure.
2. Written counseling or warning. The employee may be given a written warning. A copy will be placed in the employee's personnel file, and the employee will be given a copy. The written warning should be signed and dated by the employee. Employees who disagree with the facts in the warning may submit a written response. The warning and the employee response will be placed in the employee's personnel file.
3. Performance improvement plan. The employee may be put on a performance improvement plan, which helps clarify performance deficiencies and goals or plans for improvement on the job. The plan includes a response from the employee. A copy signed by the employee and supervisor will be placed in the employee's personnel file, and the employee will be given a copy.
4. Suspension. If a second offense of any kind occurs after the first written warning, the employee may be suspended from work without pay for up to 30 days. The length of suspension will depend upon the seriousness of the offense. Before suspending an employee without pay, the supervisor will meet with and allow the employee the opportunity to respond.
5. Suspension pending dismissal. If a third offense of any kind occurs after the first written warning, the employee may be suspended without pay pending dismissal.

6. Dismissal. An employee may be dismissed if the employee violates district policy, commits serious misconduct, or fails to improve the level of performance. However, this statement does not limit the UCSLD's right to end the employment with or without cause at any time.

Supervisors are not required to go through the entire six steps involved in this disciplinary procedure. Discipline may begin at any step in the procedure depending upon the seriousness of the offense committed, as determined by the supervisor and District Director. In addition, the supervisor may deviate from this procedure, impose different types of discipline, or repeat any of the first four steps of this procedure when the supervisor feels it is necessary.

Grievance Process

It is the policy of UCSLD that all employees be afforded due process when any disciplinary action greater than a verbal or written warning has been imposed. This process allows employees to have their grievance heard or to appeal a decision for disciplinary action. The following steps constitute the grievance process for a disciplinary action:

1. Within five working days of the disciplinary action, employees must provide to the District Director a written statement of what they believe is incorrect or unfair about the decision reached, along with the specific remedy they seek.
2. The District Director shall respond in writing to the employee within 10 working days of receipt of the employee's statement of grievance. The District Director may determine the response through inquiry, investigation, hearing, or other action. If the District Director does not respond in time, the employee may escalate the grievance to step 3.
3. If the employee wishes to appeal the District Director's decision or if the District Director fails to respond to the grievance within 10 working days as outlined in step 4, the aggrieved employee may submit a written summary of the grievance along with all pertinent documentation to the UCSLD Board of Directors at its next regularly scheduled meeting.
4. The Board of Directors shall respond in writing within 45 days after the date of the presentation of the grievance. The Board may solicit additional information as it deems appropriate, and it may exercise a full range of discretionary actions, from upholding the disciplinary action to modifying the action in any manner as determined by the board. The decision of the Board shall be final and binding.

If the grievance procedures established in this section are not initiated by the employee within the specified time limits, the grievance shall be considered not to have existed.

No employee shall be disciplined or discriminated against in any way because of the employee's proper use of the grievance procedure.

Adopted -
Reviewed & Updated -

Employee Termination

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Umatilla County Special Library District (UCSLD), as a Special District Association of Oregon (SDAO) insured, will not as a general rule, terminate personnel without prior free SDAO legal advice. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with UCSLD is based on mutual consent, both the employee and UCSLD have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Severance Pay

The UCSLD may provide severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to UCSLD, as determined by UCSLD in its sole discretion. Severance pay may be provided to the following eligible employee classifications:

- Regular full-time employees
- Regular part-time employees

Specifically excluded from benefits under this provision are employees who: were hired as temporary employees for a specified period of time, leave work due to a reduction in the work force, were offered but refused to accept another suitable position with the organization, were provided the opportunity to be retained for any length of time by a successor employer.

Adopted -
Reviewed & Updated -

Employee Records

The Umatilla County Special Library District (UCSLD) maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of UCSLD, and access to the information they contain is restricted. Generally, only supervisors and management personnel of UCSLD who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the District Director. With reasonable advance notice, employees may review their own personnel files in UCSLD's offices and in the presence of an individual appointed by UCSLD to maintain the files.

Adopted -
Reviewed & Updated -

Payroll, Scheduling and Overtime Practices

Work Week, Working Hours, Overtime

The normal Umatilla County Special Library District (UCSLD) work week consists of 40 hours. The District Director and employees are expected to accomplish service priorities in a timely fashion within the normal work week to the greatest extent possible.

Hours of Work

The work schedule for employees shall be defined as required by the District Director based on operational needs.

Work Week

The work week for calculation of wage and hour provisions applicable to UCSLD shall begin at 12:00:00 AM Sunday morning and extend to 11:59:59 PM Saturday.

Overtime

Hours worked in excess of 40 hours in a work week as defined in the Federal Fair Labor Standards Act and Oregon Wage and Hour provisions, shall be considered overtime and compensated at time-and-one-half for all non-exempt employees as required by law.

Actual hours worked for the purpose of overtime calculations excludes paid time off benefits (vacation, sick, and holiday).

Adopted -

Umatilla County Special Library District

Reviewed & Updated -
Payroll

All employees are paid monthly on the last business day of the month. Each paycheck will include earnings for all work performed through the end of the month.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will be paid on the last day of work prior to the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon their return from vacation, unless other arrangements have been made.

Adopted - 5/19/2003
Reviewed & Updated -
Scheduling

The normal work schedule for employees is Monday through Friday. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved. However, such issues as staffing needs, the employee's performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

Rest and Meal Periods

Each workday, full-time nonexempt employees are provided with 2 rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. This time is counted and paid as time worked.

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Adopted -
Reviewed & Updated -
Telecommuting

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that the Umatilla County Special Library District (UCSLD) may offer to some employees when it would benefit both the organization and the employee.

Employees who believe telecommuting can enhance their ability to get the job done should submit a written request to their supervisor proposing how it will benefit UCSLD and themselves. The request should explain how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The Board's decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and their supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee's supervisor.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, UCSLD has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

Adopted - 5/19/2003
Reviewed & Updated -
Emergency Closings

At times, emergencies such as severe weather, fires, power failures, earthquakes, unsafe work conditions or pandemics can disrupt operations. In extreme cases, these circumstances may require the closing of a work facility.

The District Director will determine when an emergency closure is warranted. When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

Adopted - 5/19/2003
Reviewed & Updated -
Benefits, Holidays and Leave

Employee Benefits

Eligible employees at the Umatilla County Special Library District (UCSLD) are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The employee's supervisor can identify the programs for which each employee is eligible. Details of many of these programs can be found elsewhere in the personnel policies.

The following benefit programs may be available to eligible employees:

- Auto Mileage Reimbursement
- Bereavement Leave
- Dental Insurance
- Educational Financial Assistance
- Educational Leave
- Employee Health Program
- Flextime Scheduling
- Health Insurance
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Major Medical Insurance
- Meal Allowances
- Medical Insurance
- Medical Leave
- Membership Dues
- Military Leave
- Personal Leave
- Relocation Assistance
- Retirement Plan
- Severance Pay
- Sick Leave Benefits
- Travel Allowances
- Vacation Benefits
- Vision Care Insurance
- Witness Duty Leave

Some benefit programs require contributions from the employee, but most are fully paid by UCSLD.

Adopted - 5/19/2003

Umatilla County Special Library District

Reviewed & Updated -
Health Insurance Benefits

The Umatilla County Special Library District (UCSLD) health insurance plan provides employees and one family member access to medical, dental, and vision care insurance benefits after 30 days of employment. Employees in the following employment classifications are eligible to participate in the health insurance plan:

- Regular full-time employees
- Regular part-time employees (working at least 30 hours per week)

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between UCSLD and the insurance carrier.

Details of the health insurance plan are provided to new employees upon hire. Contact the District Director for more information about health insurance benefits.

Adopted - 5/19/2003
Reviewed & Updated - 7/1/2012
Life Insurance

The Umatilla County Special Library District (UCSLD) provides a basic life insurance policy for eligible employees.

Accidental Death and Dismemberment (AD&D) insurance provides protection in cases of serious injury or death resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees
- Regular part-time employees (working at least 30 hours per week)

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between UCSLD and the insurance carrier. Eligible employees may begin LTD coverage after completing 30 calendar days of service.

Details of the basic life insurance plan including benefit amounts are provided to eligible employees. Contact the District Director for more information about life insurance benefits.

Adopted - 5/19/2003
Reviewed & Updated - 7/1/2012
Long-Term Disability

The Umatilla County Special Library District (UCSLD) provides a long-term disability (LTD) benefits plan to help eligible employees cope with an illness or injury that results in long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan:

- Regular full-time employees
- Regular part-time employees (working at least 30 hours per week)

Eligible employees may participate in the LTD plan subject to all terms and conditions of the agreement between the UCSLD and the insurance carrier. Eligible employees may begin LTD coverage after completing 30 calendar days of service.

Details of the LTD benefits plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description provided to eligible employees. Contact the District Director for more information about LTD benefits.

Adopted - 5/19/2003
Reviewed & Updated - 7/1/2012
Retirement Benefit

The UCSLD provides a retirement plan to all eligible employees through the State of Oregon's Public Employees Retirement System (PERS). Coverage for eligible employees begins the first payroll period after the sixth month of employment.

Information regarding eligibility and specific benefits is available from the District Director.

Adopted -
Reviewed & Updated -
Holidays

The Umatilla County Special Library District (UCSLD) will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King's Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas (2 days)

UCSLD will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Adopted - 5/19/2003
Reviewed & Updated -

Vacation

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule on a pro-rated basis:

- Upon hire, the employee is entitled to 15 vacation days each year, accrued monthly at the rate of 1.25 days (or 10 hours).
- After 3 years of eligible service (from date of hire) the employee is entitled to 18 vacation days each year, accrued monthly at the rate of 1.5 days (or 12 hours).
- After 5 years of eligible service the employee is entitled to 21 vacation days each year, accrued monthly at the rate of 1.75 days (or 14 hours).

Vacation leave begins accruing at hire and subsequent increases at 3 and 5 years occur as of the date of hire. They can request use of vacation time after it is earned.

Utilization of vacation time shall be approved by the District Director for all employees. Vacation time may be used for sick leave as defined in *Sick Leave*, when the sick leave accrual has been exhausted, or for family leave as defined in *Other Leaves*. All time granted shall be compensated at the normal pay rate for the employee. Vacation time for the District Director shall be reviewed and approved by the president of the Umatilla County Special Library District (UCSLD) Board of Directors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special terms of compensation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to the annual vacation amount, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Adopted - 5/19/2003

Umatilla County Special Library District

The Umatilla County Special Library District (UCSLD) provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on a basis of a “benefit year,” the 12-month period begins when the employee starts to earn sick leave benefits as of hire date. Sick leave will be pro-rated based on a 40-hour work week.

Paid sick leave can be used in minimum increments of one-half hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member.

The UCSLD defines “immediate family” as the employee’s spouse, registered domestic partner, parent, child, sibling; the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; grandparents or grandchildren.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

When an employee leaves to care for a dependent, sick leave benefits can be used. If more time is needed, family leave laws may come into effect if laws apply and the employee is eligible for such leave. The employee must comply with the notice requirements under family leave laws, which may provide for later notification of inability to work than is otherwise required by this policy, if the need for the leave is unanticipated.

Sick leave benefits will be calculated based on the employee’s base pay rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 calendar days work of sick leave benefits. If the employee’s benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused

sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Adopted - 5/19/2003
Reviewed & Updated -
Concurrent Leaves

Sometimes more than one type of leave may apply to a situation. Where allowed by federal or state law, leaves will run concurrently. This means that sick leave, workers' compensation leave, personal leave, leave as a reasonable accommodation for a qualified individual with a disability, federal family medical leave, and unpaid leaves of absence may all run concurrently and be counted against the employee's family medical leave entitlement. The UCSLD may designate any type of leave as Family Medical Leave if the leave is used for a family medical leave purpose.

Medical Certification

An employee on sick leave that is running concurrently with another type of leave, for example family medical leave or personal leave, may have to provide the medical certification required for any and all applicable types of leave. This means an employee on sick leave may be required to have their medical provider complete the certification of physician or practitioner form required for federal or state family medical leave, obtain second or third medical opinions, as provided by family medical leave laws, and provide fitness for duty medical certifications before returning to work as provided by the family medical leave policy.

Adopted -
Reviewed & Updated -
Other Leaves

Leaves of Absence

The Umatilla County Special Library District (UCSLD) offers leaves of absence for qualifying reasons as outlined in this policy. When an employee is granted a leave of absence, benefits may be suspended for that period of time unless otherwise indicated.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- Regular full-time employees
- Regular part-time employees

Jury Duty

The UCSLD encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request paid jury duty leave.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either UCSLD or the employee may request an excuse from jury duty if, in the UCSLD's judgment, the employee's absence would create serious operational difficulties.

The UCSLD will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

Any compensation for jury duty will be signed over the UCSLD. Employees may retain any amount the court compensates for travel expenses.

Witness Duty

The UCSLD provides leave for employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by UCSLD, they will receive paid time off for the entire period of witness duty.

The UCSLD will continue to provide health insurance benefits for the full term of the witness duty absence.

Vacation, sick leave, and holiday benefits will continue to accrue during witness duty leave.

Any compensation for witness duty will be signed over the UCSLD. Employees may retain any amount the court compensates for travel expenses.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The UCSLD defines "immediate family" as the employee's spouse, registered domestic partner, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was like any of the above relationships.

Up to two weeks of paid sick leave may be used by eligible employees within 60 days of the date on which the employee receives notice of the death of a family member. Bereavement pay is calculated based on the employee's base pay rate at the time of absence. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

Personal Leave

UCSLD may provide leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations.

Eligible employees may request personal leave only after having completed 90 calendar day trial period. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

If an initial period of absence proves insufficient, consideration will be given to a written request for a single extension. With the supervisor's approval,

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an employee may take any available vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits may be provided by UCSLD until the end of the first full month of approved personal leave. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by UCSLD according to the applicable plans.

If an employee fails to report to work promptly at the expiration of the approved leave period, UCSLD will assume the employee has resigned.

Military Leave

Eligible employees shall be granted time off, without compensation or benefits, for service in the National Guard. Should any employee be called to active service, the UCSLD will assure that the individual will be rehired upon completion of such service in the same or equivalent position.

Adopted -
Reviewed & Updated -
Travel, Training, Per Diem and Lodging Policy

Traveling for the business of the Umatilla County Special Library District (UCSLD) is a necessary method of strengthening our community libraries. All travel is subject to approval and the UCSLD budget. Travel requests are approved by the District Director for UCSLD staff and by the UCSLD Board President *or their designee* for the District Director. The following are considerations for use of UCSLD resources for travel:

General Provisions:

- Employees will be reimbursed for travel expenses incurred in the performance of their work.
- Travel occurs only when there is a substantial UCSLD business reason and it is properly documented and approved.
- Methods of travel should be considered that save time and/or money for the UCSLD.
- A Pre-Approval Training/Travel Request Form shall be submitted to the appropriate person for approval as much in advance of the travel as possible.
- The request should estimate the costs and budget account to be charged for the following:
 - Transportation
 - Conference, Training or Workshop fees/costs
 - Lodging
 - Meals
 - Miscellaneous expenses related to the event
- Any employee of the Library incurring expenses for Library related business shall be reimbursed as follows:
 - Official travel in privately owned vehicles shall be reimbursed in accordance with the the Federal mileage rate for business-related matters.
 - Air travel shall not be first class unless other rates are unavailable. Under reasonable circumstances, or for necessary expediency, the Board may authorize other travel means.
 - Lodging shall be reimbursable at the actual expense. Receipts must be provided for all lodging.
 - Parking, tolls, and public transport shall be reimbursable at the actual expense. Receipts must be provided for all parking, tolls and public transport.
 - Conference and registration fees shall be approved in advance by the District Director, and may be prepaid when necessary and appropriate.
 - Use of rental vehicles is allowed when more feasible than other types of available transportation.

- The UCSLD will reimburse an employee for meals during travel for the UCSLD. See the Travel, Training, Per Diem and Lodging Procedure for guidelines.
- All expenses should be reported on the Travel Expense Reimbursement Form and submitted for District Director and/or Board President approval.
- Other necessary expenses which were unforeseeable prior to travel may be approved by the Board upon presentation of documentation of the need for such expense.
- The credit cards held by the UCSLD staff shall be used for allowable expenses according to the UCSLD policy and procedures.
- Receipts shall be submitted for credit card use and for reimbursement of allowable expenses paid by staff members or UCSLD board members.
 - A receipt shall contain: 1) the name of the establishment where the item(s) were purchased; 2) the date the item(s) were purchased; and 3) the amount of the purchase.

Expenses not in compliance with the travel policy will not be reimbursed or paid by the Board, such as costs incurred by family members or staff attendance at events not approved by the Director or the Board.

Travel:

- Allowed for meetings, for site visits, for workshops, for conferences, for training and other approved events.
- All UCSLD staff private auto travel will be reimbursed at the Federal mileage rate for business-related matters.
- All UCSLD travel outside the state of Oregon needs clearance gained through the Pre-Approval Training/Travel Request Form. Exceptions to this policy are travel to Walla Walla and the Tri-Cities, Washington.
- The UCSLD Board members may be reimbursed at the Federal mileage rate for Board approved travel.
- Board members may be reimbursed for round trip mileage to meetings of the UCSLD Board of Trustees, if their one-way mileage is over 10 miles.

Per Diem:

- Allowed for meetings, for workshops, for conferences, for training and other approved events. Meals are not reimbursed for site visits within Umatilla County.
- For the UCSLD Board of Trustees and staff members, for full day and overnight travel, see the Travel, Training, Per Diem and Lodging Procedure for guidelines.
- For partial day travel, meal cost reimbursement, see the Travel, Training, Per Diem and Lodging Procedure for guidelines.

Lodging:

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- Lodging for UCSLD travel and training will be reimbursed at the actual cost. See the Travel, Training, Per Diem and Lodging Procedure for guidelines.

The Umatilla County Special Library District (UCSLD) recognizes that the skills and knowledge of its employees are critical to the success of the organization. The UCSLD may provide educational assistance to employees in the following employee classification(s) depending on the needs of UCSLD:

- Regular full-time employees
- Regular part-time employees

Employees should contact the District Director for more information or questions about educational assistance.

Education Opportunities

Employees are encouraged to seek training and education to improve their knowledge and skills. A Pre-Approval Training/Travel Request Form shall be submitted to the appropriate person for approval as much in advance of the training as possible. The request form should indicate why the training is important and necessary for the employee's work.

- The request should estimate the costs and budget account to be charged for the following:
 - Transportation
 - Conference, Training or Workshop fees/costs
 - Lodging
 - Meals
 - Miscellaneous expenses related to the event
- For more information, see the *Travel* policy.

Travel Time

Travel time is considered work time per OAR 839-020-0045 (See *Travel* policy) and will be compensable as follows.

- Time spent by a non-exempt employee in travel as part of the employee's principal activity is counted as hours worked. Where an employee is required to report to a location for required training or for other job duties, work time shall include the employee's travel from their work location to the training or work site.

Adopted -
Reviewed & Updated -
Safety & Workplace Conditions

The Umatilla County Special Library District (UCSLD) Board of Directors and district management are sincerely concerned for the safety and welfare of its employees and the public it serves. It is the UCSLD's policy to prevent accidents and to ensure that employees are provided safe and healthful working conditions, free from recognized hazards.

Adopted -
Reviewed & Updated -
Workplace Safety

Employees are responsible for guarding the safety of themselves, other employees, and the public. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor.

It is the employee's responsibility to learn applicable safety regulations and to use safety equipment and safe practices in their performance of duty.

All staff members are required to attend monthly safety training. The full staff becomes the Safety Committee and oversees safety matters and make recommendations to management for improving safe practice and correcting unsafe conditions.

Adopted - 5/19/2003
Reviewed & Updated -
Accident Response

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the District Director or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Accident Reports

For the employee's protection, job-related injuries or illnesses must be reported immediately. An employee is responsible for notifying the District Director immediately following an accident unless the seriousness of the accident makes it impossible to do so.

If the injury or illness does not require medical treatment, the employee shall submit a written UCSLD Incident Report to the District Director before leaving work for the day. If the injury or illness does require medical treatment, the employee shall complete and submit the Report of Job Injury or Illness (Worker's Compensation Claim Form #801) within 24 hours of the accident. In the event the employee is incapable, the District Director or employee's supervisor is responsible for preparing the Report of Job Injury or Illness.

Workers' Compensation Insurance

If an employee is injured on the job, in most cases the injured worker will be entitled to benefits under the state Workers' Compensation law. The UCSLD carries Workers' Compensation coverage and will assist the employee in obtaining relevant benefits.

Returning to Work

An employee must report injured status to their supervisor once a week to assist the supervisor in determining the employee's potential for light-duty work.

Adopted -
Reviewed & Updated -
Reporting Suspected Child or Elder Abuse

Oregon law mandates that workers in certain positions must report if they have reasonable cause to suspect child abuse or elder abuse. The Umatilla County Special Library District (UCSLD) employees and volunteers are such mandatory reporters.

Definitions

Oregon law recognizes these types of child abuse:

- Mental injuries
- Sexual abuse or exploitation
- Rape or incest
- Neglect or maltreatment
- Threatened harm
- Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured
- Unlawful exposure to a controlled substance that subjects a child to substantial risk of harm to his/her health or safety.

A child is an unmarried person under the age of 18. Mandatory reporting requirements apply to any child with whom a district employee comes in contact either on or off duty.

Oregon law recognizes these types of elder abuse:

- Physical abuse
- Neglect
- Self-neglect
- Abandonment
- Verbal or emotional abuse
- Financial exploitation
- Sexual abuse
- Involuntary seclusion
- Wrongful restraint

An elder is any person 65 years of age or older. Mandatory reporting requirements apply to any elder or resident of any age in a long-term care facility with whom an employee comes in contact while acting in an official capacity.

Reporting Procedure

Any employee who has reasonable cause to believe that a child, elder, or resident of a long-term care facility has been abused or who comes into contact with someone suspected of abusing a child, elderly person, or resident of a long-term care facility shall comply with reporting requirements by completing the Suspicion of Child or Elder Abuse Report form. The employee shall then immediately inform the District Director.

Immunity of Persons Reporting in Good Faith

Anyone reporting in good faith and who has reasonable grounds for making the report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of such report. Any such participant shall have the same immunity with respect to participating in any judicial proceeding resulting from such report.

Failure to Comply

Any UCSLD employee subject to this policy who fails to report suspected child or elder abuse as provided by this policy commits a violation punishable by law. Intentionally making a false report of child or elder abuse is also a violation of law.

Training

The UCSLD shall provide training for all new district staff and volunteers subject to this policy and review the policy and procedures at least once annually at general staff training events. The training shall cover the prevention and identification of child and elder abuse and the obligations of district employees and volunteers to report suspected child or elder abuse.

Adopted - 2/19/2015
Reviewed & Updated -
Driving

To carry out its mission, the Umatilla County Special Library District (UCSLD) occasionally rents vehicles or asks employees to use their personal vehicles.

Insurance

The UCSLD's commercial insurance covers employees while they are properly and legally driving a personal or rental vehicle to conduct approved UCSLD business.

If an employee has a vehicle accident while driving their personal car on UCSLD business, district insurance will pay the costs of the accident, including vehicle repair and medical expenses. If the UCSLD employee was at fault in the accident, the employee will be responsible for paying any deductibles. If another party was at fault, that party's insurance will cover all costs, including deductibles.

Drivers

An employee driving a vehicle for UCSLD business must maintain a valid driver's license and, if using a personal vehicle, current automotive insurance.

An employee is required to notify the District Director of any changes to driver's license status. The UCSLD may check the driving records of employees at any time.

Safety Regulations

The UCSLD employees will comply with all safety laws and regulations that apply to motor vehicles in the applicable jurisdiction.

No vehicle should be operated with a known safety deficiency.

Drivers and passengers of vehicles being used for UCSLD business must wear seat belts.

District employees may not operate vehicles for UCSLD business while under the influence of alcohol, controlled or illegal drugs, prescription medication that warns against operating a vehicle or equipment, or under any condition

that impairs the driver's ability to operate the vehicle in a safe and legal manner.

Use of any hand-held electronic device while operating a vehicle for UCSLD business is unlawful and prohibited.

Restrictions on Vehicles Leased or Rented by UCSLD

Vehicles leased or rented by the UCSLD may only be used to conduct district business.

The District Director may authorize an employee to take a rental vehicle home if it's more efficient and cost-effective to the UCSLD.

Tobacco products may not be used in any vehicle leased or rented by the district.

Accidents and Citations

Any accident involving a vehicle being used for UCSLD business must be reported immediately to the police in accordance with state law. After an accident is reported to the police, it must then be reported to the District Director. All accidents must be documented and reported to the UCSLD's insurance company.

An employee receiving a traffic citation while conducting UCSLD business will be personally responsible for its payment and must report this fact to the District Director.

Adopted -

Reviewed & Updated -

Prevention of Workplace Discrimination, Harassment and Retaliation

The Umatilla County Special Library District (UCSLD) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the UCSLD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

The UCSLD has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The UCSLD will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact, the District Director. As an alternative you may reach the President of the Board of Directors.

EQUAL EMPLOYMENT OPPORTUNITY

It is our policy to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

RETALIATION

Umatilla County Special Library District

We encourage reporting of all perceived incidents of discrimination or harassment. It is the policy of the UCSLD to promptly and thoroughly investigate such reports. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

HARASSMENT

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

The UCSLD encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the District Director or with the President of the Board of Directors. See the complaint procedure described below.

In addition, we encourage individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Following receipt of a complaint or concern, management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the District Director.

INTERNAL COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the District Director. If you are unable to reach the primary contact, please contact the President of the Board of Directors. We encourage employees to document the event(s), associated date(s), and potential witnesses.

The UCSLD encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

The UCSLD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as [Identify potential options: warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination] as the UCSLD believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

EXTERNAL COMPLAINT PROCEDURES

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address: https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Umatilla County Legal Counsel
- Legal Resources – the Special Districts Insurance Services organization has legal resources to recommend.
- Counseling and Support Services and/or Employee Assistance Services - the UCSLD employee benefits program

Umatilla County Special Library District

Adopted - 11/21/2019
Reviewed & Updated -
Bullying

The Umatilla County Special Library District (UCSLD) is committed to a work environment free from bullying on any basis. For the purposes of this policy, bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise (including electronically transmitted acts — i.e. cyberbullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by employees), conducted by one or more persons against another or others, at the place of work and/or in the course of employment. Bullying is behavior that is intentional, repetitive, and hurtful resulting in an imbalance of power between the bully and the target. Such behavior violates the UCSLD *Prevention of Workplace Discrimination, Harassment and Retaliation* policy.

The UCSLD prohibits acts of bullying as defined above. It must be noted that where an allegation of bullying is made the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important. The UCSLD considers the following types of behavior examples of bullying:

- Verbal Bullying: slandering, ridiculing or making evil, harmful, and often untrue statement toward a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- Physical Bullying: pushing, shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
- Gesture Bullying: non-verbal threatening gestures.

Any employee who believes he or she has experienced bullying should report the information immediately to their supervisor or the District Director. All employees are responsible for notifying their supervisor or the District Director of any harassment behaviors at the workplace or affecting the workplace which they have witnessed, received, or have been told that another person has witnessed or received. All claims shall be investigated either by the supervisor or by the District Director, and the individual who initiated the complaint will be informed as to when the investigation is complete and if corrective actions have been taken.

Should the complaint involve the District Director, the complaint shall be reported to the president of the UCSLD Board of Directors. The president shall have an affirmative duty to investigate and share the findings with the individual initiating the complaint.

Adopted -
Reviewed & Updated -
Whistleblower Policy

The Umatilla County Special Library District (UCSLD) is committed to lawful and ethical behavior in all of its activities and requires its employees, volunteers, and contractors to conduct themselves in a manner that complies with all applicable laws and regulations. This policy is based on ORS 659A.199 to 659A.224, Whistleblower Law.

The UCSLD encourages any employee with knowledge of or concern of an illegal or dishonest fraudulent UCSLD activity to report it to the District Director or designee. The employee may also provide the information to a District Board member, a state or federal regulatory agency, a law enforcement agency or an attorney licensed to practice law in Oregon if a confidential communication is made in connection with the alleged violation. Attorneys employed by the UCSLD may report violations of law to the Attorney General, subject to rules of professional conduct. All such issues will be investigated in a timely manner to determine fault and institute any appropriate corrective measures.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. For any employee wishing more information, further details can be obtained from the District Director.

The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to corrective action up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. While identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected as much as possible. The UCSLD will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the District Director or designee immediately. The right of a whistle blower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the District Director or designee who is responsible for investigating and coordinating corrective action.

Adopted - 10/20/2016
Reviewed & Updated -

Prevention of Workplace Discrimination, Harassment and Retaliation

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Umatilla County Special Library District

Adopted - 11/21/2019

Reviewed & Updated -

in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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EXTERNAL COMPLAINT PROCEDURES

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ADDITIONAL EMPLOYEE SUPPORT SERVICES

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- Umatilla County Legal Counsel
- Legal Resources - the Special Districts Insurance Services organization has legal resources to recommend.
- Counseling and Support Services and/or Employee Assistance Services - the UCSLD employee benefits program

Procedure for Public Records Request

A request for public records that are in the custody of the Umatilla County Special Library District (UCSLD) may be made by submitting a written request to:

Umatilla County Special Library District
PO Box 1689
Pendleton, OR 97801

The request may be submitted in person or by mail.

The request must:

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow UCSLD staff to search for and identify responsive records.

The request should:

- Be dated;
- Be signed by the person requesting the public record.

Within five business days, the UCSLD will either
(a) acknowledge the request, or
(b) complete the request.

To acknowledge the request, the UCSLD will:

- Confirm that the public body is the custodian of the requested record, or
- Inform the requester that the public body is not the custodian, or
- Notify the requester that the public body is unsure whether it is the custodian of the record.

After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the UCSLD will:

- Complete the request, or
- Provide a written statement that the public body is still processing the request and provide a reasonable estimated completion date.

Complete means the UCSLD has:

- Provided access to or copies of all non-exempt requested records,

- Asserted any exemptions to disclosure,
- Complied with ORS 192.338 - separate exempt from non-exempt material and make non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists, AND
- Told the requester appeals rights if exemptions were asserted.

The clock pauses when:

- (1) the public body tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or
- (2) the public body requests additional information or clarification for the purpose of expediting the public body's response (clock starts once requestor provides this information or affirmatively declines to provide it).

The time limits do not apply if:

- (1) the necessary staff to complete the request is unavailable,
- (2) processing the request would impede other necessary services, or
- (3) the volume of requests is too large. However, the public body must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.

The UCSLD shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

Calculation of Fees

- \$0.25 per side for black and white photocopies and \$0.50 per side for color.
- Actual cost for use of material and equipment for producing copies of nonstandard records.
- Upon request, copies of public records may also be provided on a thumb/flash drive if the document(s) are stored in the UCSLD computer system. Thumb/flash drivers will be provided at their actual cost per thumb/flash drive and may contain as much information as the thumb/flash drive will hold. Due to the threat of computer viruses, UCSLD will not permit requesters to provide thumb/flash drives for electronic reproduction of computer records.
- Labor charges that include researching, locating, compiling, editing or otherwise processing information and records:

Umatilla County Special Library UCSLD

Adopted - February 15, 2018

Reviewed & Updated - September 26, 2019

- No charge for the first 15 minutes of staff time.
 - Beginning with the 16th minute, the charge per total request is \$25.00 per hour charged in 15-minute increments.
- The actual cost for delivery of records such as postage and courier fees.
- \$5.00 for each true copy certification.
- Actual accountant fees charged to UCSLD for the cost of time spent locating and compiling records for the request.
- Actual attorney fees charged to UCSLD for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

UCSLD may require prepayment of estimated fees before taking further action on a request.



Public Meeting Policy

Approved: 1/21/16

Preparation for Board Meetings

- **Distribution of Materials to Board Members**

The Agenda, District Coordinator's Report, Financial Reports, and miscellaneous reports shall be given to each member of the Board of Directors at least four (4) days prior to any regularly scheduled Board meeting.

At the same time, the District Coordinator shall provide members detailed information relative to the Agenda, including existing Board policy pertinent to Agenda items.

- **Distribution of Agenda to the Public**

The proposed Agenda will simultaneously be distributed to all City Library Directors, City Administrators, local and other news media, and posted on the District website for review by District personnel and the public.

Board Meeting Agenda

The District Coordinator shall draft the Agenda after conferring with the President of the Board. The following general order shall be observed:

- Approval of the minutes
- Audience participation (testimony from citizens) – Public comment limited to 5 minutes per person
- Calendar Update
- Correspondence
- Financial Reports
 - Accounts Payable
 - Financial Statements
 - Coordinator's Report and Quarterly Staff Reports
- Old business
- New business
- Items not on agenda open to public, Board and staff participation
- Agenda suggestions for future meetings from Board members and District personnel

- Good of the Order/Announcements
- Adjournment

Notice and Location of Meetings

- **Application**
This policy applies to all meetings of the Board of Directors of the District, and to any meetings of subcommittees, or advisory groups appointed by the Board if such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board of Directors.
- **Compliance With Law**
All meetings shall be conducted in accordance with the Oregon Public Meetings Law, ORS 192.610-192.710, and 192.990.
- **Location of Meetings**
All meetings shall be held within the geographic boundaries of the District, except for training sessions held without any deliberative action. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced. All meetings shall be held in places accessible to the handicapped.
- **Meetings Held By Telephone**
Meetings held by telephone or other electronic communication is subject to the Public Meetings Law if they otherwise qualify by virtue of their deliberative purpose and the presence of a quorum. ORS 192.670(1). Notice and opportunity for public access shall be provided when meetings are conducted by electronic means. At least one location shall be provided where meetings held by telephone or other electronic means may be listened to by members of the public. ORS 192.670(2).
- **Regular Meetings**
The Board shall hold regular monthly meetings on the third Thursday of each month. Such meetings shall be held at Pendleton City Hall – 2nd Floor Jury Room, at 5:15 pm, or at such other places and times as the Board may designate from time to time.
- **Special Meetings**
The Board shall hold special meetings at the request of the President or any three members of the Board. If the President is absent from the District, special board meetings may be held at the request of the Vice-President. No special meeting shall be held upon less than 24 hours public notice.
- **Emergency Meetings**
Emergency meetings may be held at the request of persons entitled to call special meetings, upon less than 24 hour notice in situations where a true emergency exists. An emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to the District which would be substantially increased if the Board were to delay in order to give 24 hour notice before conducting the meeting. The convenience of Board members is not grounds for calling an emergency meeting.

At the beginning of any emergency meeting, the Director or Directors calling such meeting shall recite the reasons for calling such meeting, and the reasons the meeting could not have been delayed in order to give at least 24 hour notice, which reasons shall be noted in the minutes. The Board shall then determine if the reasons are sufficient to hold an emergency meeting and, if not, shall immediately adjourn such meeting. Only business related directly to the emergency shall be conducted at an emergency meeting.

- Notice of Meetings

Notice of the time, place, and principal subjects to be considered shall be given for all meetings. For regular meetings, the notice shall be in the form of an agenda, which shall be sent to all Board members, local media, and to all persons or other media representatives having requested notice in writing of every meeting. The agenda shall also be posted at the following locations within the District: on the District website.

Written notice shall also be sent to any persons who the District knows may have a special interest in a particular action, unless such notification would be unduly burdensome or expensive. For special meetings, press releases shall be issued or phone calls made to wire services and other media; and interested persons shall be notified by mail or telephone. For emergency meetings, the District shall attempt to contact local media and other interested persons by telephone to inform them of the meeting.

- Executive Sessions

Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.

The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

- Interpreters For the Hearing Impaired

The District shall comply with ORS 192.630(5) regarding the provision of interpreters for the hearing impaired at Board meetings, in accordance with the following rules:

- The District shall make a good faith effort to have an interpreter for hearing impaired persons provided at any regularly scheduled meeting if the person requesting the interpreter has given the District at least 48 hour notice of the request, provided the name of the requester, the requester's sign language preference, and any other relevant information which the District may require. "Good

faith efforts" shall include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain a list of qualified interpreters.

- If a meeting is held upon less than 48 hours notice, the District shall make reasonable efforts to have an interpreter present.
- The requirement for an interpreter does not apply to emergency meetings.
- The District Coordinator shall be responsible for developing and maintaining a list of qualified interpreters, and shall have the responsibility for making the required good faith effort to arrange for attendance of an interpreter at any meeting for which an interpreter is requested.

Board Meeting Conduct

- **Presiding Officer**
The President shall preside at Board meetings. In the President's absence, the Vice-President shall preside. If both the President and Vice-President are absent, any other member of the Board may preside.
- **Authority to Conduct Meetings**
The President or other presiding officer at any Board meeting shall have full authority to conduct the meeting. Meetings shall be conducted in such a manner as to provide a full and fair opportunity for discussion of the issues in an efficient and timely manner. Any decision of the President or other presiding officer at the meeting may be overridden by a majority vote of the Board.
- **Public Participation**
If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances, and limit appearances to presentations of relevant points. Persons failing to comply with the reasonable rules of conduct outlined by the presiding officer, or causing any disturbance, may be asked or required to leave. Upon failure to do so, such persons become trespassers.
- **Electronic Equipment**
The authority to control the meetings of the District Board extends to control over equipment such as cameras, tape recorders and microphones. The presiding officer shall inform persons attending any meeting of the District Board of reasonable rules necessary to assure an orderly and safe meeting. The physical comfort and safety of members of the Board and the public attending the meeting shall be of primary concern in formulating such rules.
- **Recording of Votes**
Votes shall be recorded. Any member may request that his or her vote be changed, if such request is made prior to consideration of the next order of business.
- **Quorum Requisites**
Three members shall constitute a quorum. If only a quorum is present, a unanimous vote shall be required to take final action.

- **Vote Explanations**
Members of the Board may append to the record, at the time of voting, a statement indicating either the reason for their vote or abstention.
- **Conflict of Interest/Ex Parte Contacts**
In the event of a potential conflict of interest, a member of the Board shall declare such conflict but may participate in discussions and vote. In the event any member of the Board has had any ex parte contact in a quasi-judicial matter, the member shall declare such contact prior to participating in discussion on the matter.
- **Smoking**
Pursuant to ORS 192.710, no person shall smoke or carry any lighted cigar, cigarette, pipe or other inhalant delivery systems into a room where a meeting is being held by the Board or is to continue after a recess. For purposes of the statute, a meeting is deemed to have started at the time the agenda or meeting notice indicates it is to commence, regardless of the time the meeting actually begins. This rule shall apply at any regular, special or emergency meeting at which the Board intends to "exercise or advise in the exercise of any power of government." No quorum requirement shall apply for this smoking ban to apply. If the Board intends to reconvene after leaving a meeting room for an executive session, the Board will be deemed to be in a "recess" during which smoking shall be prohibited in the meeting room.
- **Smoking Policy at Other Locations:** If a meeting is held at a location other than one which is "rented, leased or owned" by the District, such as a hotel meeting room, where no separate charge is made for the room, the smoking ban of ORS 192.710 shall not apply, but other laws prohibiting smoking except in designated areas, such as that found in ORS 433.845, may apply.
- **Smoking Reminder:** Whenever members of the public are in attendance at a meeting, the presiding officer shall remind those present of the no smoking rule at the beginning of the meeting to avoid potential embarrassment.
- **Adjournment**
The meeting shall be adjourned by a majority vote or as a result of the loss of a quorum.

Executive Sessions

- **Notice**
Notice for meetings called only to hold executive sessions shall be given in the same manner as notice for regular, special and emergency meetings set forth above, except that the notice need only indicate the general subject matter to be considered at the executive session, but it shall also set forth the statutory basis for calling the executive session.
- **No Final Decisions**
The Board shall not make any final decisions during any executive session. This policy, however, shall not prohibit full discussion of Board members' views during executive sessions.
- **Purposes**
Executive sessions shall be held only for the following purposes:

- Employment of Personnel: ORS 192.660(2)(a). To discuss the employment of a public officer, employee, or staff member, but only if the following requirements have been met:
 - The vacancy for the position has been advertised.
 - Regularized procedures for hiring have been adopted.
 - There has been opportunity for public input into the employment of such employee or officer.
 - Where employment of a Chief Executive Officer is under consideration, the standards, criteria and policy directives to be used in hiring such officer must have been adopted at a meeting open to the public at which the public has had an opportunity to comment. No executive session may be held under ORS 192.660(2)(a) for purposes of filling a vacancy in an elective office.
- Discipline of Public Officers and Employees: ORS 192.660(2)(b). To consider the dismissal or disciplining of a public officer, employee, staff member or individual agent, or to hear complaints or charges brought against such persons, unless the person complained against requests an open hearing.
- Medical Staff of a Public Hospital: ORS 192.660(2)(c). To consider matters pertaining to the function of the medical staff of a public hospital including, but not limited to, all clinical committees, executive, credentials, utilization review, peer review, committees and all other matters relating to medical competency in the hospital.
- Consultation with Labor Negotiator: ORS 192.660(2)(d). To conduct deliberations with persons designated by the Board to carry on labor negotiations on its behalf. News media representatives may be excluded from executive sessions called under this section.
- Real Property Transactions: ORS 192.660(2)(e). To conduct deliberations with persons designated by the Board to negotiate real property transactions.
- Exempt Records: ORS 192.660(2)(f). To consider records which are exempt by law from public inspection. Examples of such records include medical records pertaining to personnel, confidential communications from legal counsel, employment tests or examination materials, and other materials exempted from public disclosure under the Public Records Law, ORS 192.501 and 192.502.
- Trade or Commerce: ORS 192.660(2)(g). To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- Litigation/Consultation with Legal Counsel: ORS 192.660(2)(h). To consult with legal counsel concerning the District's legal rights and duties, as well as current litigation or litigation likely to be filed. Whenever written legal advice received from counsel is to be discussed, the Board may utilize an executive session to discuss the writing under the authority of ORS 192.660(2)(f), as well.

This section authorizes an executive session to consider records which are exempt by law from public inspection.

- Performance Evaluations: ORS 192.660(2)(i). To review and evaluate the employment- related performance of the District Coordinator, other officers, employees or staff members, pursuant to standards, criteria and policy directives adopted by the District, unless the person whose performance is being reviewed and evaluated requests an open hearing. The standards, criteria and policy directives to be used in evaluating chief executive officers must first have been adopted by the Board in meetings open to the public in which there was an opportunity for public comment. Executive sessions called pursuant to this section may not include a general evaluation of any District goal, objective or operation, and may not include any directive to the District Coordinator or other District personnel concerning agency goals, objectives, operations or programs.
- Public Investments: ORS 192.660(2)(j). An executive session may be called to negotiate with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- Health Professional Licensee Investigation: ORS 192.660(2)(k). A meeting to consider information obtained as part of an investigation or licensee or applicant conduct. Confidential information must be protected even when the board convenes in public session for the purposes of deciding whether or not to issue a notice of intent to impose a disciplinary sanction on a licensee or to deny or approve an application for licensure.
- Labor Negotiations: ORS 192.660(2)(n). Labor negotiations may be held in executive session if either side requests an executive session.
- Conduct of Executive Session
The President or other presiding officer shall announce the statutory authority for the executive session before going into closed session. Once the executive session has been convened, the President shall direct any representatives of the news media who are present not to report certain specified information from the executive session. In general, the extent of the non-disclosure requirement should be no broader than the public interest requires, and the news media will ordinarily be allowed to report the general topic of discussion in the executive session. Board members, staff and other persons present shall not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

Minutes of Board Meetings

- Written Minutes
The Board shall keep written minutes of all of its meetings in accordance with the requirements of ORS 192.650. Minutes of public meetings shall include at least the following information:
 - All members of the Board present.
 - All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition.
 - Results of all votes, including the vote of each member by name.
 - The substance of any discussion on any matter.

- Subject to ORS 192.410 - 192.505 relating to public records, a reference to any document discussed at the meeting.
- Minutes of Executive Session
Minutes of executive sessions shall be kept separately from minutes of public meetings. Minutes of executive sessions may be kept either in writing, in the same manner as minutes of public sessions, or by tape recording. If minutes of an executive session are kept by tape recording, written minutes are not required, unless otherwise provided by law. ORS 192.650(2).
- Disclosure of Executive Session Matters
If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board. ORS 192.650(2).
- Retention
Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105. It is recommended that minutes be retained forever.
- Availability to the Public
Written minutes of public sessions shall be made available to the public within a reasonable time after the meeting. ORS 192.650(1)

Public Records Policy

The Umatilla County Special Library District (UCSLD) fully complies with the Oregon Public Records Law, ORS 192.001-192.513.

Specificity of Request:

In order to facilitate the public's access to records in the UCSLD's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying must submit a written request for copies of public records and shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable UCSLD personnel to readily locate the records sought.

Access:

The UCSLD shall permit inspection and examination of its non-exempt public records during regular business hours in the UCSLD's offices, or such other locations as the District Director may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.324(2).

Process

A request for public records that are in the custody of the Umatilla County Special Library District (UCSLD) may be made by submitting a written request to:

Umatilla County Special Library District
PO Box 1689
Pendleton, OR 97801

The request may be submitted in person or by mail.

The request must:

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow UCSLD to search for and identify responsive records.

The request should:

- Be dated;
- Be signed by the person requesting the public record.

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Within five business days, the UCSLD will either
(a) acknowledge the request, or
(b) complete the request.

To acknowledge the request, the UCSLD will:

- Confirm that the public body is the custodian of the requested record, or
- Inform the requester that the public body is not the custodian, or
- Notify the requester that the public body is unsure whether it is the custodian of the record.

After acknowledging the request and within an additional 10 business days (for a total of 15 business days after receiving the request) the UCSLD will:

- Complete the request, or
- Provide a written statement that the public body is still processing the request and provide a reasonable estimated completion date.

Complete means the UCSLD has:

- Provided access to or copies of all non-exempt requested records,
- Asserted any exemptions to disclosure,
- Complied with ORS 192.338 - separate exempt from non-exempt material and make non-exempt material available,
- Provided written statement that the public body is not the custodian of record,
- Provided a statement that federal or state law prohibits the public body from acknowledging whether any requested record exists, AND
- Told the requester appeals rights if exemptions were asserted.

The clock pauses when:

- (1) the public body tells the requester a fee is due to process the request (once paid or waived, the clock resumes), or
- (2) the public body requests additional information or clarification for the purpose of expediting the public body's response (clock starts once requester provides this information or affirmatively declines to provide it).

The time limits do not apply if:

- (1) the necessary staff to complete the request is unavailable,
- (2) processing the request would impede other necessary services, or

- (3) the volume of requests is too large. However, the public body must still acknowledge and complete the request as soon as practicable and without unreasonable delay in these situations.

The UCSLD shall close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

Fees for Public Records:

The UCSLD makes every effort to provide records without cost to the requester. However, some requests may require copying or significant amounts of staff time. In order to recover its costs for such requests, UCSLD may charge fees associated with searching for and copying records. The District Director may waive these fees at her/his discretion. Fees will be limited to no more than \$25.00 unless the requester is provided with a written notification of the estimated amount of the fee and the requester confirms that she/he wants the UCSLD to proceed.

In order to recover costs for responding to public records requests, the following fee schedule is adopted by the UCSLD:

- Copies of Public Records; Certified Copies:
Copies of public records shall be 25 cents per copy for standard, letter size copies. Color copies shall be 50 cents per side. Copies shall be certified for an additional charge of \$5 per document.
- Copies of Non-Standard Materials (for example, maps, videos, sound recordings):
Charges for copying maps or other non-standard size documents shall be charged in accordance with the actual costs incurred by the UCSLD plus staff time.
- Research Fees:
If a request for records requires UCSLD personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$25.00 per hour charged in 15 minute increments. The UCSLD shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- Additional Charges:
If a request is of such magnitude and nature that compliance would disrupt the UCSLD's normal operation, the UCSLD may impose such additional

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charges as are necessary to reimburse the UCSLD for its actual costs of producing the records.

- **Reduced Fee or Free Copies:**
Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Director may so authorize. ORS 192.324(5).

Personally Identifying Information to be Separated or Redacted In accordance with ORS 192.338, 192.345, 192.355, and 192.377

UCSLD shall separate the exempt and nonexempt records and make the nonexempt records available to the requester. Where necessary, exempt material, including personally identifying information, shall be redacted from any public records requests.

Authorization Required for Removal of Original Records

At no time shall an original record of the UCSLD be removed from the UCSLD's files or the place at which the record is regularly maintained, except upon authorization of the Board or the District Director.

On-Site Review of Original Records

If a request to review original records is made, the UCSLD shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any UCSLD record, the UCSLD representative shall immediately terminate such person's review, and notify the attorney for the UCSLD.