



Jackson County Vector Control District

555 Mosquito Lane, Central Point, Oregon 97502
Telephone 541-826-2199
Fax 541-826-8553

PUBLIC NOTICE

A meeting of the board of trustees of the Jackson County Vector Control District will be held January 19th, 2023 at 4:30 PM. Board meeting can be attended in person or available via Zoom. Zoom log-in information for the public can be found at the Districts website: <http://jcvcd.org/>, listed under public meeting notices. Board members will receive their log-in information with board packet. Please call or email the District office to confirm if you are able to attend or are having issues logging into Zoom.

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Approve Minutes of the December 1st, 2022 Board Meeting
4. Public Input
5. Reports
 - a. Printout of the November and December bills
 - b. Budget vs Actual
6. 2023 Re-appointment
7. Election of Board President/Secretary
8. Job Announcements/Descriptions/Compensation
9. 2022 Annual Report
10. 2023 Pesticide Use Report
11. Ecologist Report
12. Manager Report
13. Action Items – Employee Policy Manual
 - a. RESOLUTION – Adopting Changes to District Policies 2022-23-04
14. Set Date and Time for Next Board Meeting
 - a. April 20th, 2023
 - b. May 18th, 2023 Budget Committee Meeting



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c. June 15th, 2023 Budget Meeting

d. October 19th, 2023

e. January 18th, 2024

15. Other

16. Adjourn



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MINUTES REGULAR MEETING December 1st 2022

MEMBERS PRESENT: Robin Norris, Gary Stevens, Karen Adams & Craig Hilty.

DISTRICT EMPLOYEES PRESENT: Geoff Taylor - District Manager, Andrew Partin – Vector Ecologist & Angela Hallenbeck

PUBLIC PRESENT: Commissioner Colleen Roberts & Via Zoom – Stacy Brubaker & Lynn.

With a quorum present at the District office, the board meeting was called to order at 4:31 p.m.

Agenda: Gary Stevens asked to add expiring board member to Other to discuss his board position reelection. With no other additions Gary Stevens motioned to approve the Agenda seconded by Craig Hilty. Approved unanimously.

Minutes of the October 20th, 2022, Regular Meeting: Gary Stevens asked that on the “Old business” the wording rewrote, to be changed to “rewritten”. Colleen Roberts mentioned that there are two l’s and would appreciate correction of the misspelling of her name. Craig Hilty motioned to approve the minutes with amendments. Seconded by Gary Stevens. Approved unanimously.

Public Comment: Karen Adams asked that Geoff Taylor post the Agenda to the website right away before the next board meeting is to be held.

Financial Report: Questions were asked and answered concerning the monthly bills. Karen Adams moved to approve; Craig Hilty seconded. Approved unanimously. Karen Adams suggested that all vehicle damage to be reported.

Action Items:

a. RESOLUTION – Establishing a Public Record Policy Resolution No.

2022-23-02: Geoff Taylor presented to the board Resolution No. 2022-23-02, that was rewritten by Eileen Eakins. Geoff Taylor mentioned that Eileen Eakins has put these policies together for other districts, she put this one together that will best suit this District. Karen Adams motioned to approve the Resolution No. 2022-23-02, Craig Hilty second. Unanimously approved.

b. RESOLUTION – Adopting updated and revised Public Contracting Rules and Procedures Resolution No. 2022-23-03:

Geoff Taylor presented to the board Resolution No. 2022-23-03, that was written by Eileen Eakins. Gary Stevens asked if there could be 2 signatures to approve bids. District Manager and 1 Designated Board members. Craig Hilty motioned to approve the Resolution No. 2022-23-03, Gary Stevens seconded. Unanimously approved.

Purchase of Lab Equipment for Disease Testing: Geoff Taylor & Andrew Partin talked about the differences between RAMP and PCR equipment for conducting vector-borne disease testing in-house. Andrew Partin explained that, compared to RAMP, PCR is more widely used, more sensitive/accurate, less expensive per test, more versatile, and is capable of detecting a greater number of diseases. He also pointed out that the ability to conduct it's own PCR testing would enable the District to obtain results faster and allow for quicker response times to mosquito-borne disease outbreaks. Gary Stevens asked if we might also test mosquitoes for other agencies/Districts. Craig Hilty motioned to approve the purchase of the PCR equipment; Gary Stevens seconded. Unanimously approved.

Paid Leave Oregon: As of January 1st, 2023, Paid Leave Oregon will begin deductions for this new program. JCVCD Board members chose to cover employee contribution of 0.6% of their gross wages. Karen Adams asked about seasonal also. Gary Stevens motioned to approve, Craig Hilty seconded. Unanimously approved.

Date and time of next Board Meeting: January 19th, 2023, at 4:30 pm was the date set for the next Board Meeting and will be added to the website.

Other: With Gary Stevens Agenda addition Craig Hilty motioned to approve the reappointment of Gary Stevens to the Jackson County Vector Control Board for another term. Seconded by Karen Adams and approved unanimously.

Karen Adams asked when would they start the interviewing a new secretary? Geoff Taylor mentioned that the Policy needs cleaned up before trying to hire new Secretary.

Adjourn

With no further business to come before the Committee, the meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Gary Stevens
Secretary

Jackson County Vector Control District

1/9/2023 12:12 PM

Register: 1000 · Cash in Bank - RCU

From 11/01/2022 through 12/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/01/2022		Rogue CredIt Union	1220 · Rogue CU - Cre...		1,634.14	X		22,959.85
11/01/2022			1040 · Pool Account	Funds Transfer ...			X 30,000.00	52,959.85
11/02/2022	2641	Special Districts Insu...	5120 · Worker's Comp	02-0020008 W...	11,738.45	X		41,221.40
11/02/2022	2642	Elwood Staffing Serv...	6195 · Other Contractu...	Acct 265286	869.04	X		40,352.36
11/02/2022	2643	Rosebud Media LLC	6240 · Publishing	Inv# IN11985	53.90	X		40,298.46
11/02/2022	2644	OGB Inc	6175 · Bookkeeping/Pa...	Inv 2542	930.00	X		39,368.46
11/02/2022	2645	Lithia Body and Paint	6050 · Vehicle Mainte...	Repair Order 1...	1,313.82	X		38,054.64
11/02/2022	2646	Northwest Local Gov...	6195 · Other Contractu...	Inv# 13285	2,090.00	X		35,964.64
11/03/2022		Verizon Wireless	6210 · Utilities	242063388-000...	201.97	X		35,762.67
11/03/2022		Rogue Valley Sewer ...	6210 · Utilities	032553-001 10...	82.48	X		35,680.19
11/04/2022		Spectrum	6210 · Utilities	8751 22 002 03...	305.64	X		35,374.55
11/04/2022		Payroll Direct Deposit	-split-	Payroll 11/3/20...	4,809.20	X		30,565.35
11/04/2022		Payroll Tax	-split-	Payroll 11/4/20...	1,932.74	X		28,632.61
11/04/2022		Payroll Specialties Inc	6175 · Bookkeeping/Pa...		56.73	X		28,575.88
11/07/2022		Avista	6210 · Utilities	3708750000	17.00	X		28,558.88
11/09/2022		Pacific Power	6210 · Utilities	67314602-001 5	144.03	X		28,414.85
11/09/2022	2647	Special Districts Insu...	5110 · Health Insurance	03-0020008 He...	1,755.07	X		26,659.78
11/09/2022	2648	US Lawns of Medford	6270 · Building Mainte...	21909	255.00	X		26,404.78
11/09/2022	2649	Elwood Staffing Serv...	6195 · Other Contractu...	Acct 265286	817.92	X		25,586.86
11/09/2022	2650	Mt. Shasta Spring W...	6210 · Utilities	#126373	28.67	X		25,558.19
11/09/2022	2651	Sanitech Building M...	6270 · Building Mainte...	Acct 129/62519	240.00	X		25,318.19
11/09/2022	2652	Jackson County Roads	-split-	107170	387.06	X		24,931.13
11/14/2022		PERS	-split-	11/5/2022	1,688.26	X		23,242.87
11/16/2022	2653	Local Government L...	6170 · Attorney	64470	130.00	X		23,112.87
11/16/2022	2654	Elwood Staffing Serv...	6195 · Other Contractu...	Acct 265286	817.92	X		22,294.95
11/18/2022		Payroll Direct Deposit	-split-	Payroll 11/18/2...	4,809.47	X		17,485.48
11/18/2022		Payroll Tax	-split-	Payroll 11/18/2...	1,932.19	X		15,553.29
11/18/2022		Payroll Specialties Inc	6175 · Bookkeeping/Pa...		48.46	X		15,504.83
11/21/2022	2655	Oregon Government ...	6115 · Licenses and Fees	0GE0001330 I...	439.06	X		15,065.77
11/21/2022	2656	Rogue Transfer & Re...	6210 · Utilities	03-104	26.70	X		15,039.07
11/21/2022	2657	Oregon Department ...	-split-	019800209-92 ...	297.00	X		14,742.07
11/21/2022	2658	Elwood Staffing Serv...	6195 · Other Contractu...	Acct 265286	817.92	X		13,924.15
11/21/2022			1040 · Pool Account	Funds Transfer ...			X 30,000.00	43,924.15
11/30/2022	2659	Don's Lock, LLC	6270 · Building Mainte...	Inv 806870	244.00	X		43,680.15
11/30/2022	2660	Mt. Shasta Spring W...	6210 · Utilities	#126373	36.81	X		43,643.34
11/30/2022	2661	Elwood Staffing Serv...	6195 · Other Contractu...	Acct 265286	613.44	X		43,029.90
12/04/2022		Spectrum	6210 · Utilities	8751 22 002 03...	305.54	X		42,724.36
12/05/2022		Avista	6210 · Utilities	3708750000	129.40	X		42,594.96
12/05/2022		Payroll Direct Deposit	-split-	Payroll 12/5/20...	4,809.40	X		37,785.56
12/05/2022		Payroll Tax	-split-	Payroll 12/5/20...	1,932.32	X		35,853.24

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From 11/01/2022 through 12/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/05/2022		Payroll Specialties Inc	6175 · Bookkeeping/Pa...		56.73	X		35,796.51
12/07/2022	2662	Sanitech Building M...	6270 · Building Mainte...	Acct 129/62690	300.00	X		35,496.51
12/07/2022	2663	Northwest Local Gov...	6195 · Other Contractu...	Inv# 13299	2,585.00	X		32,911.51
12/07/2022	2664	Jackson County Roads	-split-	107501	194.65	X		32,716.86
12/07/2022	2665	Elwood Staffing Serv...	6195 · Other Contractu...	Acct 265286	357.84	X		32,359.02
12/07/2022	2666	Paradux Media Group	6300 · Computer Servi...	1317859	50.00	X		32,309.02
12/07/2022	2667	Special Districts Insu...	5110 · Health Insurance	03-0020008 He...	1,755.07	X		30,553.95
12/07/2022	2668	OGB Inc	6175 · Bookkeeping/Pa...	Inv 2561	600.00	X		29,953.95
12/08/2022		Rogue Valley Sewer ...	6210 · Utilities	032553-001 11...	82.48	X		29,871.47
12/08/2022		Verizon Wireless	6210 · Utilities	242063388-000...	196.93	X		29,674.54
12/12/2022		Pacific Power	6210 · Utilities	67314602-001 5	161.75	X		29,512.79
12/12/2022		PERS	-split-	12/5/2022	3,376.52	X		26,136.27
12/20/2022		Payroll Direct Deposit	-split-	Payroll 12/20/2...	4,808.76	X		21,327.51
12/20/2022		Payroll Tax	-split-	Payroll 12/20/2...	1,933.62	X		19,393.89
12/20/2022		Payroll Specialties Inc	6175 · Bookkeeping/Pa...		92.56	X		19,301.33
12/20/2022			1040 · Pool Account	Funds Transfer ...		X	30,000.00	49,301.33
12/20/2022			1220 · Rogue CU - Cre...	Funds Transfer	3,785.36	X		45,515.97
12/21/2022	2669	Mt. Shasta Spring W...	6210 · Utilities	#126373	16.00			45,499.97
12/21/2022	2670	Lad Automotive	-split-		296.24			45,203.73
12/21/2022	2671	Rosebud Media LLC	6240 · Publishing	Inv# IN13213	51.26			45,152.47
12/21/2022	2672	Dalton Networking S...	6300 · Computer Servi...	5253	240.00			44,912.47
12/21/2022	2673	Elwood Staffing Serv...	-split-	Acct 265286	1,476.09			43,436.38
12/28/2022		PERS	-split-	12/20/2022	1,688.26	X		41,748.12
12/28/2022	2674	Elwood Staffing Serv...	6195 · Other Contractu...	Acct 265286	817.92			40,930.20
12/28/2022	2675	Lan Tel Services	6280 · Office Machine...	Inv 00005971	157.00			40,773.20

2022-23 Budget YTD

Resources															
Description	July	August	September	October	November	December	January	February	March	April	May	June	2022-23 YTD	2022-23 Proposed	Percentage of Budget
Cash on Hand							\$ 1,740,754							\$ 990,000	0.00%
Previous Taxes	\$ 6,590	\$ 2,343	\$ 2,164	\$ 7,447	\$ 3,725	\$ 250							\$ 22,520	\$ 25,000	90.08%
Interest	\$ 1,019	\$ 1,222	\$ 1,317	\$ 1,487	\$ 2,868	\$ 4,290							\$ 12,204	\$ 10,000	122.04%
Misc. Income			\$ 218										\$ 218	\$ 10,000	2.18%
Grants													\$ -	\$ 15,000	0.00%
Current Taxes					\$ 903,481	\$ 16,598							\$ 920,079	\$ 971,700	94.69%
Total Resources	\$ 7,609	\$ 3,565	\$ 3,699	\$ 8,935	\$ 910,074	\$ 21,138	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955,020	\$ 2,021,700	47.24%

Expense Overview															
Description	July	August	September	October	November	December	January	February	March	April	May	June	2022-23 YTD	2022-23 Proposed	Percentage of Budget
Personnel Services	\$ 34,746	\$ 30,866	\$ 36,172	\$ 18,141	\$ 29,370	\$ 20,373	\$ 8,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178,456	\$ 672,200	26.55%
Materials & Services	\$ 30,423	\$ 20,786	\$ 18,415	\$ 26,832	\$ 13,606	\$ 9,109	\$ 9,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,456	\$ 466,500	27.54%
Capital Outlay													\$ -	\$ 83,000	0.00%
Operating Contingency													\$ -	\$ 200,000	0.00%
Unappropriated end fund													\$ -	\$ 600,000	0.00%
Total Expenses	\$ 65,169	\$ 51,651	\$ 54,587	\$ 44,973	\$ 42,976	\$ 29,481	\$ 18,074	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 306,911	\$ 2,021,700	15.18%

Expense Details															
Personnel Services															
Description	July	August	September	October	November	December	January	February	March	April	May	June	2022-23 YTD	2022-23 Proposed	Percentage of Budget
Mgmt Recruitment													\$ -	\$ 10,000	0.00%
Manager	\$ 7,583	\$ 4,083	\$ 7,583	\$ 7,583	\$ 7,583	\$ 7,583	\$ 3,792						\$ 45,792	\$ 92,000	49.77%
Vector Ecologist	\$ 5,293	\$ 5,392	\$ 5,965	\$ 5,106	\$ 5,679	\$ 5,679	\$ 2,553						\$ 35,667	\$ 64,000	55.73%
Field Tech													\$ -	\$ 54,100	0.00%
GIS Field Tech													\$ -	\$ 54,100	0.00%
Office Administrator													\$ -	\$ 40,000	0.00%
Seasonal Employees	\$ 12,970	\$ 13,893	\$ 14,779										\$ 41,642	\$ 98,000	42.49%
Health Insurance	\$ 1,797	\$ 485	\$ 1,755	\$ 1,755	\$ 1,755	\$ 1,755	\$ 1,755						\$ 11,058	\$ 70,000	15.80%
Worker's Comp	\$ 10	\$ 10	\$ 11	\$ 4	\$ 11,741	\$ 3	\$ 2						\$ 11,781	\$ 14,000	84.15%
Health Reimbursement	\$ 1,501	\$ 1,099	\$ 594	\$ 253	\$ 307	\$ 466							\$ 4,220	\$ 44,600	9.46%
Accrued Other Exp													\$ -	\$ 35,000	0.00%
FICA	\$ 1,977	\$ 1,788	\$ 2,167	\$ 971	\$ 1,015	\$ 1,015	\$ 688						\$ 9,620	\$ 28,000	34.36%
PERS	\$ 2,918	\$ 3,459	\$ 2,637	\$ 2,469	\$ 1,290	\$ 3,871							\$ 16,644	\$ 54,000	30.82%
Unemployment	\$ 696	\$ 656	\$ 680										\$ 2,032	\$ 14,400	14.11%
Total Personal Services	\$ 34,746	\$ 30,866	\$ 36,172	\$ 18,141	\$ 29,370	\$ 20,373	\$ 8,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178,456	\$ 672,200	26.55%

Materials and Services															
Control Materials															
Description	July	August	September	October	November	December	January	February	March	April	May	June	2022-23 YTD	2022-23 Proposed	Percentage of Budget
Mosquito Control													\$ -	\$ 86,750	0.00%
Fly Control													\$ -	\$ 2,000	0.00%
Rat Control													\$ -	\$ 10,000	0.00%
Other Control													\$ -	\$ 500	0.00%
Haz Substance Fee													\$ -	\$ 750	0.00%
Total Control Materials				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	0.00%

Operating Expenditures

Description														2022-23 YTD	2022-23 Proposed	Percentage of Budget
Vehicle Maintenance	\$ 117	\$ 1,125	\$ 1,725	\$ 2,236	\$ 1,314	\$ 296								\$ 6,813	\$ 12,000	56.77%
Protective Equipment	\$ 803	\$ 21	\$ 1,080	\$ 23										\$ 1,926	\$ 8,000	24.08%
Uniforms														\$ -	\$ 8,000	0.00%
Gasoline & Oil	\$ 2,189	\$ 1,935	\$ 2,307	\$ 867	\$ 155	\$ 177	\$ 243							\$ 7,873	\$ 17,000	46.31%
Training & Education		\$ 575	\$ 5,083	\$ 1,768	\$ 70									\$ 7,495	\$ 15,000	49.96%
Spray Equipment	\$ 1,179		\$ 1,134											\$ 2,313	\$ 15,000	15.42%
Licenses & Fees	\$ 114	\$ 100	\$ 25		\$ 736	\$ 108								\$ 1,083	\$ 4,000	27.06%
Lab & Field Programs	\$ 1,894	\$ 845	\$ 261	\$ 133		\$ 444								\$ 3,577	\$ 43,000	8.32%
Public Education			\$ 438											\$ 438	\$ 15,000	2.92%
Total Operating Expenditures	\$ 6,296	\$ 4,600	\$ 12,053	\$ 5,026	\$ 2,275	\$ 1,025	\$ 243	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,518	\$ 137,000	23.01%

Contractual Services

Description														2022-23 YTD	2022-23 Proposed	Percentage of Budget
Bookkeeping/Payroll Svc	\$ 781	\$ 916	\$ 931	\$ 870	\$ 1,035	\$ 749	\$ 703							\$ 5,986	\$ 11,000	54.42%
Attorney	\$ 14,628	\$ 4,576	\$ 312	\$ 312	\$ 130									\$ 19,958	\$ 20,000	99.79%
Auditing				\$ 12,450										\$ 12,450	\$ 14,000	88.93%
Source Abatement														\$ -	\$ 30,000	0.00%
Other Contractual Expenses	\$ 4,477	\$ 7,397	\$ 2,390	\$ 2,582	\$ 6,026	\$ 5,237	\$ 6,986							\$ 35,095	\$ 40,000	87.74%
Total Contractual Services	\$ 19,886	\$ 12,889	\$ 3,633	\$ 16,214	\$ 7,191	\$ 5,986	\$ 7,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73,489	\$ 115,000	63.90%

Administrative Expenses

Description														2022-23 YTD	2022-23 Proposed	Percentage of Budget
Utilities	\$ 1,347	\$ 1,674	\$ 1,683	\$ 1,481	\$ 1,075	\$ 910	\$ 878							\$ 9,048	\$ 19,000	47.62%
Insurance														\$ -	\$ 33,000	0.00%
Publishing	\$ 78	\$ 61			\$ 54	\$ 51								\$ 245	\$ 3,000	8.16%
Conference & Dues	\$ 380	\$ 155		\$ 1,664		\$ 187								\$ 2,386	\$ 15,000	15.91%
Trustee Expense														\$ -	\$ 2,000	0.00%
Building Maintenance	\$ 1,563	\$ 688	\$ 763	\$ 1,613	\$ 1,389	\$ 300	\$ 240							\$ 6,555	\$ 22,000	29.80%
Office Machine Maint.					\$ 989	\$ 157								\$ 1,146	\$ 6,000	19.10%
Office Supplies	\$ 443	\$ 146	\$ 78	\$ 329	\$ 559	\$ 122								\$ 1,679	\$ 6,000	27.99%
Computer Services	\$ 428	\$ 572	\$ 205	\$ 505	\$ 73	\$ 370	\$ 235							\$ 2,389	\$ 8,000	29.86%
Bank Fees	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0								\$ 1	\$ 500	0.12%
Total Administrative Expense	\$ 4,241	\$ 3,297	\$ 2,729	\$ 5,592	\$ 4,139	\$ 2,097	\$ 1,353	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,449	\$ 114,500	20.48%

Capital Outlay

Description														2022-23 YTD	2022-23 Proposed	Percentage of Budget
Misc.														\$ -	\$ 5,000	0.00%
Aerosol Machines (cougar)														\$ -	\$ 11,000	0.00%
A1 100 Gallon Atomizer														\$ -	\$ 17,000	0.00%
Landscape/Irrigation System														\$ -	\$ 25,000	0.00%
Electrical Upgrade														\$ -	\$ 25,000	0.00%
Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 83,000	0.00%

BEFORE THE BOARD OF COUNTY COMMISSIONERS

STATE OF OREGON, COUNTY OF JACKSON

IN THE MATTER OF REAPPOINTING)
GARY STEVENS TO THE JACKSON COUNTY)
VECTOR CONTROL DISTRICT BOARD)

ORDER NO. 210-22

WHEREAS, the Board of Commissioners, meeting in regular session, has for consideration the reappointment of Gary Stevens to the Jackson County Vector Control District Board; and

WHEREAS, the Board finds Gary Stevens to be an appropriate candidate.

Now, therefore,

The Board of County Commissioners of Jackson County ORDERS:

1. That Gary Stevens shall be reappointed to the Jackson County Vector Control District Board effective January 1, 2023, through December 31, 2026.

DATED this 14th day of December, 2022, at Medford, Oregon.

JACKSON COUNTY BOARD OF COMMISSIONERS



Dave Dotterer, Chair



Colleen Roberts, Commissioner



Rick Dyer, Commissioner



Jackson County Vector Control District

555 Mosquito Lane Central Point, Oregon 97502

Telephone 541-779-6460 or 541-826-2199

Fax Number 541-826-8553

Jackson County Vector Control Department Compensation Philosophy & Guidelines

COMPENSATION AT JCVCD

At JCVCD we believe that the best team wins. With that in mind, our pay philosophy is directed toward attracting, retaining and rewarding a qualified and diverse workforce using competitive market data to determine wages and salaries. Employee compensation shall be externally competitive and internally equitable, and pay increases, as well as financial rewards and recognition shall be based upon individual, team and company performance.

Our compensation structure consists of several pay grades that represent a continuum of salaries for a wide range of positions. The actual market range for each individual position will fall within the broad range of the grade. The minimum, maximum, and even the middle of the pay grade does not represent any one position's actual market range.

The appropriate salary for an individual is determined based on the actual market range of a position with several key characteristics such as job knowledge, skills, experience, and capacity for complex work taken into consideration as well. Human Resources will work with supervisors in making salary and wage decisions.

NEW HIRE SALARIES/RATES

When determining the starting salary for a new employee, the market range for the position along with several key characteristics such as job knowledge, skills, experience, and capacity for complex work will be considered. The actual market range for each individual position will fall within the broad range of the pay grade. The hiring range is based on the actual market range. Although the pay grade is broad enough to recognize competencies ranging from entry level to expert, knowing the hiring range for the position is essential and should be communicated to candidates to avoid any misunderstanding of how the pay grades are used.

ADDITIONAL RESPONSIBILITIES ADDED TO A JOB

When additional duties and responsibilities are permanently added to a position and/or require demonstration or development of different levels of skill, job knowledge, and experience, the supervisor should work with HR to review the magnitude of the change and determine if an increase in salary within the established pay grade may be appropriate.

CAREER PROGRESSION/PROMOTION WITHIN GRADE

In some cases, career progressions and promotional opportunities within a pay grade have been outlined through detailed job descriptions with expanded qualifications. Supervisors are encouraged to work with employees to develop the knowledge, skills, and abilities necessary to progress within their grade.

TRANSFER TO A JOB IN THE SAME PAY GRADE

An employee may elect to take a different job in the same pay grade to become more broadly skilled and enhance his/her ability to contribute. Although a transfer to a position with the same or similar job duties and responsibilities would not result in a salary adjustment, a transfer to a different position that requires assuming significant new or more complex responsibilities should be reviewed to determine if a salary adjustment is warranted.

PROMOTION TO A JOB IN A HIGHER PAY GRADE

Being promoted involves taking on significantly greater responsibilities in a job that is assigned to a higher pay grade. Such a move generally warrants an increase in base salary to recognize these additional responsibilities and to ensure that the incumbent's pay is consistent with market and internally for the new job.

RECLASSIFICATION OF A JOB

If a job changes significantly, a review for reclassification should be conducted. The supervisor should update/revise the job description to reflect the new responsibilities and any related skill requirements. HR will review the job description and determine the market range for the job. The job will be assigned to the appropriate pay grade, balancing market value with the internal role. HR will then work with the supervisor to determine whether a salary adjustment should be recommended and, if so, what should be its magnitude.

DEMOTION TO A JOB IN A LOWER PAY GRADE

At times, an employee may be reassigned to a position in a lower pay grade. This most likely will occur as a result of a more appropriate fit between the employee's capabilities and the skills and expectations of a different job. An employee may elect to take a job in a lower pay grade, and the salary adjusted to reflect the responsibilities of the new job. When an employee is reassigned to a job in a lower pay grade on an involuntary basis the incumbent's salary should be adjusted to reflect the responsibilities of the new job.

**Jackson County Vector
Control
Wage/Salary Survey Data**

Vector Technician

Oregon Wage Range 2021 Pest Control Workers

Area	10th Percentile	25th Percentile	50th Percentile (median)	75th Percentile	90th Percentile	Average Hourly	Average Annual
Oregon	\$15.75	\$17.86	\$20.56	\$26.01	\$30.51	\$21.72	\$45,173
Douglas	\$12.59	\$16.92	\$19.15	\$21.41	\$25.24	\$19.04	\$39,601
Mid-Valley	\$14.74	\$17.02	\$18.93	\$21.00	\$26.36	\$19.45	\$40,467
Portland Tri-County	\$17.02	\$19.42	\$24.35	\$29.67	\$32.08	\$24.30	\$50,556
Portland-Metro	\$16.98	\$18.81	\$28.02	\$30.91	\$32.64	\$25.35	\$52,715
Rogue Valley	\$14.90	\$16.69	\$18.43	\$20.18	\$24.16	\$18.57	\$38,631
Average Wage All Regions	\$15.33	\$17.79	\$21.57	\$24.86	\$28.50	\$21.41	\$44,524
Annualized Wage All Regions	\$31,886	\$36,996	\$44,873	\$51,716	\$59,277	\$44,522	

Office Administrator

Oregon Wage Range 2021 for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Area	10th Percentile	25th Percentile	50th Percentile (median)	75th Percentile	90th Percentile	Average Hourly	Average Annual
Oregon	\$14.33	\$17.34	\$20.97	\$25.21	\$30.06	\$21.55	\$44,817
Central Oregon	\$14.65	\$17.23	\$20.18	\$24.75	\$29.04	\$20.93	\$43,547
Clackamas	\$15.11	\$16.70	\$20.71	\$25.50	\$30.32	\$21.66	\$45,054
Columbia Basin	\$12.80	\$15.88	\$18.27	\$20.80	\$25.66	\$18.82	\$39,156
Columbia Gorge	\$13.17	\$16.46	\$19.00	\$22.67	\$25.56	\$19.49	\$40,530

Douglas	\$12.55	\$14.75	\$17.97	\$22.13	\$27.97	\$18.93	\$39,364
East Cascades	\$13.34	\$16.47	\$19.51	\$23.95	\$27.99	\$20.13	\$41,881
Eastern Oregon	\$12.76	\$14.78	\$17.98	\$21.64	\$25.80	\$18.67	\$38,835
Eastern Six	\$12.75	\$14.28	\$17.59	\$22.32	\$25.92	\$18.55	\$38,573
Lane	\$13.82	\$16.39	\$19.54	\$23.79	\$27.67	\$20.32	\$42,257
Linn-Benton	\$14.03	\$16.68	\$19.88	\$24.24	\$28.83	\$20.63	\$42,898
Mid-Valley	\$13.96	\$16.73	\$19.66	\$24.10	\$28.34	\$20.38	\$42,391
Northwest Oregon	\$14.43	\$17.21	\$20.82	\$24.92	\$29.20	\$21.23	\$44,151
Portland Tri-County	\$15.97	\$18.65	\$22.66	\$26.85	\$31.14	\$23.09	\$48,031
Portland-Metro	\$16.33	\$19.04	\$22.92	\$27.11	\$31.26	\$23.35	\$48,565
Rogue Valley	\$13.96	\$16.52	\$19.25	\$23.67	\$28.41	\$20.28	\$42,183
South Central	\$12.32	\$13.07	\$16.58	\$21.87	\$25.11	\$17.78	\$36,980
South Coast	\$13.20	\$15.53	\$19.92	\$25.30	\$29.45	\$20.52	\$42,683
Southwestern Oregon	\$12.79	\$15.03	\$18.56	\$23.62	\$28.86	\$19.52	\$40,592
Average Wage All Regions	\$13.80	\$16.25	\$19.58	\$23.92	\$28.24	\$20.31	\$42,236
Annualized Wage All Regions	\$28,712	\$33,799	\$40,721	\$49,749	\$58,742	\$42,238	

Vector Ecologist

Oregon Wage Range 2021 Vector Ecologists

Area	10th Percentile	25th Percentile	50th Percentile (median)	75th Percentile	90th Percentile	Average Hourly	Average Annual
Oregon	\$20.77	\$23.55	\$27.11	\$34.29	\$40.23	\$28.64	\$59,560.13
Douglas	\$16.60	\$22.31	\$25.25	\$28.23	\$33.28	\$25.10	\$52,213.50
Mid-Valley	\$19.43	\$22.44	\$24.96	\$27.69	\$34.76	\$25.64	\$53,355.32
Portland Tri-County	\$22.44	\$25.61	\$32.11	\$39.12	\$42.30	\$32.04	\$66,657.56
Portland-Metro	\$22.39	\$24.80	\$36.94	\$40.75	\$43.04	\$33.42	\$69,504.18
Rogue Valley	\$19.65	\$22.01	\$24.30	\$26.61	\$31.85	\$24.48	\$50,934.57

Average Wage All Regions	\$20.21	\$23.45	\$28.44	\$32.78	\$37.57	\$28.22	\$58,704
Annualized Wage All Regions	\$42,042	\$48,779	\$59,164	\$68,187	\$78,155	\$58,702	

District Manager

Oregon Wage Range 2021 for General and Operations Managers

Area	10th Percentile	25th Percentile	50th Percentile (median)	75th Percentile	90th Percentile	Average Hourly	Average Annual
Oregon	\$20.33	\$29.96	\$44.01	\$69.50	---	\$55.27	\$114,954
Central Oregon	\$19.34	\$26.92	\$39.32	\$61.51	\$81.88	\$47.26	\$98,307
Clackamas	\$16.02	\$28.21	\$42.37	\$64.73	---	\$53.02	\$110,284
Columbia Basin	\$20.82	\$29.04	\$43.91	\$60.33	\$78.72	\$46.63	\$96,996
Douglas	\$20.42	\$28.79	\$37.14	\$50.06	\$76.12	\$43.90	\$91,315
East Cascades	\$18.45	\$26.19	\$38.59	\$57.33	\$80.89	\$45.96	\$95,584
Eastern Oregon	\$12.96	\$21.71	\$35.19	\$52.12	\$70.63	\$39.23	\$81,591
Lane	\$19.88	\$29.12	\$38.82	\$56.44	\$84.12	\$47.02	\$97,789
Linn-Benton	\$20.31	\$28.39	\$39.68	\$60.34	\$88.22	\$49.43	\$102,828
Mid-Valley	\$18.86	\$28.88	\$42.12	\$63.44	\$81.33	\$48.85	\$101,605
Northwest Oregon	\$17.52	\$24.95	\$38.90	\$58.39	\$85.70	\$46.34	\$96,388
Portland Tri-County	\$22.93	\$32.64	\$49.47	\$79.77	---	\$62.75	\$130,536
Portland-Metro	\$24.36	\$33.82	\$51.00	\$82.65	---	\$64.79	\$134,745
Rogue Valley	\$18.22	\$26.47	\$38.00	\$55.63	\$82.10	\$45.74	\$95,146
South Central	\$15.50	\$27.48	\$38.19	\$51.83	\$97.70	\$48.72	\$101,338
South Coast	\$17.87	\$27.51	\$35.56	\$49.07	\$70.71	\$41.85	\$87,039
Southwestern Oregon	\$19.26	\$28.14	\$36.46	\$49.68	\$74.08	\$42.97	\$89,378
Average Wage All Regions	\$19.00	\$28.13	\$40.51	\$60.17	\$80.94	\$48.81	\$101,519
Annualized Wage All Regions	\$39,526	\$58,512	\$84,268	\$125,145	\$168,352	\$101,520	

Operations Supervisor

Oregon Wage Range 2021 for First-Line Supervisors of Production and Operations Workers

Area	10th Percentile	25th Percentile	50th Percentile (median)	75th Percentile	90th Percentile	Average Hourly	Average Annual
Oregon	\$18.67	\$22.74	\$29.25	\$37.48	\$44.91	\$30.70	\$63,863
Central Oregon	\$18.53	\$22.26	\$28.53	\$35.95	\$41.98	\$29.70	\$61,761
Clackamas	\$18.75	\$22.59	\$29.77	\$37.98	\$42.97	\$31.10	\$64,688
Columbia Basin	\$17.81	\$20.69	\$24.64	\$32.49	\$40.49	\$27.52	\$57,232
Columbia Gorge	\$20.59	\$21.82	\$23.81	\$25.82	\$36.67	\$25.41	\$52,853
Douglas	\$18.82	\$26.49	\$31.18	\$37.34	\$41.71	\$31.35	\$65,202
East Cascades	\$19.28	\$22.16	\$25.85	\$33.91	\$40.84	\$28.45	\$59,191
Eastern Oregon	\$17.76	\$20.66	\$25.27	\$33.15	\$39.83	\$27.52	\$57,240
Eastern Six	\$17.64	\$20.56	\$27.21	\$33.63	\$38.91	\$27.53	\$57,258
Lane	\$18.35	\$22.00	\$26.73	\$34.16	\$42.06	\$28.70	\$59,701
Linn-Benton	\$20.12	\$25.64	\$32.84	\$40.45	\$48.44	\$33.51	\$69,685
Mid-Valley	\$17.82	\$21.67	\$27.52	\$36.23	\$43.04	\$29.21	\$60,770
Northwest Oregon	\$20.01	\$25.06	\$33.83	\$44.19	\$51.45	\$34.96	\$72,726
Portland Tri-County	\$19.47	\$24.22	\$31.33	\$39.07	\$47.36	\$32.37	\$67,329
Portland-Metro	\$19.73	\$24.75	\$31.62	\$39.35	\$48.14	\$32.67	\$67,965
Rogue Valley	\$17.52	\$20.11	\$24.13	\$31.90	\$39.85	\$27.18	\$56,523
South Central	\$20.84	\$22.74	\$25.93	\$32.82	\$40.01	\$28.28	\$58,812
South Coast	\$20.58	\$23.98	\$28.34	\$32.17	\$37.76	\$28.32	\$58,894
Southwestern Oregon	\$19.47	\$24.94	\$29.76	\$35.08	\$40.38	\$29.97	\$62,352
Average Wage All Regions	\$19.04	\$22.90	\$28.29	\$35.43	\$42.46	\$29.71	\$61,792

**Jackson County Vector
Control
Wage/Salary Survey Data**

Vector Technician

Oregon Wage Range 2021 Pest Control Workers

Area	10th Percentile	25th Percentile	50th Percentile (median)	75th Percentile	90th Percentile	Average Hourly	Average Annual
Oregon	\$15.75	\$17.86	\$20.56	\$26.01	\$30.51	\$21.72	\$45,173
Douglas	\$12.59	\$16.92	\$19.15	\$21.41	\$25.24	\$19.04	\$39,601
Mid-Valley	\$14.74	\$17.02	\$18.93	\$21.00	\$26.36	\$19.45	\$40,467
Portland Tri-County	\$17.02	\$19.42	\$24.35	\$29.67	\$32.08	\$24.30	\$50,556
Portland-Metro	\$16.98	\$18.81	\$28.02	\$30.91	\$32.64	\$25.35	\$52,715
Rogue Valley	\$14.90	\$16.69	\$18.43	\$20.18	\$24.16	\$18.57	\$38,631
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Annualized Wage All Regions	\$31,886	\$36,996	\$44,873	\$51,716	\$59,277	\$44,522	

Office Administrator

Oregon Wage Range 2021 for Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Area	10th Percentile	25th Percentile	50th Percentile (median)	75th Percentile	90th Percentile	Average Hourly	Average Annual
Oregon	\$14.33	\$17.34	\$20.97	\$25.21	\$30.06	\$21.55	\$44,817
Central Oregon	\$14.65	\$17.23	\$20.18	\$24.75	\$29.04	\$20.93	\$43,547
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Columbia Basin	\$12.80	\$15.88	\$18.27	\$20.80	\$25.66	\$18.82	\$39,156
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East Cascades	\$13.34	\$16.47	\$19.51	\$23.95	\$27.99	\$20.13	\$41,881
Eastern Oregon	\$12.76	\$14.78	\$17.98	\$21.64	\$25.80	\$18.67	\$38,835
Eastern Six	\$12.75	\$14.28	\$17.59	\$22.32	\$25.92	\$18.55	\$38,573
Lane	\$13.82	\$16.39	\$19.54	\$23.79	\$27.67	\$20.32	\$42,257
Linn-Benton	\$14.03	\$16.68	\$19.88	\$24.24	\$28.83	\$20.63	\$42,898
Mid-Valley	\$13.96	\$16.73	\$19.66	\$24.10	\$28.34	\$20.38	\$42,391
Northwest Oregon	\$14.43	\$17.21	\$20.82	\$24.92	\$29.20	\$21.23	\$44,151
Portland Tri-County	\$15.97	\$18.65	\$22.66	\$26.85	\$31.14	\$23.09	\$48,031
Portland-Metro	\$16.33	\$19.04	\$22.92	\$27.11	\$31.26	\$23.35	\$48,565
Rogue Valley	\$13.96	\$16.52	\$19.25	\$23.67	\$28.41	\$20.28	\$42,183
South Central	\$12.32	\$13.07	\$16.58	\$21.87	\$25.11	\$17.78	\$36,980
South Coast	\$13.20	\$15.53	\$19.92	\$25.30	\$29.45	\$20.52	\$42,683
Southwestern Oregon	\$12.79	\$15.03	\$18.56	\$23.62	\$28.86	\$19.52	\$40,592
Average Wage All Regions	\$13.80	\$16.25	\$19.58	\$23.92	\$28.24	\$20.31	\$42,236
Annualized Wage All Regions	\$28,712	\$33,799	\$40,721	\$49,749	\$58,742	\$42,238	

Vector Ecologist

Oregon Wage Range 2021 Vector Ecologists

Area	10th Percentile	25th Percentile	50th Percentile (median)	75th Percentile	90th Percentile	Average Hourly	Average Annual
Oregon	\$20.77	\$23.55	\$27.11	\$34.29	\$40.23	\$28.64	\$59,560.13
Douglas	\$16.60	\$22.31	\$25.25	\$28.23	\$33.28	\$25.10	\$52,213.50
Mid-Valley	\$19.43	\$22.44	\$24.96	\$27.69	\$34.76	\$25.64	\$53,355.32
Portland Tri-County	\$22.44	\$25.61	\$32.11	\$39.12	\$42.30	\$32.04	\$66,657.56
Portland-Metro	\$22.39	\$24.80	\$36.94	\$40.75	\$43.04	\$33.42	\$69,504.18
Rogue Valley	\$19.65	\$22.01	\$24.30	\$26.61	\$31.85	\$24.48	\$50,934.57

Average Wage All Regions	\$20.21	\$23.45	\$28.44	\$32.78	\$37.57	\$28.22	\$58,704
Annualized Wage All Regions	\$42,042	\$48,779	\$59,164	\$68,187	\$78,155	\$58,702	

District Manager

Oregon Wage Range 2021 for General and Operations Managers

Area	10th Percentile	25th Percentile	50th Percentile (median)	75th Percentile	90th Percentile	Average Hourly	Average Annual
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Columbia Basin	\$20.82	\$29.04	\$43.91	\$60.33	\$78.72	\$46.63	\$96,996
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Eastern Oregon	\$12.96	\$21.71	\$35.19	\$52.12	\$70.63	\$39.23	\$81,591
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Portland Tri-County	\$22.93	\$32.64	\$49.47	\$79.77	---	\$62.75	\$130,536
Portland-Metro	\$24.36	\$33.82	\$51.00	\$82.65	---	\$64.79	\$134,745
Rogue Valley	\$18.22	\$26.47	\$38.00	\$55.63	\$82.10	\$45.74	\$95,146
South Central	\$15.50	\$27.48	\$38.19	\$51.83	\$97.70	\$48.72	\$101,338
South Coast	\$17.87	\$27.51	\$35.56	\$49.07	\$70.71	\$41.85	\$87,039
Southwestern Oregon	\$19.26	\$28.14	\$36.46	\$49.68	\$74.08	\$42.97	\$89,378
Average Wage All Regions	\$19.00	\$28.13	\$40.51	\$60.17	\$80.94	\$48.81	\$101,519
Annualized Wage All Regions	\$39,526	\$58,512	\$84,268	\$125,145	\$168,352	\$101,520	

Operations Supervisor

Oregon Wage Range 2021 for First-Line Supervisors of Production and Operations Workers

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Douglas	\$18.82	\$26.49	\$31.18	\$37.34	\$41.71	\$31.35	\$65,202
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South Coast	\$20.58	\$23.98	\$28.34	\$32.17	\$37.76	\$28.32	\$58,894
Southwestern Oregon	\$19.47	\$24.94	\$29.76	\$35.08	\$40.38	\$29.97	\$62,352
Average Wage All Regions	\$19.04	\$22.90	\$28.29	\$35.43	\$42.46	\$29.71	\$61,792



Jackson County Vector Control District

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Compensation Guide

Introduction and Overview

The contents of this compensation guide contain the tools required to define a compensation process that provides the structure and guidance for making sound wage and salary decisions, with the flexibility to manage, reward and retain the diverse talent mix of a growing organization.

Compensation Overview

Many elements must be considered when making employee compensation decisions. As a review, some of them are listed below:

- Employee payroll is typically the highest cost for an organization.
- All compensation decisions start with some sort of pay structure, whether it has been formalized or not, to determine a base pay rate and subsequent wage increases.
- Base compensation is one element of a total compensation and rewards program and plays a central role in all compensation decisions.
- At the core of compensation decisions is the base salary or wage. Base compensation establishes the foundation for all other compensation decisions.
- The employment relationship in its simplest form is an exchange: Employee X trades their time, expertise and resources for an agreed-upon wage \$xx to perform job Y.
- The longer an employee is with the company the more valuable they become (based on skills acquired over time due to investments in training, OJT, time in position, expanded job scope, increased responsibility, etc.)
- Employees typically want their wages to increase as quickly as possible and can view a slight increase in responsibilities as reason for a wage increase.

- Managers need tools to objectively assess and document if/when a wage change is warranted and manage any unrealistic employee expectations when workers are looking for a pay bump.
- Managers who have the proper tools and data available are better equipped for having difficult pay conversations with their employees, showing them the steps needed to justify a higher wage, and maintaining morale and productivity after the discussion.
- Compensation is one of many tools to attract new talent, and retain, motivate and reward existing talent.

Benefits of a Pay Structure

- Establishes wage ranges from which to base compensation decisions, which have been determined by analyzing data from the market, region, profession and internal sources.
- Helps determine whether employees are paid fairly based on market pricing and demand, as well as internal, external, and perceived equity.
- Enables managers to make compensation decisions based on data.
- Provides a solid foundation for expanding the total compensation mix to include individual, team, variable, at-risk, performance-based and other incentive-based recognition and reward practices.
- There is a point where the monetary value of a particular job peaks, both internally and in the open market. Without a compensation structure this point is arbitrary.
- For example, the pay for an Office Administrator (or any other position) will continue to rise with regular, annual pay increases. While external market value and the internal value for certain positions can be different, a wage structure helps form the basis for proactively managing issues of wages paid relative to duties and responsibility.
- As the job market becomes more active employees may consider other employment options, based solely on wages. Current compensation data and a wage structure can help identify these potential hot spots to proactively avoid costly turnover and vacancies.

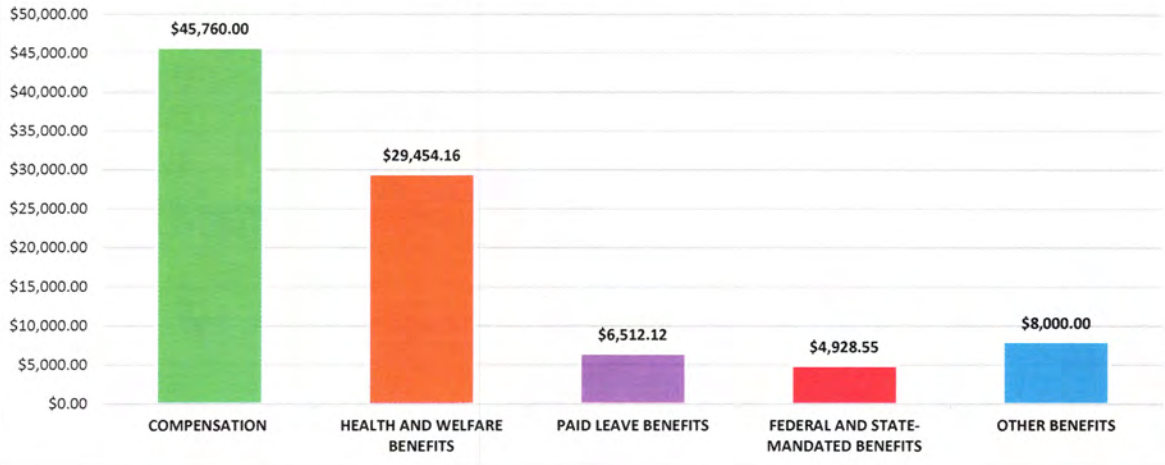
- Without a more formalized compensation structure, wage and salary decisions can be perceived as arbitrary, unfair or even discriminatory and can lead to wage and hour claims. This can happen with the best of intentions.
- Managers and employees will view the compensation process as fair if it is based on a systematic, verifiable approach.
- In specialized positions such as IT and many others, wages are among the most volatile and complex of all wages, as employers continually strive to keep pace with varying job scope, ever changing technology, market demand and employee retention.
- To make a fair compensation determination, performance, accomplishments, workload and job scope, organizational impact and effectiveness, professional development and retention should all be considered.

Once in place, a compensation structure is a powerful tool to help managers become more effective, efficient and objective when making employee compensation decisions.

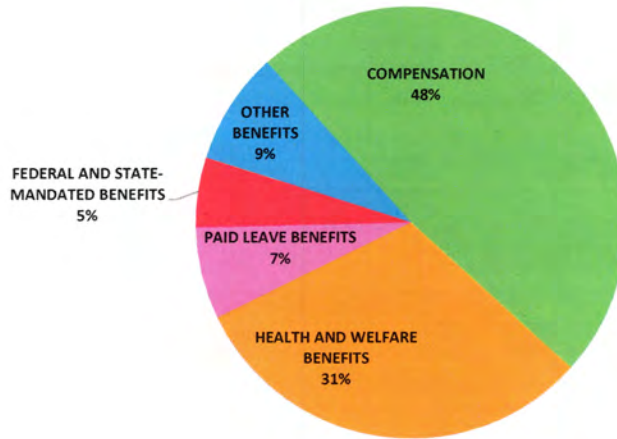
JACKSON COUNTY VECTOR CONTROL WAGE SCALE 2023

JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
	Start	5%	5%	5%	5%
Vector Control Tech 1	\$ 54,100.00	\$ 56,805.00	\$ 59,645.25	\$ 62,627.51	\$ 65,758.89
Vector Control Tech 2	\$ 45,760.00	\$ 48,048.00	\$ 50,450.40	\$ 52,972.92	\$ 55,621.57
Seasonal 1	\$ 21,505.21	\$ 22,580.47	\$ 23,709.49	\$ 24,894.97	\$ 26,139.72
Seasonal 2	\$ 17,103.60	\$ 17,958.78	\$ 18,856.72	\$ 19,799.55	\$ 20,789.53
Office Specialist	\$ 45,760.00	\$ 48,048.00	\$ 50,450.40	\$ 52,972.92	\$ 55,621.57
Vector Ecologist	\$ 56,160.00	\$ 58,968.00	\$ 61,916.40	\$ 65,012.22	\$ 68,262.83

Company Contributions Toward Your Total Compensation and Benefits Package



Percentage of Total Company Paid Compensation and Benefits Package



Total Compensation and Benefits Statement

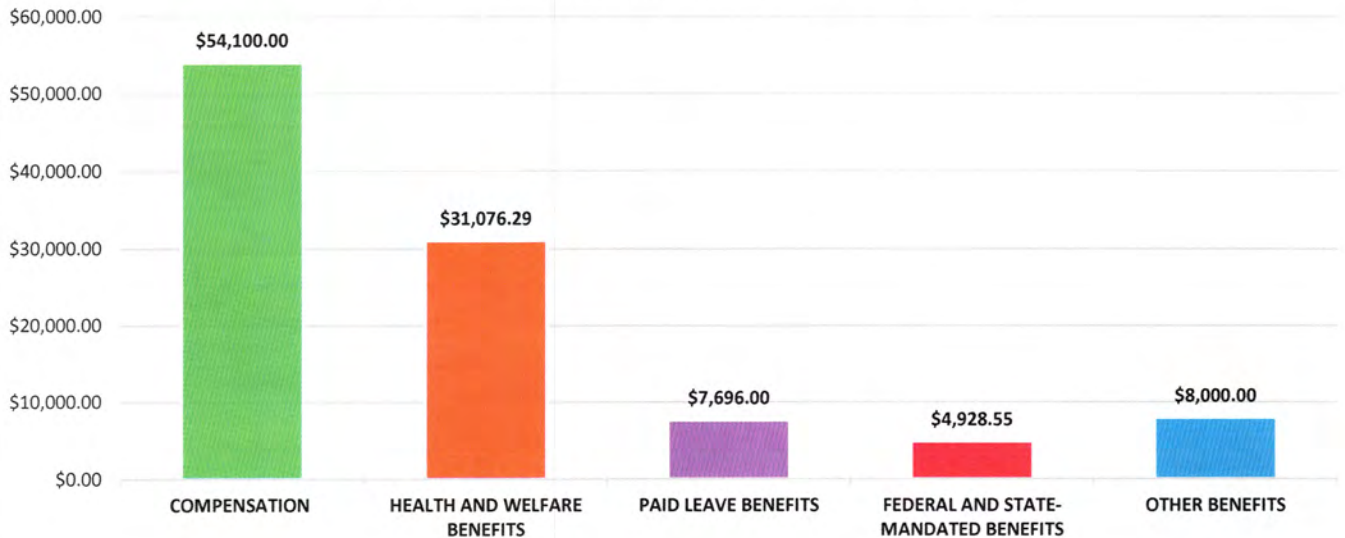
For: Vector Control Tech 1

For the Year: 2023

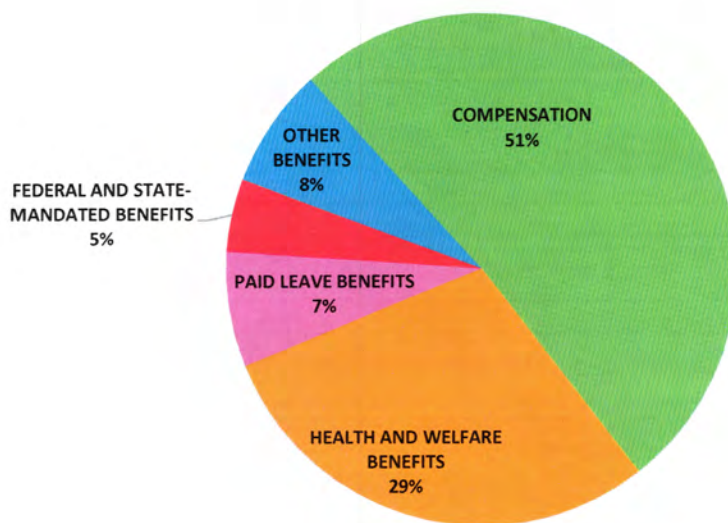
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	Employee Annualized Contribution	Company Annualized Cost/Contribution
COMPENSATION		
Annualized salary or hourly pay	\$26.00 hour	\$54,100.00
Other (shift differential, OT, etc.)	2080 hrs/yr.	N/A
TOTAL COMPENSATION		\$54,100.00
HEALTH AND WELFARE BENEFITS		
Medical	Family plan	\$18,839.64
Dental		\$1,657.44
Vision		\$0.00
Short-term disability		N/A
Long-term disability		N/A
Life insurance		\$56.76
Accidental death & dismemberment (AD&D)		N/A
Employee assistance program (EAP)		N/A
PERS	19.46%/ annual salary	\$10,522.45
Other		
TOTAL HEALTH AND WELFARE BENEFITS		\$31,076.29
PAID LEAVE BENEFITS		
Vacation/annual leave	96 hours/year	\$2,496.00
Sick leave	80 hours/year	\$2,080.00
Personal days	2 days/year	\$520.00
Holidays	10 days/year	\$2,600.00
Other (bereavement, jury duty, military leave)		N/A
TOTAL PAID LEAVE BENEFITS		\$7,696.00
FEDERAL AND STATE-MANDATED BENEFITS		
Social Security		\$2,541.20
Medicare		\$594.31
Unemployment insurance (federal)	N/A	
Unemployment insurance (state)	N/A	\$1,311.60
Worker's compensation	N/A	\$481.44
TOTAL FEDERAL AND STATE-MANDATED BENEFITS		\$4,928.55
OTHER BENEFITS		
HRA		\$8,000.00
TOTAL OTHER BENEFITS		\$8,000.00
TOTAL VALUE OF EMPLOYER-PROVIDED BENEFITS	N/A	\$51,700.84
TOTAL COMPENSATION AND BENEFITS		\$105,800.84
(Annual Salary/Wages + Employer-Provided Benefits)		

Company Contributions Toward Your Total Compensation and Benefits Package



Percentage of Total Company Paid Compensation and Benefits Package



Total Compensation and Benefits Statement

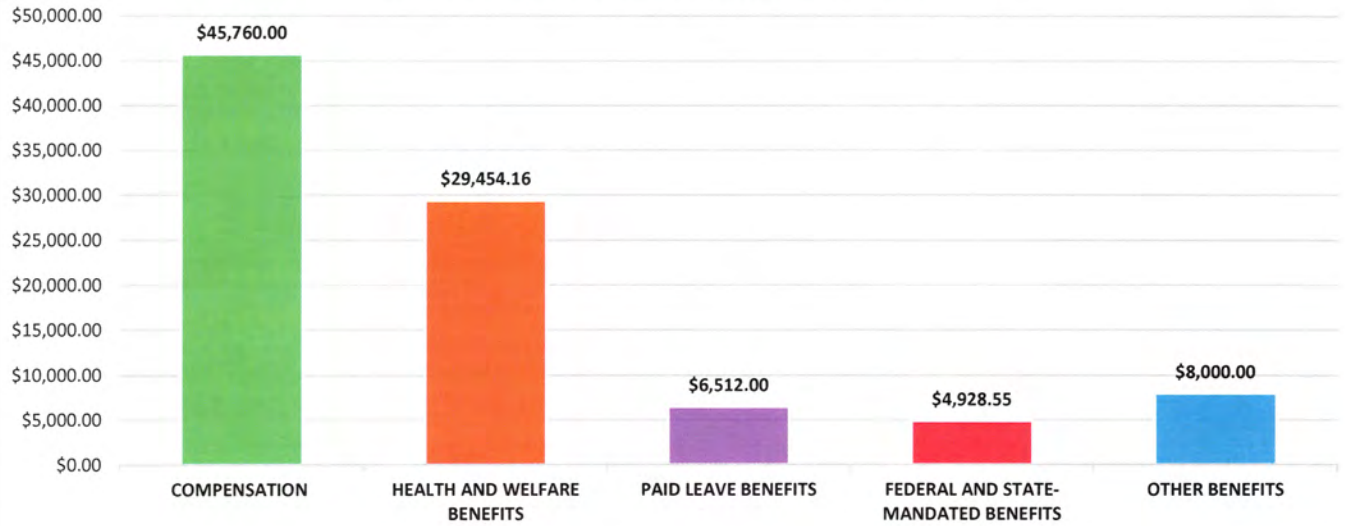
For: Vector Control Tech 2

For the Year: 2023

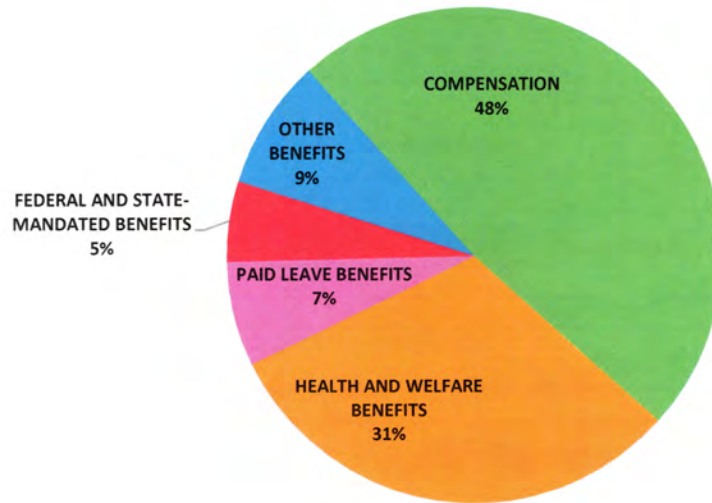
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		Employee Annualized Contribution	Company Annualized Cost/Contribution
COMPENSATION			
Annualized salary or hourly pay	22.00 hour	N/A	\$45,760.00
Other (shift differential, OT, etc.)	2080 hrs/yr.	N/A	
TOTAL COMPENSATION			\$45,760.00
HEALTH AND WELFARE BENEFITS			
Medical	Family plan	\$0.00	\$18,839.64
Dental		\$0.00	\$1,657.44
Vision		\$0.00	
Short-term disability		N/A	
Long-term disability		N/A	
Life insurance		N/A	\$56.76
Accidental death & dismemberment (AD&D)		N/A	
Employee assistance program (EAP)		N/A	
PERS	19.46%/ annual salary		\$8,900.32
Other			
TOTAL HEALTH AND WELFARE BENEFITS			\$29,454.16
PAID LEAVE BENEFITS			
Vacation/annual leave	96 hours/year	N/A	\$2,112.00
Sick leave	80 hours/year	N/A	\$1,760.00
Personal days	2 days/year	N/A	\$440.00
Holidays	10 days/year	N/A	\$2,200.00
Other (bereavement, jury duty, military leave)		N/A	
TOTAL PAID LEAVE BENEFITS			\$6,512.00
FEDERAL AND STATE-MANDATED BENEFITS			
Social Security			\$2,541.20
Medicare			\$594.31
Unemployment insurance (federal)		N/A	
Unemployment insurance (state)		N/A	\$1,311.60
Worker's compensation		N/A	\$481.44
TOTAL FEDERAL AND STATE-MANDATED BENEFITS			\$4,928.55
OTHER BENEFITS			
HRA			\$8,000.00
TOTAL OTHER BENEFITS			\$8,000.00
TOTAL VALUE OF EMPLOYER-PROVIDED BENEFITS			\$48,894.71
TOTAL COMPENSATION AND BENEFITS			\$94,654.71
(Annual Salary/Wages + Employer-Provided Benefits)			

Company Contributions Toward Your Total Compensation and Benefits Package



Percentage of Total Company Paid Compensation and Benefits Package



Total Compensation and Benefits Statement

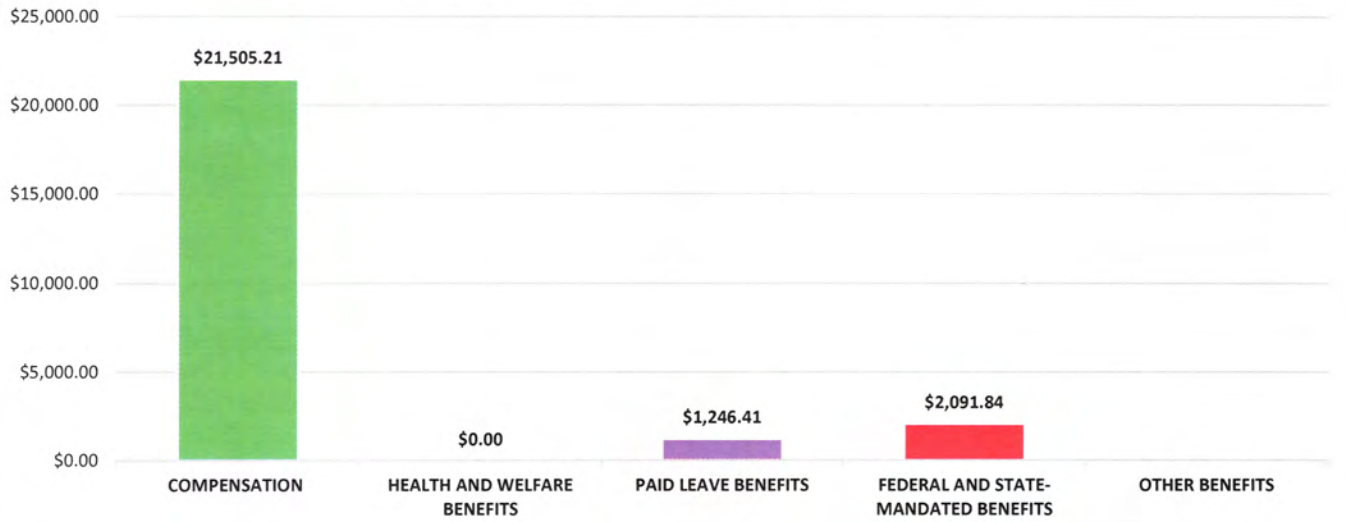
For: Seasonal 1

For the Year: 2023

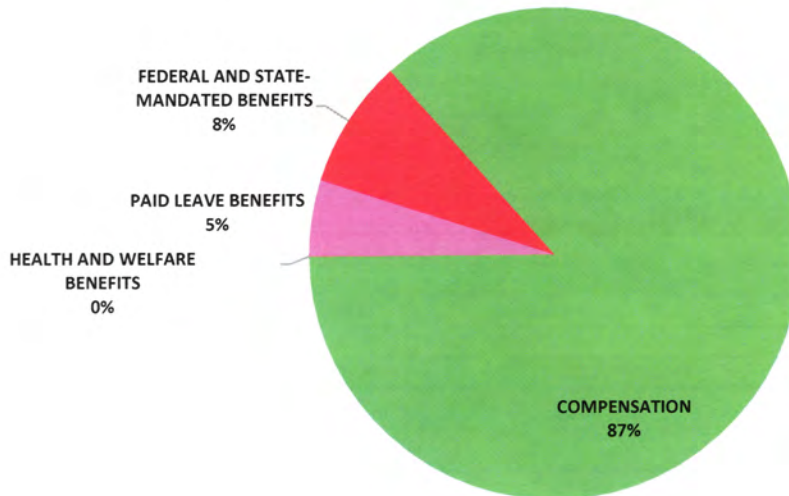
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		Employee Annualized Contribution	Company Annualized Cost/Contribution
COMPENSATION			
Annualized salary or hourly pay	\$23.48 hour	N/A	\$21,505.21
Other (shift differential, OT, etc.)	936 hours	N/A	
TOTAL COMPENSATION			\$21,505.21
HEALTH AND WELFARE BENEFITS			
Medical		\$0.00	
Dental		\$0.00	
Vision		\$0.00	
Short-term disability		N/A	
Long-term disability		N/A	
Life insurance		N/A	
Accidental death & dismemberment (AD&D)		N/A	
Employee assistance program (EAP)		N/A	
PERS	19.46%/ annual salary		
Other			
TOTAL HEALTH AND WELFARE BENEFITS			\$0.00
PAID LEAVE BENEFITS			
		N/A	
Sick leave	4 hours/pay period	N/A	\$785.78
Personal days		N/A	
Holidays	3 days/year	N/A	\$460.63
Other (bereavement, jury duty, military leave)		N/A	
TOTAL PAID LEAVE BENEFITS			\$1,246.41
FEDERAL AND STATE-MANDATED BENEFITS			
Social Security			\$1,410.60
Medicare			\$329.90
Unemployment insurance (federal)		N/A	
Unemployment insurance (state)		N/A	\$10.30
Worker's compensation		N/A	\$341.04
TOTAL FEDERAL AND STATE-MANDATED BENEFITS			\$2,091.84
OTHER BENEFITS			
HRA			\$3,338.25
TOTAL OTHER BENEFITS			
TOTAL VALUE OF EMPLOYER-PROVIDED BENEFITS		N/A	\$3,338.25
TOTAL COMPENSATION AND BENEFITS			\$24,843.46
(Annual Salary/Wages + Employer-Provided Benefits)			

Company Contributions Toward Your Total Compensation and Benefits Package



Percentage of Total Company Paid Compensation and Benefits Package



Total Compensation and Benefits Statement

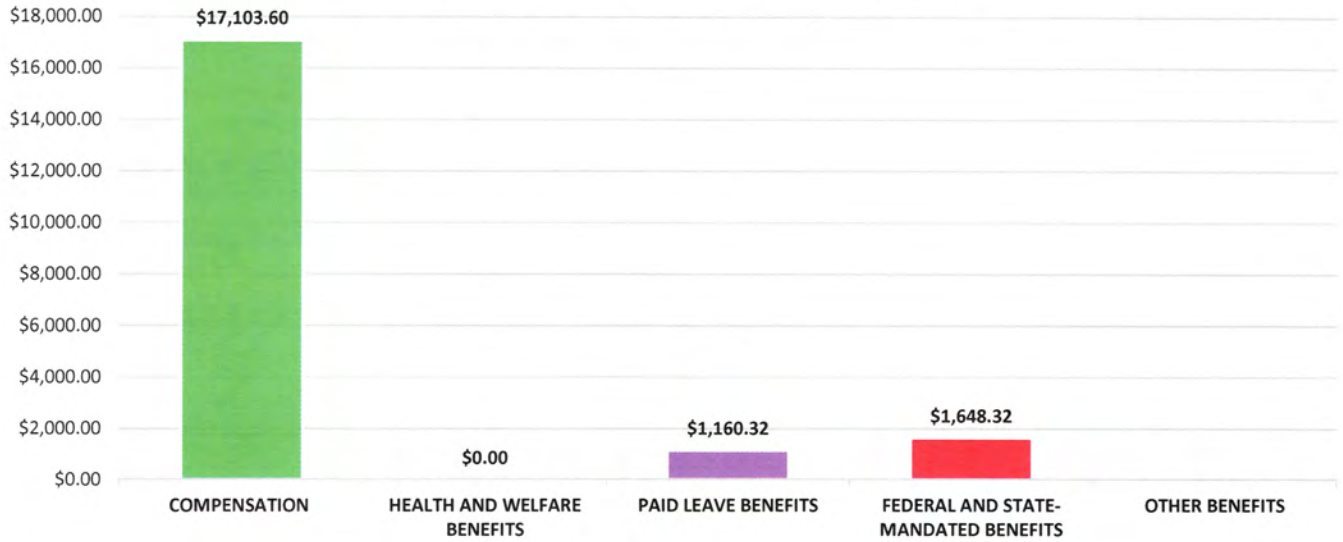
For: Seasonal 2

For the Year: 2023

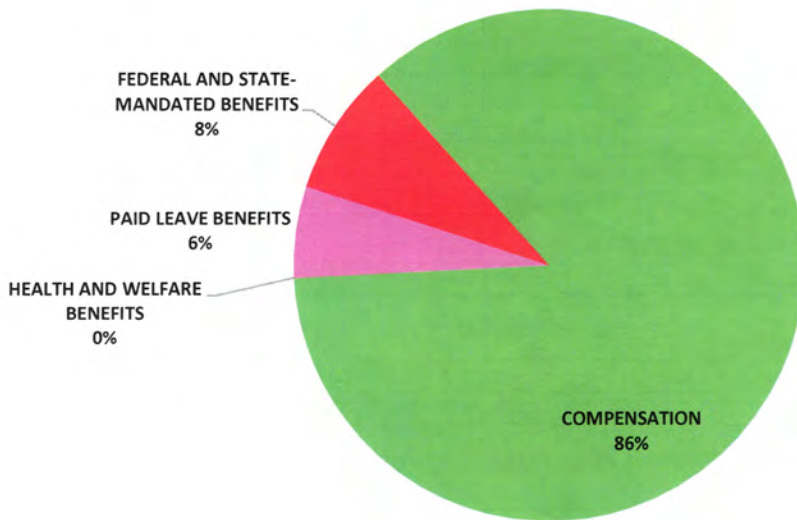
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	Employee Annualized Contribution	Company Annualized Cost/Contribution
COMPENSATION		
Annualized salary or hourly pay	\$18.72 hour	N/A
Other (shift differential, OT, etc.)	933 hours/yr.	N/A
TOTAL COMPENSATION		\$17,103.60
HEALTH AND WELFARE BENEFITS		
Medical	\$0.00	
Dental	\$0.00	
Vision	\$0.00	
Short-term disability	N/A	
Long-term disability	N/A	
Life insurance	N/A	
Accidental death & dismemberment (AD&D)	N/A	
Employee assistance program (EAP)	N/A	
PERS	19.46%/ annual salary	
Other		
TOTAL HEALTH AND WELFARE BENEFITS		\$0.00
PAID LEAVE BENEFITS		
Vacation/annual leave	N/A	
Sick leave	4 hours/pay period	N/A
Personal days	N/A	
Holidays	3 days/year	N/A
Other (bereavement, jury duty, military leave)	N/A	
TOTAL PAID LEAVE BENEFITS		\$1,160.32
FEDERAL AND STATE-MANDATED BENEFITS		
Social Security		\$1,085.42
Medicare		\$213.39
Unemployment insurance (federal)	N/A	
Unemployment insurance (state)	N/A	\$8.47
Worker's compensation	N/A	\$341.04
TOTAL FEDERAL AND STATE-MANDATED BENEFITS		\$1,648.32
OTHER BENEFITS		
HRA		
TOTAL OTHER BENEFITS		
TOTAL VALUE OF EMPLOYER-PROVIDED BENEFITS	N/A	\$2,808.64
TOTAL COMPENSATION AND BENEFITS		\$19,912.24
(Annual Salary/Wages + Employer-Provided Benefits)		

Company Contributions Toward Your Total Compensation and Benefits Package



Percentage of Total Company Paid Compensation and Benefits Package





Jackson County Vector Control District

555 Mosquito Lane, Central Point, Oregon 97502

Telephone 541-826-2199

Fax 541-826-8553

JOB ANNOUNCEMENT

- Position:** Office Specialist
- Status:** Regular Full-Time, salary exempt position
- Filing Period:** January 20, 2023 open until filled
- Starting Salary:** \$45760 - \$55621 Commensurate with Experience
- Benefits:** District pays 100% of health, vision, dental and life insurance. Health reimbursement account, PERS retirement, vacation pay, sick leave, and two personal days per year
- Probation:** Position is subject to a 90 day probationary period
- Application:** An application can be found online at www.jcvcd.org

Contact JCVCD at 541-826-2199, between 8:00 AM and 4:00 PM, Monday – Thursday, or email office@jcvcd.org.

Submit by mail, email, or hand deliver: a completed job application, resume, letter of interest, college transcript and/or proof of graduation, and DD214 if applicable.

Deliver to:

JCVCD
Office Specialist Position
555 Mosquito Lane
Central Point, OR 97502
office@jcvcd.org

Applicants will be pre-screened according to their submitted qualifications in comparison to the job description. Jackson County Vector Control District is an equal opportunity employer.

DEDICATED TO THE HEALTH AND SAFETY OF JACKSON COUNTY RESIDENTS

General Description

Under the direction and supervision of the District Manager, this position is regarded as administrative and relates to organization and controlling administrative records. The Office Specialist plans and organizes files, forms, reports and business office procedures; checks all invoices and submits bills; responsible for payroll and associated records; Organizes and maintains fiscal records, operational records, personnel records, and devises forms as required; Formulates and maintains property, equipment, repairs and service records; Analyzes recorded data and prepares summary and statistical reports for the Manager; develops and implements office procedures necessary for the efficient operation of the District.

Minimum Qualifications and Skills

Graduation from high school or equivalent or any combination of education and experience that provides the following knowledge and abilities:

- Knowledge of methods, practices and terminology used in financial and statistical accounting; general accepted payroll procedures; standard office procedures.
- Proficient in Word, Excel, Microsoft 365; knowledge of WordPress, Mailchimp associated with social media and web technologies helpful.
- Ability to prioritize, organize, evaluate workflow; exercise initiative and independent judgement; analyze information and recommend a course of action and/or formulate a report; compile, verify and reconcile information from various sources.
- Knowledge of federal, state and local laws and regulations pertaining to driving, vector control, and bookkeeping/accounting.
- A minimum of 5 years' experience in administrative duties; experience in Human Resources is desirable; A bachelor's degree in accounting, business administration or a biological field is preferred.

General Requirements

- Ability to obtain additional education or experience during employment the District Manager deems necessary.
- Ability to lift as much as 30 pounds.
- Sighted in both eyes with the ability to demonstrate depth perception, color vision and possess a minimum of single ear aided hearing.
- Must pass background check and drug test.
- Ability to perform work tasks on time and accurately.

- Ability to problem solve and effectively prioritize multiple work tasks.
- Good interpersonal skills and the ability to work well with others.
- Good verbal and written communication skills.
- Ability to communicate effectively during meetings and interactions with the public.



Jackson County Vector Control District

555 Mosquito Lane, Central Point, Oregon 97502

Telephone 541-826-2199

Fax 541-826-8553

Office Specialist

Job description

Position Summary:

Under the direction and supervision of the District Manager, the Office Specialist is regarded as a regular full-time, exempt position as it relates to the organization and controlling administrative records. The Office Specialist plans and organizes files, forms, reports and business office procedures; checks all invoices and submits bills; responsible for payroll and associated records; organizes and maintains fiscal records, operational records, personnel records, and devises forms as required; formulates and maintains property, equipment, repairs and service records; analyzes recorded data and prepares summary and statistical reports for the Manager; develops and implements office procedures necessary for the efficient operation of the District.

Illustrative Duties and Responsibilities:

- The Office Specialist coordinates confidential administrative support for the Board of Trustees and Manager. As the first point of contact for the District, the Office Specialist must represent the District well before the public, and maintain neatness, accuracy, and efficiency in conducting all work related to the duties and responsibilities of the office and maintain currency in office technologies.
- Maintains and furnishes records to the auditor for annual audit of all district transactions.
- Prepares accounts receivable and payable billings, invoices and processes.
- Oversees and is responsible for employee time records and attendance; prepares District's payroll for offsite services.
- Prepares personnel forms relating to employment, salary and benefits; prepare documents for PERS.
- Prepares accident reports and prepares and processes insurance forms for the District's Workers Compensation Insurance, medical insurance carriers.
- Attends and prepares meeting notices, agendas and minutes for District Board Meetings; prepares Resolutions and Board of Trustee reappointments.

- Prepares correspondence, reports, documents.
- Performs other related tasks, assignments as directed my management in a timely and efficient manner.

Minimum Qualifications and Skills:

Graduation from high school or equivalent or any combination of education and experience that provides the following knowledge and abilities.

- Knowledge of methods, practices and terminology used in financial and statistical accounting; general accepted payroll procedures; standard office procedures.
- Proficient in Word, Excel, Microsoft 365; knowledge of WordPress, Mailchimp associated with social media and web technologies.
- Ability to prioritize, organize, evaluate workflow; exercise initiative and independent judgement; analyze information and recommend a course of action and/or formulate a report; compile, verify and reconcile information from various sources.
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Jackson County Vector Control District

555 Mosquito Lane, Central Point, Oregon 97502

Telephone 541-826-2199

Fax 541-826-8553

JOB ANNOUNCEMENT

- Position:** Vector Control Technician
- Status:** Regular Full-Time, At-will, Non-exempt position
- Filing Period:** January 20, 2023 open until filled
- Starting Salary:** \$45760 - \$55621 Commensurate with Experience
- Benefits:** District pays 100% of health, vision, dental and life insurance. Health reimbursement account, PERS retirement, vacation pay, sick leave, and two personal days per year.
- Probation:** Position is subject to a 90-day probationary period
- Application:** An application can be found online at www.jcvcd.org

Contact JCVCD at 541-826-2199, between 8:00 AM and 4:00 PM, Monday – Thursday, or email office@jcvcd.org.

Submit by mail, email, or hand deliver: a completed job application, resume, letter of interest, college transcript and/or proof of graduation, and DD214 if applicable.

Deliver to:

JCVCD
Vector Control Technician Position
555 Mosquito Lane
Central Point, OR 97502
office@jcvcd.org

Applicants will be pre-screened according to their submitted qualifications in comparison to the job description. Jackson County Vector Control District is an equal opportunity employer.

DEDICATED TO THE HEALTH AND SAFETY OF JACKSON COUNTY RESIDENTS

General Description

Under direction of the District Manager, the Vector Control Technician conducts all aspects of mosquito control in a manner consistent with Integrated Pest Management (IPM) strategy. This position also directs and assists seasonal field staff in daily operational activities. Assists with in vector and disease surveillance programs and related research projects.

Illustrative Duties and Responsibilities

- Directs and reviews the daily activities of seasonal staff to ensure that all mosquito breeding habitats are inspected and/or treated on schedule to minimize mosquito-borne diseases using known methods of integrated pest management and in compliance with federal, state laws and regulations.
- Safely operates and maintains motor vehicles, ATV's, power equipment, and a variety of specialized pesticide application equipment.
- Calibrates spray equipment and safely applies pesticides in accordance with the product label and District guidelines.
- Participates in the development and implementation of the District's safety program.
- Assists the District Manager in preparing and maintaining operational maps for all topographical characteristics relevant to vector control operations. Collects, identifies and records field data regarding breeding sites, mosquito and tick species, pesticide inventories and usage.
- Interacts with property owners, residents, and outside agencies relating to service requests, source reduction and public relations in an effort to eliminate or reduce mosquito breeding sources.
- Communicates and coordinates with the Vector Ecologist regarding control operations, species identification and mosquito surveillance.
- Collects mosquitofish in the field and helps maintain fish tanks and ponds at the District.
- Attends professional trainings and stays informed on current policies and procedures.
- Performs routine maintenance of District buildings and grounds.

Minimum Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. Typical ways to obtain required knowledge and abilities would be:

- High school Diploma or GED, courses in biology or related field preferred but not required.
- Experience working in a related field.
- Possess ability to learn and understand the duties and responsibilities of the Jackson County Vector Control District.

General Requirements

- Possess or obtain within 30 days a valid Oregon driver's license and maintain a safe driving record as required by the District's insurance carrier.
- Possess or obtain Oregon Public Pesticide Applicator License within 30 days of hire.
- Ability to obtain additional education or experience during employment the District Manager deems necessary.
- Ability to lift as much as 50 pounds.
- Sighted in both eyes with the ability to demonstrate depth perception, color vision. Visual acuity sufficient for microscopy and other tasks and possess a minimum of single ear aided hearing.
- Must pass background check and drug test.
- Ability to perform and prioritize multiple work tasks on time and accurately.
- Ability to problem solve with good interpersonal skills and the ability to work well with others in organizing and executing the details of his/her daily assignments.
- Proficient with the use of Microsoft Office applications.
- May be required to work overtime hours, weekends and holidays.
- Work is conducted outdoors on steep and rugged terrain around a variety of aquatic habitats. Hazards may include insect bites, polluted water sources, hazardous materials, venomous animals, inclement weather, and poisonous plants.



Jackson County Vector Control District

555 Mosquito Lane, Central Point, Oregon 97502

Telephone 541-826-2199

Fax 541-826-8553

Vector Control Technician

Job Description

Position Summary:

Under direction of the District Manager, the Vector Technician conducts all aspects of direct mosquito control in the field. The Vector Technician also supervises, directs, and assists seasonal field staff in daily operational activities.

Illustrative Duties and Specialized Skills:

- Directs and reviews the daily activities of seasonal staff to ensure that all mosquito breeding habitats are inspected and/or treated on schedule to minimize mosquito-borne diseases using known methods of integrated pest management and in compliance with federal, state laws and regulations.
- Safely operates and maintains motor vehicles, ATV's, power equipment, and a variety of specialized pesticide application equipment.
- Correctly calibrates spray equipment and safely applies pesticides in accordance with the product label and District guidelines.
- Participates in the development and implementation of the District's safety program.
- Assists the District Manager in preparing and maintaining operational maps for all topographical characteristics relevant to vector control operations. Collects, identifies and records field data regarding breeding sites, mosquito and tick species, pesticide inventories and usage.
- Interacts with property owners, residents, and outside agencies relating to service requests, source reduction and public relations in an effort to eliminate or reduce mosquito breeding sources.
- Communicates and coordinates with the Vector Ecologist regarding control operations, species identification and mosquito surveillance.

DEDICATED TO THE HEALTH AND SAFETY OF JACKSON COUNTY RESIDENTS

- Collects mosquitofish in the field and helps maintain fish tanks and ponds at the District.
- Attends professional trainings and stays informed on current policies and procedures.
- Performs routine maintenance of District buildings and grounds.

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Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. Typical ways to obtain required knowledge and abilities would be:

- High school Diploma or GED, courses in biology or related field preferred but not required.
- Experience working in a related field.
- Possess ability to learn and understand the duties and responsibilities of the Jackson County Vector Control District.

General Requirements:

- Possess or obtain within 30 days a valid Oregon driver's license and maintain a safe driving record as required by the District's insurance carrier.
- Possess or obtain Oregon Public Pesticide Applicator License within 30 days of hire.
- Ability to obtain additional education or experience during employment the District Manager deems necessary.
- Ability to lift as much as 50 pounds.
- Sighted in both eyes with the ability to demonstrate depth perception, color vision. Visual acuity sufficient for microscopy and other tasks and possess a minimum of single ear aided hearing.
- Must pass background check and drug test.

DEDICATED TO THE HEALTH AND SAFETY OF JACKSON COUNTY RESIDENTS

- Ability to perform and prioritize multiple work tasks on time and accurately.
- Ability to problem solve with good interpersonal skills and the ability to work well with others in organizing and executing the details of his/her daily assignments.
- Proficient with the use of Microsoft Office applications.
- May be required to work overtime hours, weekends and holidays.
- Work is conducted outdoors on steep and rugged terrain around a variety of aquatic habitats. Hazards may include insect bites, polluted water sources, hazardous materials, venomous animals, inclement weather, and poisonous plants.

2022 Annual Report



Geoff Taylor, District Manager
Compiled by Andrew Partin, Vector Ecologist

District Board of Trustees

Robin Norris, President
Gary Stevens, Secretary / Treasurer
Karen Adams, President Pro-Tempore
Calvin Lanfear, Member
Craig Hilly, Member
Colleen Roberts, Commissioner Liaison

Budget Committee

Trevor Morris, Member
Jason Wall, Member
Ed Burleigh, Member

555 Mosquito Lane
Central Point, OR 97502
Phone : (541) 826-2199
Fax : (541) 826-8553
Website: www.jcvcd.org
Email: office@jcvcd.org

STAFF

Geoff Taylor, District Manager
Andrew Partin, Vector Ecologist
Ken Stebbins, Seasonal Field Technician
Jon Volgarino, Seasonal Field Technician
Bailey Bascom, Seasonal Lab Technician
Jefferey Nelson, Seasonal Field Technician



JCVCD employee treating a pasture, circa 1980

History of the Jackson County Vector Control District

The Jackson County Vector Control District (hereby referred to as JCVCD or “District”) was formed by public vote in 1968 to help address significant mosquito problems being experienced by county residents. Our mission is to maintain populations of public health vectors below nuisance levels and to prevent human infection associated with mosquito borne diseases. JCVCD is an Oregon Special District acting under state authority outlined in ORS452 and serves all residents of Jackson County. The district has it’s own tax base and budget and is governed by a Board of Trustees who are appointed by the Jackson County Board of Commissioners.

Direct mosquito control measures in Jackson County began in the summer of 1969. JCVCD immediately set about locating, mapping, and treating mosquito breeding sources such as irrigated pastures, log-ponds, and sprinkled log-decks. As the county’s population increased over time, more homes have been built bordering these areas, increasing the frequency of human contact with mosquitoes. Over the last 50 years, certain mosquito sources have declined or disappeared in the county due to a shrinking logging industry and the conversion of more agricultural lands for other uses. However, mosquitoes capable of transmitting diseases to humans are still present as was demonstrated by the first detection of West Nile virus in Jackson County in 2004 followed by regular annual detections ever since. Although mosquito control is still essential at “traditional” breeding sources in Jackson County, JCVCD will continue to adapt and face new challenges as managing mosquitoes in expanding urban and residential settings becomes increasingly important.

Integrated Mosquito Management (IMM)

Mosquitoes are a type of insect known as a “vector”. A vector is defined as a living organism that can transmit diseases between humans or from other animals to humans. To control mosquitoes, JCVCD uses integrated mosquito management (IMM). IMM utilizes a combination of methods to prevent and control both nuisance mosquitoes and mosquitoes that spread viruses. Following an IMM approach, JCVCD plans mosquito control activities based on an understanding of mosquito biology, mosquito life cycle, and the way mosquitoes spread viruses. When applied correctly, the methods used in IMM are safe, environmentally sound, and scientifically proven to reduce mosquito populations. Mosquito surveillance is the backbone of IMM along with source reduction, biological, physical, and chemical control of all mosquito life stages, insecticide resistance testing, public education, and evaluation of actions taken.



Conducting insecticide resistance testing

Professional Affiliations

JCVCD is a member of the following professional associations:

American Mosquito Control Association (AMCA) - provides opportunity for interaction, continuing education, and cooperation between mosquito and vector control agencies on a national level.

The Society for Vector Ecology (SOVE) – provides communication and access to research on vector-related topics and research from around the world.

Oregon Mosquito and Vector Control Association (OMVCA)- facilitates cooperation among agencies that provide mosquito and vector control in the state of Oregon and to develop and effectively disseminate information between them.

Mosquito and Vector Control Association of California (MVCAC) - professional organization that facilitates communication between mosquito and vector control agencies on local and regional control activities and research. MVCAC also provides

educational and training opportunities to help vector control district employees maintain licensing requirements and serves as a conduit for regulatory agencies and lawmakers.

Northwest Mosquito and Vector Control Association (NWMVCA)- serves Alaska, Idaho, Montana, Oregon, and Washington, and the Canadian Provinces of Alberta, British Columbia, and Saskatchewan. This association has approximately 200 members who share information ranging from operational control to university research.

Special Districts Association of Oregon (SDAO)- SDAO was formed in 1979 to give special districts a stronger and more united voice at the Oregon Legislature. SDAO provides advocacy with state administrative agencies and other units of government, training, information resources, and other support programs.

Training and Education

JCVCD staff are fully licensed by the Oregon Department of Agriculture (ODA) in the application of professional mosquito control products and are required to abide by all applicable local, state, and federal laws. JCVCD staff receive ongoing training and continuing education every year to keep public pesticide applicator licenses current and attend numerous trainings for professional pesticide applicators and vector control personnel to stay current on all the latest safety information and developments in the field. As public employees, staff must also attend yearly trainings for government employees on a variety of topics like public records management, sexual harassment/discrimination prevention in the workplace, and other courses on legal and ethical matters.



Training at JCVCD headquarters

Public Education

Public education is an important component of IMM. District staff are available to answer questions in person, over the phone, or via email from the public about mosquitoes and other vectors. Staff also interact frequently with the public while working in the field, providing opportunities to answer questions and give information about ongoing mosquito control activities. Our staff works directly with land and homeowners

to educate about mosquito prevention and source reduction techniques they can utilize on their own properties. JCVCD also has free educational pamphlets available at the district office with information on a range of vector related topics.



Top of redesigned JCVCD homepage

The JCVCD website underwent a complete rebuild in 2022. In addition to modernizing the site and providing an improved look and format, the new website will provide users with updated information about our program and the services we provide. The new site provides more information about IMM, mosquito and tick biology, and the techniques, products, and equipment we use; all with the goal of providing users more information to better understand what modern mosquito management is.

2022 District Activities

Physical Control

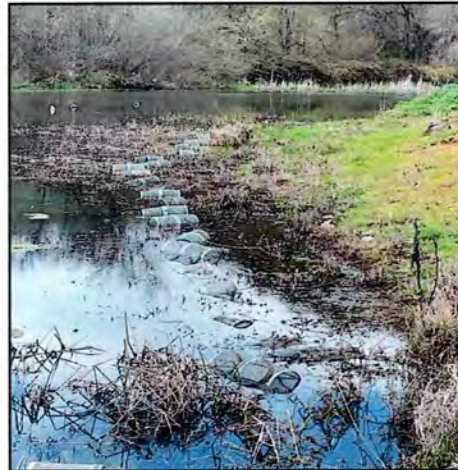
Physical control refers to the direct manipulation of habitats where mosquitoes live to reduce or eliminate breeding. This would include things like ditch cleaning, filling/leveling low areas, clearing debris piles, or grading to improve drainage. Although JCVCD lacks the budget to maintain heavy equipment for these purposes, District staff work closely with landowners to advise them on ways they can eliminate or reduce mosquito breeding sources on their property.

Conducting an annual free tire disposal event for Jackson County residents is another way JCVCD helps the public reduce mosquito sources on their property. Due to a lack of staffing, the 2022 tire drive had to be cancelled but JCVCD hopes to resume the event in the summer of 2023.

Biological Control

Biological mosquito control refers to the intentional use of organisms that prey on larval or adult mosquitoes to reduce their populations. JCVCD promotes biological control by first and foremost encouraging natural mosquito predators in habitats where they are already present. JCVCD uses control products that are selective for mosquitoes to help

prevent the reduction of naturally occurring aquatic organisms that may help control mosquito numbers. JCVCD augments natural biological control by using mosquitofish (*Gambusia affinis*). Similar in size and appearance to guppies, mosquitofish are known to actively prey on mosquito larvae and pupae.



Using fish traps to collect mosquitofish

Because they are non-native, the Oregon Department of Fish and Wildlife (ODFW) stipulates that mosquitofish can only be placed in self-contained bodies of water such as ornamental ponds, fountains, and water troughs. JCVCD headquarters has two ponds dedicated to the production and rearing of mosquitofish, which are provided in spring and summer to Jackson County residents free of charge. In 2022, JCVCD fulfilled **223** individual requests for mosquitofish, giving away a total of **4,823** mosquitofish.

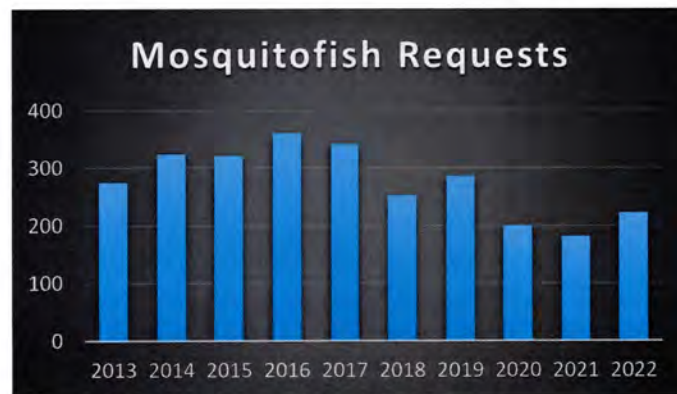


Figure 1. Mosquitofish requests 2013-2022

Larval Mosquito Control

JCVCD primarily focuses on controlling mosquitoes in the larval stage before they become flying adults. To control larvae, JCVCD uses products generally referred to as “larvicides”. Larvicides are divided into 3 classes: bacterial, insect growth regulators, and oils/surface films. Bacterial larvicides utilize mosquito-specific bacteria like *Bacillus*

thuringiensis (Bti) or *Spinosad*, a toxin produced from the fermentation of soil bacteria. These products work by disrupting the midgut and nervous system of mosquito larvae, respectively. Larvicides classified as insect growth regulators use synthetic chemicals, commonly *S-Methoprene*, to prevent larvae from reaching the adult stage. Oils and surface films are used to control mosquito pupae. These products don't require ingestion, which is important because once mosquitoes reach the pupal stage, they no longer consume food. Surface films work by preventing a pupae's breathing structures (trumpets) from breaking the water surface, therefore depriving it of oxygen.

Larvicides can be used in water sources as small as a few ounces or as large as several acres and provide extended control of mosquitoes with few applications. In 2022, JCVCD technicians conducted **17,231** mosquito source inspections and made **7,526** larval treatments over a total of **272.073** acres. Due to low levels of seasonal technician staffing, JCVCD saw an approximately **53%** decrease in total acreage treated for mosquito larvae and used nearly **\$34,000** less in larvicide compared with 2021.



Granular Bti larvicide



Larvicide application

Product	Type	Formulation
Altosid P35	Insect Growth Regulator	Granular/Pellet
Altosid XR	Insect Growth Regulator	Briquet/Pouch
GB-1111	Surface Oil/Film	Liquid
MetaLarv SPT	Insect Growth Regulator	Granular/Pellet
MetaLarv XRP	Insect Growth Regulator	Briquet/Pouch
Natular G30	Bacterial	Granular/Pellet
Natular XRT	Bacterial	Briquet/Pouch
Summit BTI	Bacterial	Briquet/Pouch
VectoBac GS	Bacterial	Granular/Pellet
VectoMax FG	Bacterial	Granular/Pellet

Figure 2. Larvicides used during 2022 season

Product	Applications	Total Used	Product UOM	Acres Treated	Cost
Altosid P35	25	120	POUNDS	13.064	\$2,780.00
Altosid XR	951	951	BRIQUETS	2.18	\$3,252.42
GB-1111	103	207.27	GALLONS	69.564	\$1,709.98
MetaLarv SPT	279	760	POUNDS	95	\$21,888.00
MetaLarv XRP	5,364	5,511	BRIQUETS	12.66	12,124.20
Natular G30	8	80	POUNDS	6.667	\$1,359.20
Natular XRT	532	597	BRIQUETS	1.37	\$2,782.02
Summit BTI	51	51	BRIQUETS	1.501	\$17.34
VectoBac GS	56	324	POUNDS	24.567	\$1,167.54
VectoMax FG	157	440	POUNDS	52.167	\$4,012.80
TOTAL	7,526			272.073	\$51,093.50

Figure 3. 2022 larvicide totals

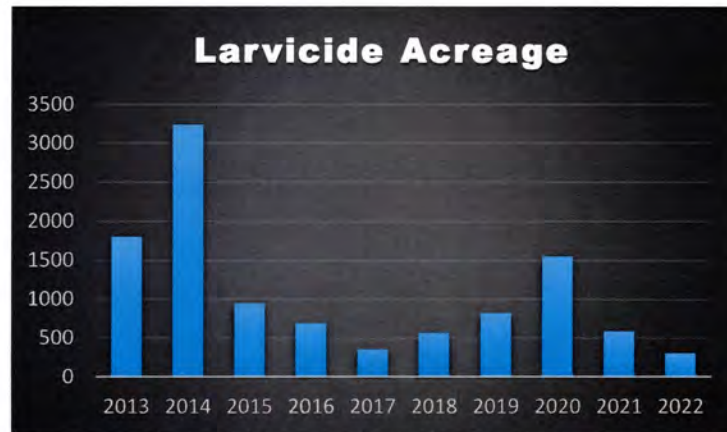


Figure 4. Acres treated with larvicide 2013-2022

Adult Mosquito Control

Adult mosquito control refers to controlling adult mosquitoes by applying aerosolized products with truck or ATV-mounted Ultra Low Volume (ULV) sprayers. This type of application is used when there is a need to immediately reduce the number of adult mosquitoes in an area; for example, if mosquito numbers become high enough to transmit disease quickly or a population reaches a level at which the wellbeing of residents is greatly reduced. These are scenarios where larval control would likely not be feasible or effective. Adult mosquito treatments are also essential to disrupt active transmission of mosquito borne diseases when detections occur.

JCVCD makes decisions regarding adult mosquito control applications based on surveillance, disease testing, and public requests for service. No special precautions from residents are required during these small-scale, targeted applications. JCVCD uses modern adult mosquito control products that are applied at low rates and designed to quickly break down after application, minimizing human exposure and accumulation in

the environment. Low application rates, small droplet size (microns), time of application (pre-dawn between 3am-6am), and knowledge of important and vulnerable habitats all help mitigate impacts to non-target species. Technicians conducted **70** adult mosquito treatments over a total of **20,618.69** acres in 2022. Adult mosquito control acreage saw a **7%** decrease from 2021. Unlike larval control efforts, adult mosquito control operations were not as heavily impacted by low seasonal staffing levels.

Product	Applications	Total Gallons Used*	Acres Treated	Total
Anvil 10+10	2	1	138.69	\$352.47
Zenivex	68	240	20,480	\$21,504.00
Total	70	241	20,618.69	\$21,856.47

Figure 5. 2022 adult mosquito control product totals
 **Total Gallons Used' reflects ready to use (RTU) product, not concentrate

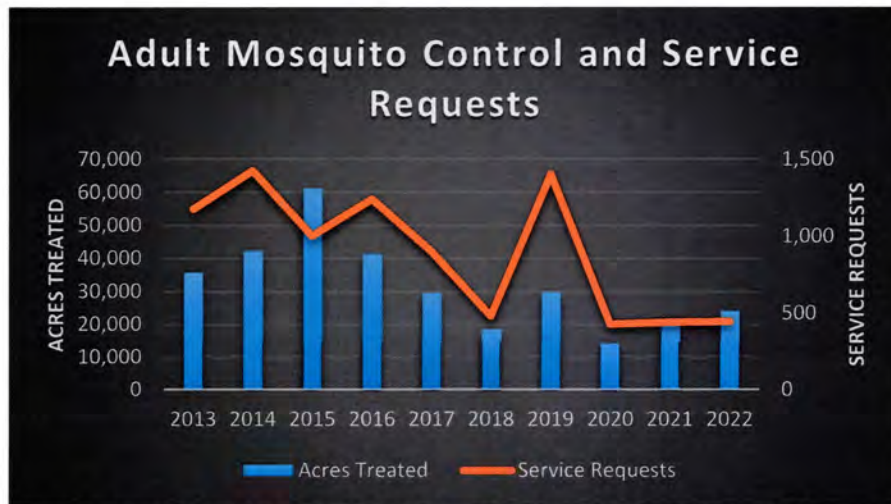


Figure 6. Acreage treated for adult mosquitoes compared with service request numbers

Mosquito Service Requests

JCVCD received **446** mosquito-related service requests in 2022. The number of annual mosquito-related service requests have remained relatively static since 2020. District personnel respond directly to every service request from the public. Services range from providing information or advice to performing direct mosquito control. Service requests allow District staff to quickly address problem areas and often help identify mosquito breeding sources that would otherwise be difficult to detect. The public can submit a service request by calling the office directly or by using the JCVCD website.



Responding to service request regarding flooded pasture

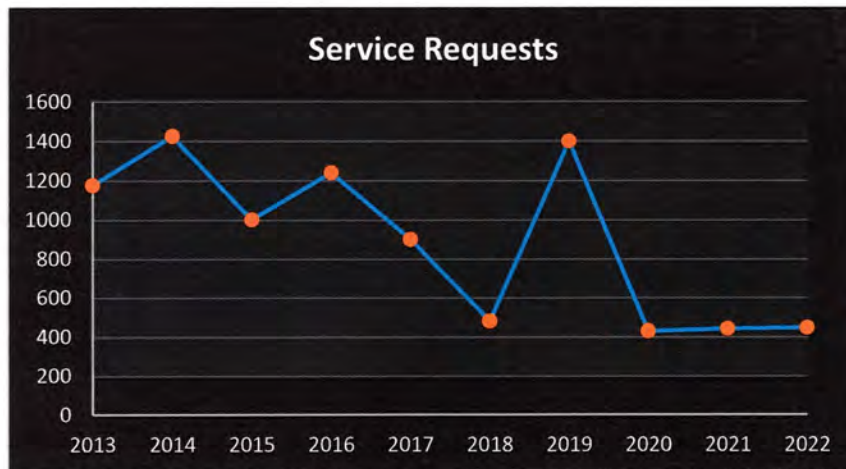


Figure 7. Service requests 2013-2022

Mosquito Surveillance and Disease Monitoring

Collecting adult mosquitoes by way of trapping is essential for monitoring mosquito populations and detecting disease. Data generated from mosquito trapping also helps inform decisions regarding operational mosquito control. In Jackson County, there are approximately 12 mosquito species commonly found during annual surveillance, although numerous other species are occasionally detected. Every mosquito species has unique physical characteristics and preferred habitats. A wide variety of factors like water temperature, pollution, flow rate, vegetation, turbidity, salinity, etc. will determine what mosquito species are likely to be present in an area. Weather also plays an important role; some species favor cooler temperatures in late winter and early spring, while some thrive in the hottest days of summer.

The Encephalitis Vector Surveillance (EVS) trap, which uses dry ice as an attractant, is the primary trap used by JCVCD for mosquito surveillance. This year, JCVCD also incorporated Reiter-Cummings gravid traps, which use grass and hay-infused water to specifically attract mosquitoes from the *Culex* genus as they seek a place to oviposit (lay eggs). Two species of *Culex* mosquitoes commonly occur in Jackson County: *Culex pipiens* and *Culex tarsalis*. These are our primary vectors for West Nile virus (WNV) and encephalitis.



Gravid trap in operation



EVS trap in a Medford backyard

In 2022, the District's weekly EVS trap route consisted of **48** sites. Each site is trapped once a week from approximately April-August. The District also sporadically sets "floater" traps, generally in response to public service requests or observations of high mosquito activity by field technicians. Traps are set in the afternoon and picked up the following morning. Mosquitoes are then brought to the lab for identification, counting, and pooling. The 2022 mosquito season saw monthly mosquito numbers much like the previous year, although 2022 trap counts peaked later in the summer compared to 2021. In 2022, JCVCD laboratory staff trapped a total of **21,150** mosquitoes during routine EVS trap surveillance. This was up from 19,369 mosquitoes in 2021.

All mosquitoes are sorted and counted for data keeping purposes but only mosquitoes from the *Culex* genus are sent for disease testing. *Culex* mosquitoes are pooled into groups of 10-50 and sent overnight on dry ice to the Oregon State University Veterinary Diagnostic Lab (OSUVDL) for testing. OSUVDL tests the samples for WNV, Saint Louis Encephalitis virus, and Western Equine Encephalitis virus using reverse transcriptase polymerase chain reaction (RT-PCR). In 2022, JCVCD sent **409** mosquito pools for testing, up from 276 in 2021. The primary reason for this increase was the incorporation of gravid traps which produced an additional **895** *Culex* mosquitoes for testing. In 2022, a total of **8** pools tested positive for WNV, up from 3 positives in 2021. No pools tested positive for encephalitis and JCVCD is not aware of any equine or human cases of WNV occurring in 2022.



Identifying and counting mosquitoes in the lab

The following charts summarize a few key aspects of JCVCD's mosquito surveillance program. Figure 8 shows the total number of mosquitoes, by month, collected during routine EVS trapping. Figure 9 illustrates the annual number of positive WNV mosquito pools since 2005, and Figure 10 highlights the monthly totals of *Culex* mosquitoes, which are our primary disease vector species.

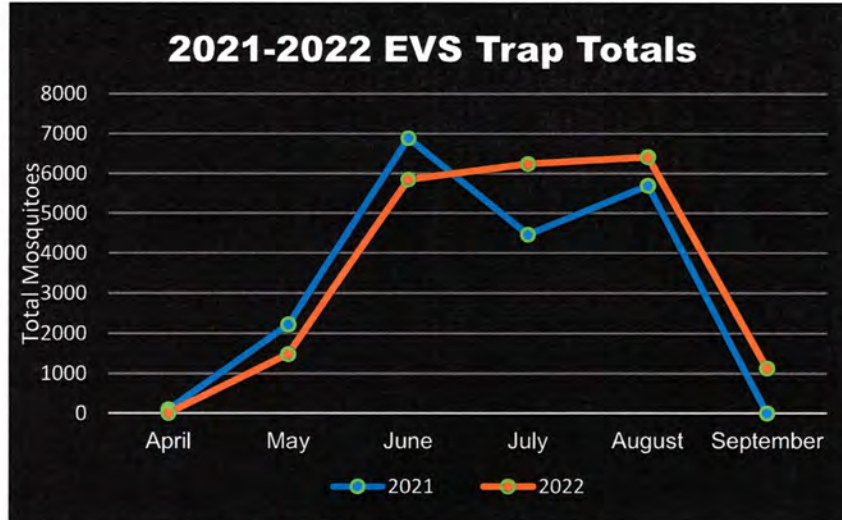


Figure 8. 2021 vs 2022 EVS trap totals by month

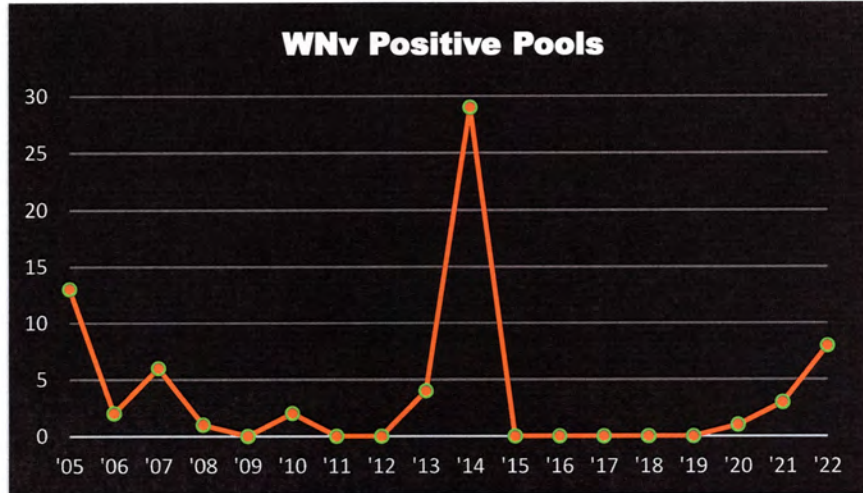


Figure 9. WNV positive pools 2005-2022

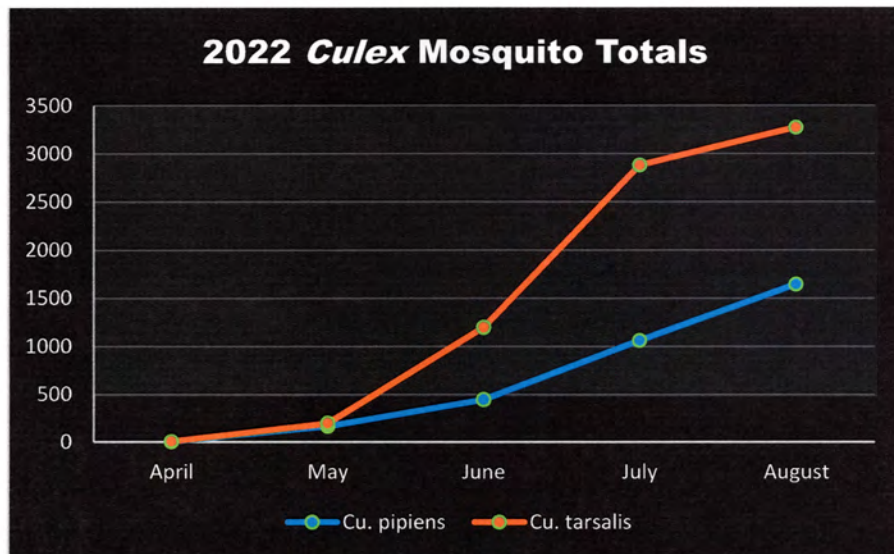


Figure 10. 2022 Culex mosquito totals by month

Invasive Aedes Monitoring

In 2021, JCVCD began monitoring for *Aedes aegypti* (yellow fever mosquito) and *Aedes albopictus* (Asian tiger mosquito). *Aedes aegypti* is of particular concern due to its ability to transmit Zika, yellow fever, and dengue. Native to Africa and Asia, these species are well established in the southeastern US with increasing abundance in several western states. They show a high proclivity for biting humans and are usually found in urban and residential areas where they deposit eggs in artificial containers such as bird baths, plant pots, fountains, and buckets.



Technician setting invasive Aedes trap

Vector Districts in California have been detecting these mosquitoes since approximately 2011. In 2020, Shasta Mosquito and Vector Control District in Redding, CA (approximately 160 miles south of JCVCD) found both species for the first time. As a result, JCVCD purchased new Biogents gravid Aedes traps (BG-GAT), which specifically target these mosquitoes. In 2022, JCVCD set 18 BG-GAT traps that ran continuously from April-September. Traps were placed in residential areas where these species would most likely occur. None were detected but JCVCD will continue to use these traps as part of routine surveillance.

Fly Control

JCVCD offers free disposable fly traps to the public year-round. Traps are available during normal business hours at JCVCD headquarters. Informational brochures on fly control and prevention are also available at our office and on our website. In 2022, the District fulfilled **71** individual requests for fly traps.

Product	Total Units Provided	Cost
Disposable Fly Trap	145	\$469.80

Figure 11. 2022 fly control material totals

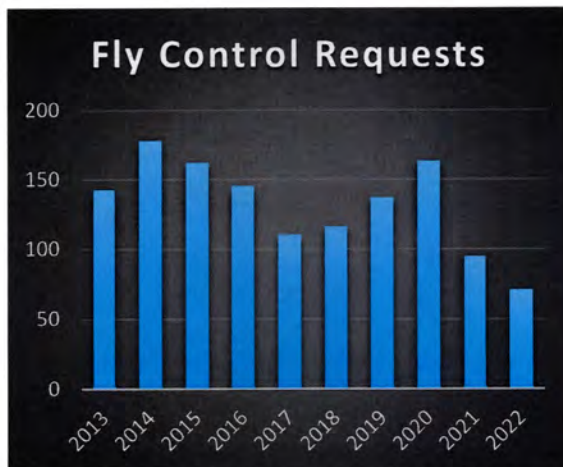


Figure 12. Requests for fly control materials 2013-2022

Rat Control

JCVCD offers free rat traps with protective boxes to Jackson County residents. Although we do not offer direct rat control services, District staff are available for consultation and advice on rodent issues in person at our office, by phone, or email. Informational pamphlets and other resources pertaining to rodent control are also available at our office and on our website. JCVCD fulfilled 177 individual requests for rat control supplies in 2022.

Product	Total Units Provided	Cost
Rat Snap Trap	202	\$545.40
Snap Trap Stations	120	\$1,104.00
Total	322	\$1,649.00

Figure 13. 2022 rat control materials



Figure 14. Rat control requests over last 10 years

Tick Sampling and Disease Surveillance

JCVCD collects and tests Western black-legged ticks (*Ixodes pacificus*) throughout the county to monitor populations and test for diseases. Ticks are collected by using a cloth “flag” dragged over vegetation along trails and roads where ticks are likely to be found. Host-seeking ticks will attach to the flag as it comes into contact with them. All ticks are sorted by sex and grouped into pools of 5-10. Ticks were sent to Placer Mosquito and Vector Control District in Roseville, CA to be tested using PCR for the bacteriums *Borrelia burgdorferi* (Lyme disease) and *Borrelia miyamotoi* (tick-borne relapsing fever).

In 2022, ticks were collected from **14** sites. **61** pools (**564** total ticks) were sent for testing. **2** pools tested positive for Lyme disease and **11** pools tested positive for tick-borne relapsing fever. **34** pools were collected in November and December but have not been sent for testing yet and an additional **16** pools were donated to the University of Nevada for a population genetics study.



Ticks on grass tip



Tick pools in the lab

ODFW Sensitive Area Report

This section addresses ODFW’s “Vector Control Guidance for Sensitive Areas” (published 2/23/14). Page 45 states, “On an annual basis, ODFW requests a report outlining treatments on identified sensitive areas that deviated from the guidance provided in this document, along with an explanation of the justification for each event.” (http://www.dfw.state.or.us/fish/water/docs/Sensitive_Area_Guidance.pdf)

This document designates 3 land classifications: Wildlife Areas, Wetlands of Concern, and Unique, Rare, or Vulnerable Sites. Some JCVCD treatments occur in locations that fall under multiple land classifications. These applications are reported only in the most restrictive category. For example, if a treatment occurs in a location considered both “Unique, Rare and Vulnerable” and a “Wildlife Area”, that treatment is reported as having occurred in a “Unique, Rare or Vulnerable” area. Page 36 of this document lists ODFW recommended treatment thresholds for each classification. Applications to ODFW Sensitive Areas are made based on the presence of mosquito larvae and/or pupae as determined by field technicians during source inspections. No adverse impacts were observed during applications.

Jackson County Vector Control District 2022 Annual Report

Treatment Date/Time	Location/Source	Product
3/8/2022 15:59	*WLD pupae early	VectoBac GS
3/28/2022 14:59	*WLD virgin II	VectoBac GS
3/29/2022 12:14	*WLD low area	VectoBac GS
3/29/2022 12:15	*WLD agate denman slough 1	VectoBac GS
3/29/2022 12:18	*WLD old butte creek	VectoBac GS
3/29/2022 13:49	*WLD slough early	VectoBac GS
3/29/2022 14:12	*WLD river isolations-0	VectoBac GS
3/30/2022 12:03	*WLD denman beaver slough	VectoBac GS
3/30/2022 12:04	*WLD Beaver dam slough	VectoBac GS
3/30/2022 12:04	*WLD ODFW-Slough	VectoBac GS
3/30/2022 12:05	*WLD ODFW-5	VectoBac GS
3/30/2022 12:06	*WLD Beaver dam	VectoBac GS
3/30/2022 12:07	*WLD ODFW-4	VectoBac GS
3/30/2022 13:57	*WLD i 711c	VectoBac GS
3/30/2022 13:58	*WLD i 711a	VectoBac GS
3/30/2022 14:35	*WLD i 711b	VectoBac GS
3/31/2022 11:17	*WLD touvelle rd ponds	VectoBac GS
3/31/2022 11:20	*WLD I 1139 a Agate road white	VectoBac GS
4/5/2022 10:25	*WLD denman low area	VectoBac GS
4/5/2022 10:34	*WLD debour fence line 4a 79	VectoBac GS
4/5/2022 11:21	*WLD virgin 5	VectoBac GS
5/3/2022 9:21	*WLD side slough	VectoBac GS
5/3/2022 9:22	*WLD old butte creek	VectoBac GS
5/3/2022 9:23	*WLD low area	VectoBac GS
5/3/2022 9:36	*WLD i 711a	VectoBac GS
5/11/2022 10:11	*WLD Beaver dam slough	VectoMax FG
5/11/2022 11:45	*WLD Beaver dam	VectoMax FG
5/16/2022 12:33	*WLD I 1139 a Agate road white	VectoMax FG
5/16/2022 13:28	*WLD I 1139 c	VectoMax FG
5/16/2022 13:53	*WLD I 1139 d Agate road whit*	VectoMax FG
5/17/2022 13:27	*WLD touvelle rd ponds	VectoMax FG
5/17/2022 14:24	*WLD slough early	VectoMax FG
5/18/2022 10:39	*WLD virgin II	VectoMax FG
5/25/2022 13:25	*WLD low area-4	VectoMax FG
5/31/2022 12:31	*WLD denman low area	VectoMax FG
5/31/2022 12:35	*WLD i 504 f	VectoMax FG
5/31/2022 13:09	*WLD debour fence line 4a 79	VectoMax FG
6/6/2022 12:25	*WLD side slough	VectoMax FG
6/6/2022 12:54	*WLD low area	VectoMax FG
6/7/2022 13:07	*WLD ODFW-Slough	VectoMax FG
6/7/2022 14:25	*WLD Beaver dam	VectoMax FG
6/22/2022 10:23	*WLD military slough	VectoMax FG

Figure 15. Applications in ODFW Wildlife Areas

Jackson County Vector Control District 2022 Annual Report

Treatment Date/Time	Location/Source	Product
3/31/2022 11:18	*WET pond edge	VectoBac GS
3/31/2022 11:19	*WET catails	VectoBac GS
5/17/2022 9:48	*WET pond edge	VectoMax FG
5/25/2022 13:32	*WET Ditch along Pond	VectoMax FG

Figure 16. Applications in ODFW Wetlands of Concern

Treatment Date/Time	Location/Source	Product
4/7/2022 13:10	*SEN Water Trough-8	Natular XRT
6/2/2022 11:18	*SEN newland and truax	MetaLarv S-PT
6/2/2022 11:20	*SEN newland and truax	MetaLarv S-PT
6/2/2022 11:21	*SEN 1t-0	MetaLarv S-PT
6/7/2022 15:17	*SEN denman pond	VectoMax FG
6/22/2022 9:11	*SEN 2a 1117 e	MetaLarv S-PT
6/22/2022 9:12	*SEN 2a 1117 i	VectoMax FG
6/22/2022 9:13	*SEN 2a 1117 d	VectoMax FG
6/22/2022 9:14	*SEN 2a 1117 c	VectoMax FG
6/22/2022 10:34	*SEN 2a 1117	VectoMax FG
6/22/2022 10:35	*SEN 2a 1117c-0	VectoMax FG
7/6/2022 13:45	*SEN newland and truax	GB-1111
7/6/2022 13:47	*SEN 5t 1590	VectoMax FG
7/7/2022 10:07	*SEN denman pond	VectoMax FG
7/7/2022 10:08	*SEN spring wetland denman	VectoMax FG
7/27/2022 8:46	*SEN 2a 1117 d	MetaLarv S-PT
7/27/2022 8:49	*SEN 2a 1117 c	MetaLarv S-PT
7/27/2022 8:50	*SEN 2a 1117 i	MetaLarv S-PT
7/27/2022 8:59	*SEN 2a 1117 e	MetaLarv S-PT
8/3/2022 8:26	*SEN 96 5a 4	VectoMax FG
8/29/2022 8:28	*SEN 2a 1117 i	VectoMax FG
8/29/2022 8:29	*SEN 2a 1117 e	VectoMax FG

Figure 17. Applications to ODFW Unique, Rare, or Vulnerable Sites

District Name: Jackson County Vector Control District

Jackson County Vector Control 2023 Pesticide Use Plan

This Pesticide Use Plan (PUP), and the previous year's associated Annual Report, shall be submitted to the Oregon Department of Fish and Wildlife (ODFW) and Oregon Health Authority (OHA) during the month of **February** of each year per ORS 452. ODFW and OHA will issue annual approval letters by **March 31**. Approval letters will be 12 months in duration, with treatments applied early in the year (January - March) being made under the previous year's PUP and approval. The PUP review process will be evaluated and updated, as necessary, every 5 years.

Part I. Vector Control District Information

District Name: Jackson County Vector Control

Address: 555 Mosquito Lane

Office Phone: 541-826-2199

Manager: Geoff Taylor

Cell Phone: 541-816-6800 Email: gtaylor@jcvcd.org

Pesticide Applicator License #: AG-L1034604PPA

Identify a contact who should receive official correspondence in addition to the District Manager, if applicable:
N/A

Part II. Major Changes in Program

No major¹ changes have been made from the Pesticide Use Plan.

Manager Signature: _____ Date: _____

Note: STOP HERE if there are no major changes. Please submit this page and your Annual Report.

The following major change(s) has been made from the 2022 Pesticide Use Plan:

1. Deletion of permit holders.

¹ Major changes include, but are not limited to, a change to new manager, change to thresholds, new product, discontinuation of a product, etc.

District Name: Jackson County Vector Control District

Part III. Public Education and Awareness

1. Educational Activities

Provide a brief description of your educational outreach and awareness, including programs for source control in the community:

Public education about mosquito control is very important to the JCVCD. District staff is available during business hours to answer questions the public might have about mosquitoes, other vectors and their diseases.

The District has a broad range of pamphlets available at the District office, including mosquitoes, rats, ticks, other vectors and their diseases. Thanks to a grant from the Oregon Health Authority, the District was able to purchase additional pamphlets and other educational materials this season. In an effort to provide information to members of the public, all of the district's pamphlets are also available on our website.

In cooperation with the Jackson County Health and Human Services Department and the Oregon Health Authority, the District made several news releases regarding mosquitoes, ticks and the diseases they carry and the steps the public should take to minimize their risk. This resulted in numerous media interviews. Articles and stories appeared in the Medford Mail Tribune & Upper Rogue Independent newspapers, KDVR & KDOV radio stations, and KOBI, KOTI, KDRV, KDOV, & KTVL TV stations

2. Public Notification Method (check all that apply):

<input checked="" type="checkbox"/> Newspaper	<input checked="" type="checkbox"/> Television	<input checked="" type="checkbox"/> Radio	<input type="checkbox"/> Mailer
<input type="checkbox"/> Newsletter	<input type="checkbox"/> Bulletin Board Notices	<input checked="" type="checkbox"/> Recorded Telephone Message	<input checked="" type="checkbox"/> Other: <u>Website, Social</u>

3. Public Notification Information

Provide a short description of your notification plan (e.g., timing, frequency, languages other than English, etc.):

Newspaper: The District runs regular ads during the mosquito season about the district's activities. The manager is also available for the interviews to discuss current issues facing the district.

Television: The District responds to numerous TV interviews to discuss current issues facing the district.

District Name: Jackson County Vector Control District

Website/Social Media: District maintained website and social media where the public can get information on mosquitos and other vectors. Public can also enter service requests and sign up for No Spray list and notifications.

Part IV. Recognition of Sensitive Areas

“The Oregon Department of Fish and Wildlife (ODFW) has statutory authority under ORS 452.140 and ORS 452.245 to annually approve Pesticide Use Plans. ODFW recommends the treatment protocols outlined in the “Oregon Department of Fish and Wildlife’s Vector Control Guidance for Sensitive Areas” (http://www.dfw.state.or.us/fish/water/vector_control_guidance.asp) as a means to protect fish, wildlife, and their habitats while allowing for efficient and effective control of vector species to protect human health. The “Oregon Department of Fish and Wildlife’s Vector Control Guidance for Sensitive Areas” document provides ODFW’s recommendations only. Should the Jackson County Vector Control District choose to implement an IPM plan that varies from ODFW’s recommendations, our authority comes from another source, such as label restrictions (EPA and FIFRA), NOAA and USFWS rules, ODA’s pesticide rules, DEQ’s Pesticide General Permit, and OHA’s annual PUP approval. Variation from ODFW’s recommendations does not constitute a violation of the PUP approval as long as all other State and Federal regulations are followed. The Jackson County Vector Control District understands, however, that ODFW reserves the ability to more strictly implement their statutory authority at any time new research reveals threats to fish, wildlife, or their habitats or new products become available for use. In addition, ODFW requires prior communication with local staff concerning surveillance, issues or treatment on ODFW-owned or managed Wildlife Areas.”

Manager Name: Geoff Taylor

Signature:  _____

Date: 2-1-2023

Part V. Permits Acquired

DEQ 2300-A permit number, if applicable: 121699

Other Permits, as applicable

Permit name: Geoff Taylor

Permit number: AG-L1034604PPA

Permit name: Andrew Partin

Permit number: AG-L1061321PPA

Part VI. Pest Problem Identification

District Name: Jackson County Vector Control District

Please coordinate the information below with your 2300-A Permit and Pesticide Discharge Management Plan (PDMP) prepared for the Department of Environmental Quality, as applicable. This information will identify methods used to determine a pest problem and outline your typical treatment protocol.

1. Source of Data to Identify Problem (PDMP, Schedule D, 5a)

(Identify your monitoring methods for larval and adult mosquitoes and other pests, as applicable.)

Larval Mosquito:

Larval surveillance is the routine sampling of aquatic habitats for developing mosquitos. The primary tool is the “dip count” which indicates whether a habitat is producing mosquitos and estimates larval density. A one-pint cup attached to a long handle is used to collect a standard amount of water (“dip sample”). The “dip count” may be expressed as the number of immature (larvae and pupae) mosquitos per dip, per unit volume or per unit surface area of the site.

Adult Mosquito:

Several types of traps are used for adult surveillance because mosquitos are attracted to different traps depending on their species, sex and physiological condition. The most common traps use light, carbon dioxide, water for egg laying and a resting area. Trapped adults provide information about local distribution, density and identity. The size of an adult mosquito population can also be assessed by the number and distribution of service requests from the public. Data is used to help locate new sources of mosquitos or known sources with a recurrent problem.

West Nile Virus:

Adult mosquito samples are sent weekly May thru September to Oregon Veterinary Diagnostic Laboratory. Mosquito pools are tested for WNV, WEE, SLE and results reported weekly.

Ticks:

Jackson County Vector Control performs annual surveillance for Ixodes pacificus and Dermacentor sp. ticks, attempting to establish abundance trends and provide residents with areas of heightened public concern. Ticks have the potential to vector such diseases as Lyme disease, Rocky Mountain Spotted Fever and tick-born relapsing fever.

Action Thresholds (PDMP, Schedule D, 5a)

(Identify your treatment thresholds for larval and adult mosquitoes and other pests, as applicable.)

Larval Mosquito:

Thresholds values vary based on species and are the primary targets for pest management measures based on historical and present larvae surveillance, best professional judgment and common professional practices. The presence of disease is also monitored routinely, providing more information to be used in making pest management decisions. Treatment is considered when larvae or pupae are present in a source area. Being that some sources cover hundreds of acres, even one larva per dip can be considered a treatment threshold. All

District Name: Jackson County Vector Control District

pesticide applications are made by district personnel that have obtained a Public Pesticide Applicator license issued by Oregon Department of Agriculture.

Adult Mosquito:

When determining the need for adult mosquito control, a variety of methods are used. Laboratory testing has documented the presence of West Nile Virus in a variety of Mosquito species, bird species, horses, and humans in Jackson County. This arbovirus surveillance system is in place every season and is one method of determining the need for adult mosquito control in a particular area.

Another common method is the landing count, which is used for irrigated pasture situations. When a Vector Control Technician enters a source area, the number of adult mosquitoes that land on the Technician's body from the waist down, for a period of 15 to 30 seconds is noted. The Technician then moves to another location about 100 feet farther into the source area and again takes a landing count. If a count of 5 - 10 adults are present at any one location some type of control is warranted. Counts as high as 500+ adult mosquitoes have been noted at some pasture sources with the mosquito population covering 100 acres or more. Landing counts are also used with mosquito problems associated with creek overflow, rain filled depressions in wooded areas, and stands or hardwood trees having rot cavities filled with rainwater.

In residential areas the number of service requests received are used to determine the presence of adult mosquitoes and upon inspection by a Technician, samples of mosquitoes are collected and identified before any control work is performed.

Other methods used to monitor the presence of adult mosquitoes are the Heavy Duty EVS CO2 Mosquito Trap made by BioQuip, the New Jersey model light trap with and without CO2 and the Gravid Mosquito Trap also made by BioQuip. These traps offer a variety of ways to capture samples of adult mosquitoes and have proven to be a very reliable and necessary.

WNV:

Presence of mosquito-borne disease or pathogen in any organism tested (mosquito, dead bird or other animal, sentinel chicken, horse or human) confirmed and the source within Jackson County.

Ticks: none

Part VII. Pest Management Options

Please coordinate the information below with your 2300-A Permit and Pesticide Discharge Management Plan (Schedule D, 5b) prepared for the Department of Environmental Quality, as applicable. This section will outline your Integrated Pest Management program and when the various actions may be taken.

1. No Action:

Off-season, climate unsuitable, October–May or when adult vectors inactive.

2. Prevention:

District Name: Jackson County Vector Control District

Eliminate all sources of standing water that can be a breeding ground for biting mosquitoes, such as flooded fields, watering troughs, birdbaths, wading pools, clogged gutters, and old tires. If it holds water for 7 days, it can produce mosquitoes.

Stock water troughs and ornamental ponds with mosquitofish, available free at the District Office.

Avoid outdoor activities at dusk and dawn when mosquitoes are most active.

Wear long-sleeved shirts and long pants when in mosquito infested areas.

Use mosquito repellents containing DEET, Oil of Lemon Eucalyptus, IR3535 or Picaridin, making sure to follow the directions on the container.

Make sure all screen doors and windows are in good repair and fit tightly.

3. Mechanical or physical methods:

These methods are also known as source reduction, and physical control is usually the most effective technique available. Eliminating mosquito breeding sites or modifying these sites to favor natural predation or to be unfavorable to mosquitos. Source reduction can virtually eliminate the need for costly chemical control treatments.

The District plans a three-day free tire disposal event each year, usually in July or August. This source reducing event is open to Jackson County residents and for numerous years has taken 13,000-17,000 tires out of the county annually. It also provides an opportunity for the District to increase public awareness of backyard mosquito sources and emphasize the importance of source reduction.

4. Cultural Methods:

Prevention and educational activities promoted by Jackson County Vector Control and its staff through established notification systems or direct contact.

5. Biological Control Agents:

Gambusia affinis is the most commonly used biological control agent for mosquitos all over the world. Correct use of these fish can provide safe, effective, and persistent suppression of a variety of mosquito species in many types of mosquito sources. As with all safe and effective control agents, the use of mosquitofish requires a good knowledge of operational techniques and ecological implications, careful evaluation of stocking sites, use of appropriate stocking methods and regular monitoring of stocked fish.

Oregon law (ORS 498.222) regulates where non-native fish such as mosquitofish can be released. The Oregon Department of Fish and Wildlife (ODFW) has set guidelines restricting the stocking of mosquitofish to "aquaria," defined as self-contained systems that are not fed or drained by natural waterways. Permanent ponds located in floodplain areas are not considered "aquaria" and should not receive mosquitofish, because flooding could allow them to enter natural waterways and harm native fish and wildlife.

6. Pesticides:

District Name: Jackson County Vector Control District

Two basic chemical control methods are used to control mosquitos: larval control and adult control. Only those pesticides registered by the United States Environmental Protection Agency (U.S. EPA) and The Oregon Department of Agriculture (ODA) are used by the District for mosquito control. With the existing federal and state regulations, the pesticides available for mosquito control are environmentally sensitive and species specific. All technical staff employed by the District are certified Public Pesticide Applicators and are required to attend certification courses to keep license current. District personnel also receive training in equipment operation, calibration, and maintenance, computer use and other job-related training.

Part VIII. Adverse Incidents

Please coordinate the information below with your 2300-A Permit (Schedule B, 1 and 3) prepared for the Department of Environmental Quality, as applicable. This information will identify how you will determine adverse incidents resulting from a pesticide application. Possible and observable adverse impacts include, but are not limited to, the unanticipated death or distress of non-target organisms, disruption of fish or wildlife habitat, and disruption of recreational or municipal water use.

1. Describe your methods to minimize adverse impacts to non-target species and recreational or municipal water use:

The District has the potential to impact the environment through the modification of habitat (including soils, air, water, and vegetation), direct disturbance (noise and light), or by the use of biological or chemical control agents. The primary resources potentially affected are human health and fish and wildlife (including plants). Cultural resources are considered, even though the risk is very limited.

2. Describe how you will determine adverse impacts:

A set of Best Management Practices (BMPs) to reduce the risk of aforementioned impacts that might result from the District's implementation of its duties is followed. Several sources of information and databases can be checked prior to initiating any field activity. By knowing what sensitivity exists, methods to avoid impact can be applied.

3. Describe your reporting requirements and procedures for observed adverse impacts:

Awareness and vigilance are the primary keys to avoiding and reducing impacts. District staff are aware of the consequences of their actions in the field and are trained to be respectful of public and private property, the environment and associated wildlife and cultural resources. They are always observant and follow reporting procedures while noteworthy information or conditions are encountered. Additionally, when physical, biological or chemical control methods are employed, standard guidelines and or regulatory requirements are followed to reduce or avoid any potential impacts.

Part IX. Control Agents

Product Name	EPA Registration #	Active Ingredient	Target Pest	Approximate Pounds to be Used
Altosid P35	89459-95	(S)-Methoprene 4.25%	Mosquito Larvae	120.0 lbs.
Altosid 30Day Briquets	2724-375	Methoprene 8.62%	Mosquito Larvae	400 ea.
Altosid XR Extended Residual Briquets	2724-421-64833	Methoprene 2.1%	Mosquito Larvae	2200 ea.
Mosquito Larvicide GB1111	8329-72	Petroleum Distillate 98.7%	Mosquito Larvae	350.0 gal.
Vectobac GS	73049-10	<i>Bacillus Thuringiensis</i> , Subsp. <i>Israelensis</i> (BTI) 2.8%	Mosquito Larvae	396.0 lbs.
VectoMax FG	73049-429	<i>Bacillus sphaericus</i> (BS) 2.7% & <i>Bacillus thuringiensis</i> subsp. <i>Israelensis</i> (BTI) 4.5%	Mosquito Larvae	1560.0 lbs.
Mosquito Dunks	6218-47	<i>Bacillus Thuringiensis</i> , Subsp. <i>Israelensis</i> (BTI) 10.31%	Mosquito Larvae	62 ea.
MetaLarv S-PT	73049-475	(S)-Methoprene 4.25%	Mosquito Larvae	1240 ea.
Duplex-G	89459-93	<i>Bacillus Thuringiensis</i> , Subsp. <i>Israelensis</i> (BTI) 5.35% & (S)-Methoprene 4.25%	Mosquito Larvae	80.0 lbs.
Natular G-30	8329-83	Spinosad 2.5%	Mosquito Larvae	600.0 lbs.
Natular XRT	8329-84	Spinosad 6.25%	Mosquito Larvae	3692 ea.
Delta Gard	432-1534	Deltamethrin 0.17 lbs. per gal.	Adult Mosquito	16 gal.
Zenivex E4RTU	2724-807	Etofenprox 0.30 lbs. per gal.	Adult Mosquito	100 gal.
Anvil 10 +10	1021-1688-8329	Sumithrin 0.74 lbs. & Piperonyl Butoxide 0.74 lbs.	Adult Mosquito	1 gal.
MetaLarv XRP	73049-475	(S)-Methoprene 4.25%	Mosquito Larvae	10489 ea.
Merus 3.0	8329-108	Pyrethrins 5.0%	Adult Mosquito	5 gal.
Natular T30	8329-85	Spinosad 8.33%	Mosquito Larvae	400 ea.

Appendix

Appendix A. Mapping

The following map information needs to be on file with OHA and ODFW. Once submitted, the maps only need to be updated when changes are made. You **do not need to re-submit** the same map information each year if there have been no changes from the previous season.

1. GIS layer or paper map of District boundaries, if changed from previous season
2. GIS layer or paper map of routine adult surveillance sites, if changed from previous season

Appendix B. Annual Report

Provide an Annual Report describing the previous season, including but not limited to:

1. Total acres treated
2. Pounds of each product used
3. Surveillance overview
4. Description of products used, dates of applications, and justification for applications on Sensitive Areas as identified by ODFW
5. Description of any observed adverse impacts

Ecologist Update

January 19, 2023

- The PCR system was delivered and installed on January 4th-5th! A Co-Diagnostic laboratory technician flew out to set up the equipment and train me on the PCR testing process. Even though we likely won't see sizable numbers of *Culex* mosquitoes until early summer, I will begin to conduct "practice tests" on other species as soon as we start surveillance in the spring.



PCR equipment setup in lab

- 321 total ticks collected from 4 sites since November. Between unfavorable weather conditions and other work tasks taking priority, tick collections have been infrequent.
- Compiling 2022 annual report and assisting with edits to upcoming job announcements
- Appointed to the 2022-2023 AMCA Young Professionals National Committee; helping plan Young Professional events for the AMCA National Conference in Reno



Jackson County Vector Control District

555 Mosquito Lane, Central Point, Oregon 97502

Telephone 541-826-2199

Fax 541-826-8553

RESOLUTION ADOPTING CHANGES TO DISTRICT POLICIES

WHEREAS It is in the best interests of the citizens of the Jackson County Vector Control District, and the employees of the Jackson County Vector Control District, that certain guidelines relating to the District's operational procedures are periodically reviewed and revised; and

WHEREAS The Jackson County Vector Control District Board has reviewed current policies; and

WHEREAS The adoption of these revised policies appear to be in the best interest of the Jackson County Vector Control District, and its employees;

NOW, THEREFORE, BE IT RESOLVED BY The Board of Trustees of Jackson County Vector Control District:

That the EMPLOYEE POLICY MANUAL hereto is approved and adopted as revision to the POLICY AND PROCEDURE MANUAL of the Jackson County Vector Control District.

Adopted this 19th day of January, 2023.

Jackson County Vector Control District
Jackson County, Oregon

By: _____
President

Attest:

By: _____
Secretary/Treasurer

EMPLOYEE POLICY MANUAL



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WELCOME TO JACKSON COUNTY VECTOR CONTROL DISTRICT!

We're happy to welcome you to Jackson County Vector Control District. We're glad you've joined us! We take pride in selecting people like you to join our organization, and we truly believe you will be a positive addition to our most important asset – our employees.

We hope you will enjoy a productive and pleasant association with us. We have created a work environment, compensation and benefits program, and interactive culture that we believe fosters positive work relationships. We expect that you will enhance the atmosphere by contributing your best efforts in whatever is asked of you.

We believe that our employees can contribute significantly to our success and want you to share in the growth of our future. We also feel that the best way to help you achieve success is to help you understand our organization and your role in it. This Manual has been prepared as a guide to give employees a better understanding of the District's policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

Our organization values two-way communication, and our “open door” policy encourages employees to ask questions if there are policies or procedures they don't understand. We welcome your ideas and suggestions for ways to improve our operations and services or to save unnecessary costs during your employment with us.

Again, welcome to our team. We wish you success in your new position and truly value you and the contribution you will make during your employment with us. We hope you will like it here.

Jackson County Vector Control Board of Trustees

OUR HISTORY

History of the Jackson County Vector Control District The Jackson County Vector Control District (hereby referred to as JCVCD or “District”) was formed by public vote in 1968 to help address significant mosquito problems being experienced by county residents. Our mission is to maintain populations of public health vectors below nuisance levels and to prevent human infection associated with mosquito borne diseases. JCVCD is an Oregon Special District acting under state authority outlined in ORS452 and serves all residents of Jackson County. The district has it’s own tax base and budget and is governed by a Board of Trustees who are appointed by the Jackson County Board of Commissioners. Direct mosquito control measures in Jackson County began in the summer of 1969. JCVCD immediately set about locating, mapping, and treating mosquito breeding sources such as irrigated pastures, log-ponds, and sprinkled log-decks. As the county’s population increased over time, more homes have been built bordering these areas, increasing the frequency of human contact with mosquitoes. Over the last 50 years, certain mosquito sources have declined or disappeared in the county due to a shrinking logging industry and the conversion of more agricultural lands for other uses. However, mosquitoes capable of transmitting diseases to humans are still present as was demonstrated by the first detection of West Nile virus in Jackson County in 2004 followed by regular annual detections ever since. Although mosquito control is still essential at “traditional” breeding sources in Jackson County, JCVCD will continue to adapt and face new challenges as managing mosquitoes in expanding urban and residential settings becomes increasingly important.

ABOUT THIS MANUAL

This Employee Manual is a guide to help employees understand our employment policies and expectations. The Manual applies to all District employees. It is intended to be a positive document that defines the relationship between the District and its personnel.

This Manual contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our customers and our mission. While we have tried to anticipate many employee questions, this document won't provide every answer. Employees should direct any questions concerning eligibility for a particular benefit or how a policy or practice applies to the District Manager.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Manual. In that event we'll try to make fair and equitable decisions while making sure that the best interests of the District are served.

Neither this Manual nor any other organizational document confers any express or implied contractual right to remain in the District's employ, nor does it guarantee any fixed terms or conditions of the employee's employment. The employee's employment is not for any specific period and may be terminated at will, with or without reason, and without prior notice by the District or the employee for any reason, at any time.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages when needed so the employee can keep this Manual current. In addition, forms or documents may be changed or updated from time to time for clarity or functionality at the District Managers discretion.

Some subjects, such as benefit plan information, are summarized in this Manual and covered in more detail in other documents. Refer to these documents for specific information not addressed in this Manual. When discrepancies occur between language in this Manual and specific language in the official policy documents, the terms of the official policy documents are controlling.

Employees are encouraged to read through the Manual carefully and share it with family members so they will also understand the employee's work environment. Employees also are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Additional questions or requests for further details should be directed to the employee's direct supervisor.

GENERAL EMPLOYMENT POLICIES

EMPLOYMENT AT WILL

All District employees are engaged in an at-will employment relationship with the District. This means that the employee and the District each has the right to terminate the employment relationship at any time, with or without advance notice and with or without cause or reason unless that cause or reason is specifically prohibited by law. No one other than the District Manager or the Board has the authority to alter this arrangement, to enter into an agreement for a specified period, or to make any agreement contrary to this policy. Any such agreement must be in writing and signed by the District Manager.

Equal Employment Opportunity: The District is an equal opportunity employer. We recognize and comply with our legal obligations to make all employment decisions irrespective of the employee's or applicant's race, religion, color, national origin, ancestry or citizenship, medical condition, age, marital status, registered domestic partner status, sex, genetic information, or any other characteristic protected by law, unless based upon bona fide occupational qualification. The District is committed to abiding by all applicable laws pertaining to nondiscrimination in employment practices and to applying this policy in all matters of personnel administration, including, but not limited to, recruitment, selection, transfer, compensation, training, layoff and recall from layoff. All employment-related decisions shall be based upon the qualifications, merit and/or performance of an individual and not on any unlawful criteria.

EMPLOYMENT PROCEDURES

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or both.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale, or if the supervisory relationship violates Oregon's Ethics Laws for Public Officials.

An employee may, from time-to-time, be temporarily transferred or assigned to perform work outside of the employee's regular job duties, schedule, or location. Depending upon the circumstances, the employee may be subject to a wage adjustment while performing such

work. We also may reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills, or transfer any employee who has an illness or disability that requires modified duty, without posting the position.

New Employee Orientation: New employees are expected to attend a thorough orientation within the first week of employment. This helps to ensure positive integration into our operations and helps new employees start a productive and satisfying employment relationship. At the orientation, in addition to this Manual the employee will receive detailed information about general policies, procedures, benefits, and basic information on pay and leave policies.

Introductory Period: Each new employee is hired for an Introductory Period, which is typically ninety (90) days for regular employees and thirty (30) days for Temporary Employees. The Introductory Period is an extension of the employee selection process. During this period, the employee is in training and under observation and evaluation by supervisors. During the Introductory Period, the employee will be evaluated based on his or her adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities. This period gives the employee an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for the District and the employee to determine if the employee's abilities and the requirements of the position match.

The employee's performance will be evaluated at the end of the Introductory Period, and a decision about the employee's employment status will be made and shared with the employee in writing. If the employee has successfully completed the Introductory Period, the employee will be moved to Regular Full-Time employee status. Movement to regular status does not alter the at-will condition of the employee's employment. If at the end of the Introductory Period the employee's skills border on satisfactory but fall a little short, and there is reason to believe that the employee's skills will improve with additional time, with the approval of the District Manager the Introductory Period may be extended. The request for an extension must be submitted before the normal conclusion of the employee's Introductory Period. If expectations are not met or if the employee's skills are not satisfactory, the employee's employment is unlikely to continue.

Promotions and Transfer Training Period: An employee who is promoted or transferred to a new position must also complete an Introductory Period of ninety (90) days to determine the suitability of the placement and the employee's ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, the employee will be returned to his or her original job if it is still vacant. If the prior position is not available, the employee will be assigned to any other vacant job the District Manager deems suitable, or, if no such job is available, the employee's employment may be terminated. If the employee is placed

in a job other than the employee's original job, the employee's pay and benefits may be adjusted.

Re-employment: Employees who resign from the District in good standing may be considered for re-employment. The District is not obligated to rehire former employees. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. If the process reaches the point of checking references, the employee's prior performance with the District will be evaluated and considered. If an employee returns within twelve (12) calendar months from the date of separation, their previous Sick Leave balance will be restored in full.

To voluntarily resign in good standing, an employee must submit a written letter of resignation to the District Manager giving at least fourteen (14) working days' advance notice. Failure to submit a timely written resignation may preclude the individual from future employment opportunities with the District.

Rehires will be considered new employees except where federal or state law requires otherwise. Regular employees who separated from employment because of a reduction in workforce will receive credit for prior time worked for the purposes of benefit eligibility if they are re-employed within one (1) year after the separation date.

Employment Classifications: Employees may be considered Introductory Period; Regular Full-Time, or Regular Part-Time; or Temporary/Seasonal, and they are either Exempt or Non-Exempt. The District Manager will make the appropriate designation regarding the status for each new position or when a position changes substantially.

Introductory Period: A period of time immediately following the hiring or promotion of an employee. New hires normally earn, but cannot use, benefits during the Introductory Period.

Regular Full-Time: An employee who regularly works forty (40) hours a week but no less than thirty-two (32) hours a week on a continuing basis and who has successfully completed the Introductory Period.

Regular Part-Time: An employee who regularly works less than thirty-two (32) hours a week and has successfully completed the Introductory Period. Regular Part-Time employees receive benefits in proportion to their regular hours of work.

Temporary/Seasonal: Temporary/Seasonal employees hold jobs of limited duration arising out of special projects, abnormal workloads, or emergencies. Temporary/Seasonal employees are ineligible for employer paid benefits except those described the Seasonal Employee's Manual. Temporary employment is distinguished from Regular Part-Time employment in that

Regular Part-Time employment relates to a budgeted position for which there are some benefits. No temporary employee can perform temporary work for more than 1039 straight time hours in a calendar year.

Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees include managers, executives, supervisors, professional staff, outside sales representatives, owners, and others who are generally paid a salary and whose duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of overtime as specified under state or federal regulations.

TEMPORARY EMPLOYEES

Temporary employees may be hired from time to time as needed. A temporary employee may serve an on-call, as-needed basis, or may be hired for a specific project or period. Temporary employees include seasonal employees who are hired at certain times of the year to perform specific duties.

Wages: The District Manager will determine the rates and amounts of pay of each temporary employee from the wage range approved by the Board.

Holiday Pay: Temporary employees receive Holiday Pay if they work the day before or the day after a recognized District holiday.

Termination: A temporary employee serves at the will or pleasure of the District. Temporary employees:

- Have no right to, or expectation of, re-employment after the term of their temporary employment concludes.
- Serve at-will and their employment is terminable at any time, with or without cause or reason, and with or without advance notice.
- May be terminated when the District Manager determines that there is no longer a need for the position.
- Receive no employee benefits other than wages and Holiday Pay, except as otherwise required by law.

PERSONNEL FILES

Change in Personal Data: The Office Specialist is responsible for maintaining employees' official personnel records. Keeping personnel records current is important to ensure proper processing of payments, payroll deductions, benefits, and other matters. Employees are responsible for notifying the Office Specialist of changes in any of the following:

- Name
- Marital status
- Address.
- Telephone number
- Dependents
- Beneficiary
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact employment
- Other information having a bearing on the employee's employment

Negative Information or Protests: No material of a negative or derogatory nature may be placed in an employee's file unless a copy is given to the employee. Employees may be allowed to include in their personnel file any material deemed relevant to job qualifications or performance, in the judgment of the District. Upon request of an employee, adverse material in the personnel files will be reviewed by the District Manager to determine whether retaining it continues to be appropriate or necessary. Any employee may submit a written protest or comment on any materials placed in their personnel file. The written protest/comment shall be placed in the personnel file.

Removal: Documents may not be removed from a personnel file except if the District Manager determines that the document is not accurate or is no longer relevant or timely to any personnel or performance matter. Criteria used may include the age of the material, seriousness of the infraction, and instances of repeated or similar infractions. The District may retain the removed information in a separate file for purposes of forewarning and litigation defense, but not for general human resources purposes.

The employee will be notified in the event a document is removed from the employee's file. Any document removed must be maintained in a separate general file containing all such documents, not indexed under the name of any employee.

Medical Information: Documents containing medical information must be kept in a separate, confidential file that is not part of the employee's personnel file. While these records must be treated as confidential, supervisors and managers may be informed regarding necessary work restrictions and necessary accommodations. First aid and safety personnel may be informed, when appropriate, of an employee's disability if the disability might require emergency treatment. Government officials investigating compliance with discrimination laws shall be

provided relevant information on request.

Access: An employee may inspect and review the employee's own personnel file, excluding confidential reports from previous employers. Access by anyone other than the employee is limited to the employee's direct supervisor and the District Manager, and only for specific business purposes directly related to the employee's employment with the District.

An employee wishing to inspect/ review their personnel file must make an appointment in advance with the District Manager. An employee who requests a copy of any document contained in his or her own personnel file will be provided with a copy within forty-five (45) days following a request. The employee may be charged the actual cost of copying these records.

Confidentiality and Privacy: An employee's expectation of confidentiality and privacy is, in each case, subject to the requirements of Oregon's Public Records Law. In all cases, the District must determine whether particular personnel records of any District employee are subject to public disclosure.

Personnel files are generally exempt from disclosure under the provisions of ORS 192.355(2) if disclosure would constitute an unreasonable invasion of privacy. Records of discipline may be exempt from public disclosure under ORS 192.345(12).

Any person seeking disclosure of material that would constitute an unreasonable invasion of an employee's privacy has the burden of showing, by clear and convincing evidence, that public disclosure would not be an unreasonable invasion of privacy.

In any event, except as required by Oregon law, no information in any employee's personnel file will be released until the employee is notified and has a reasonable opportunity to comment on the request.

Information regarding an employee's address, telephone number, work history, performance or salary will not be given over the telephone. Only employment dates and job title may be released verbally.

References: Responses to requests for references for both present and terminated employees must be in writing and signed by the employee, authorizing release of information and releasing the District from liability for providing the information. In the absence of written consent from the employee, only job titles and dates of employment will be confirmed.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the

workplace. Employees and applicants are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function (walking, seeing, hearing, breathing, bodily functions, etc.),
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination based on an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

The District offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

The District will make reasonable accommodations for the known physical or mental disabilities of an otherwise qualified applicant or employee. Reasonable accommodations are those that don't cause an undue hardship on the District. The District will consider any such request for accommodation, as well as other possible alternative accommodations that might allow otherwise qualified individuals to perform their jobs.

Employees or applicants requiring an accommodation to perform the essential functions of their jobs or to apply for positions should notify the District Manager of this need as soon as possible and describe the requested accommodation. The District reserves the right to determine what, if any, reasonable accommodation it will implement following a request for accommodation.

HARASSMENT, SEXUAL HARASSMENT, AND DISCRIMINATION

Harassment or discrimination in employment on the basis of sex, age, race, color, national origin, ancestry, citizenship, religious creed, age, physical or mental disability, medical condition, sexual orientation, gender identity or gender expression, veteran status, marital status, registered domestic partner status, genetic information, physical or mental disability, medical condition as defined by state law (genetic characteristics or cancer), or any other protected basis is unlawful under federal and state law. The District does not tolerate discrimination or harassment in the workplace or in a work-related situation. Unlawful

discrimination and harassment are a violation of the District's rules of conduct. Each employee is responsible for maintaining a workplace free of any form of harassment.

Harassment Generally: The District will not tolerate conduct by any employee, elected official, board or commission member, volunteer or intern, customer or member of the public who harasses, disrupts, or interferes with an employee's work performance or who creates an intimidating, offensive, or hostile work environment. Retaliation associated with a complaint of harassment is also prohibited.

Unlawful harassment in employment may take many forms. For example:

- Verbal conduct such as epithets, derogatory comments, slurs or unwanted comments and jokes.
- Visual conduct such as derogatory posters, cartoons, drawings, or gestures.
- Physical conduct such as blocking normal movement, restraining, touching, or otherwise physically interfering with work of another individual.
- Threatening or demanding that an individual submit to certain conduct or to perform certain actions to keep or get a job, to avoid some other loss, or as a condition of job benefits, security, or promotion.
- Retaliation by any of the above means for having reported harassment or discrimination or having assisted another employee to report harassment or discrimination.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person's race, sexual orientation, age, sex, national origin, or disability; or mimicking one's speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing another person by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to, or rejection of, the conduct is used as the basis for employment decisions affecting the individual.
- The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching will not be tolerated. Inappropriate or frequent text messages and other similar electronic communications can also be considered harassing behavior.

Conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation, is sexual assault, which can result in criminal liability.

Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

No one may threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

Application: This policy applies to any conduct, as described above, that impacts the District or work environment, regardless of where it occurs, including the workplace, at social functions sponsored by the District, and at business functions (conventions, trade shows, etc.).

Dispute Resolution: The District provides the dispute resolution procedure below for receiving and resolving complaints alleging discriminatory practices in employment relations. The District will not retaliate against, or tolerate retaliation against, any employee for filing a complaint or cooperating in an investigation.

Reporting Harassment: Each employee is responsible for immediately reporting any actions or words which the employee finds to be harassing to the employee or to others. Any employee who believes that they or another employee have been harassed, or who has witnessed harassment or who suspects any violation of this harassment policy, must immediately report the matter to the employee's direct supervisor, the District Manager, or another management representative with whom the employee feels comfortable.

The individual receiving the report is responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. If the complaint does not involve the District Manager, the person receiving the complaint should take the concern to the District Manager for appropriate follow-up. If the complaint involves the District Manager, the employee's supervisor should take the complaint to the Board Chair or to the member of the Board authorized to address personnel matters.

An investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules.

Confidentiality of the person reporting the incident will be protected as much as possible, but also can't be guaranteed. Every effort will be made to complete the investigation within two (2) weeks. In all cases, the reporting employee will be notified of the outcome of the investigation, and a management representative will follow up with the employee quarterly following receipt of the information to ensure the matter has been resolved and continues to meet the District's standards.

If the employee is not satisfied with the handling of a complaint or the action taken, the employee should bring the complaint to the next higher level of authority.

Any employee who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, up to and including termination.

External Complaint Procedure: Employees are encouraged to bring their concerns and complaints to District management before seeking outside help. However, employees have the right to seek redress from outside sources, including the following:

- 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 a civil action, a Notice of Claim must be provided to the District 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. Upon request by an employee aggrieved by the alleged conduct, an agreement not to disclose may be included in a separation, settlement, or severance agreement, provided the employee is given at least seven (7) days to change their mind after entering into the agreement.

Additional Employee Support Services. Legal and therapeutic support, respectively, may be available to the employee through the following resources:

1. Oregon State Bar Association <https://www.osbar.org/index.html>
2. Psychology Today <https://www.psychologytoday.com/us/therapists>

WORKPLACE VIOLENCE

The District recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, this organization specifically prohibits any employee, customer, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If the employee has a question whether something may be considered a weapon in violation of this policy, the employee must ask the employee's supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the District or that threaten the safety, security, or financial interests of the District. Employees should make such reports directly to the District Manager.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

The District may conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the District's property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.

Any employee found to have violated this policy will be subject to immediate disciplinary action, up to and including termination and reporting to law enforcement.

DISPUTE RESOLUTION

The goal of the District's dispute resolution process is to resolve problems as quickly, fairly, and thoroughly as possible. All issues will be handled without prejudice or retaliation.

For reports of harassment, sexual harassment, or other discriminatory action, employees should follow the reporting procedures described in the Harassment section of these policies. Any other questions or concerns should be discussed with the employee's direct supervisor as soon as the employee is aware of a problem or question. If a response isn't immediately possible, the supervisor will make reasonable efforts to follow up with the employee, in writing, within one (1) week.

If the concern or complaint is with regard to the employee's direct supervisor, the employee may skip this initial step and contact the next level of management Office Specialist .

EMPLOYEE CONDUCT

PROFESSIONALISM

Professional conduct is expected from all employees anytime they are working for or representing the District. Employees are expected to treat each other and those whom we serve with courtesy, respect, and consideration. Employees are expected to work cooperatively and constructively in resolving issues or problems while on the job to foster satisfactory working relationships.

The District defines unprofessionalism as one-time or repeated inappropriate speech or behavior by an employee, board member, or customer that negatively affects the working relationship. The behavior may be verbal (words) or non-verbal (actions) in the course of employment at or outside of the workplace.

Unprofessional behavior may include, but is not limited to, the following:

- Inappropriate or negative comments on social media, email, text, or other electronic formats.
- Public humiliation in any form.
- Constant criticism on matters unrelated or minimally related to the person's performance or job description.
- Spreading rumors and gossip regarding specific people.
- Interfering with the ability of someone to perform job duties or consistently assigning menial tasks not central to the job.
- Taking credit for another person's ideas.

Any employee who has experienced or observed unprofessional speech or conduct should immediately report the behavior as outlined in the District's harassment policy. All reports will be investigated and addressed, and the person alleged to have engaged in unprofessional conduct will be allowed the opportunity to explain his or her intentions. Substantiated unprofessional conduct, as well as making false/baseless or malicious complaints of unprofessionalism may lead to corrective action, up to and including termination.

Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

RULES OF CONDUCT

The District has clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive but serve as guidelines to demonstrate the work behaviors considered important. Employees are expected to:

- Be at work on time, stay until the employee's workday ends, and do the work assigned or requested of the employee. If the employee is unable to be at work on time, the employee is expected to contact the employee's direct supervisor promptly.
- Regard the employee's workplace with respect and attention. District records, equipment, and property are to be treated carefully and appropriately. The employee is responsible for items in the employee's custody and will be held accountable for their maintenance, appropriate use, and accuracy.
- Act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the District or by outside regulatory agencies.
- Conduct themselves in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. This includes alcohol consumption when representing the District in a business or social capacity.
- Maintain the confidentiality of organization or customer information in the employee's possession.
- Wear the uniform provided by the District. If the employee has any questions, please contact the employee's direct supervisor.
- Be neat in appearance and dress and behave in accordance with reasonable standards of behavior.
- Make no representation that the District has legal responsibility for any action, omission or event causing injury, financial loss, damage or inconvenience to any person or property.
- Accept no employment during off-duty hours which may result in a conflict of time or interest adverse to the District, including employment with a party who has a current or pending relationship with the District involving a contract, permit, license, etc.

Employees are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct that falls outside of the above guidelines will result in corrective action, up to and including termination.

ETHICS

All public officials, including elected officials and candidates for public office as well as public employees and volunteers, are required to comply with Oregon's Ethics Laws for Public Officials (ORS chapter 244). These laws are summarized in this policy. However, each employee is individually responsible for knowing and complying with these laws.

- Employees may not use District time, equipment, or services for personal interest or gain.
- Employees may not use confidential information or facts that have come to them by virtue of their employment for personal financial gain or benefit.
- Employees (and their relatives and any business of the employee or a relative) may not accept any special favors, gifts, or gratuities valued at more than \$50 in any calendar year from a source with an "administrative or legislative interest" in the employee's employment with the District.
- District employees and volunteers are required to disclose potential or actual financial conflicts of interest in writing to their immediate supervisors as required in ORS 244.120(1)(c). A "potential conflict of interest" means that an official action by the public official *could* result in a personal financial gain or avoidance of a financial detriment for the individual, a family member of the individual, or a business of the individual or the individual's family member. An "actual conflict of interest" means that the act *will* result in such an outcome.
- A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official's holding of the official position or office.

However, A public official *may* accept the following:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.
- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.

- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.
- A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.
- A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.
- A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.
- After leaving employment, the public official may not have a direct beneficial financial interest in a public contract to which the District is a party for two (2) years after the date the contract was authorized.

Violations may subject the employee to disciplinary action. However, to the extent the conduct violates Oregon law, the offense is personal to the public official and the District may not provide specific legal advice or representation to individual public officials alleged to be in violation of these laws.

Regardless of whether an actual violation occurs, the appearance of impropriety can be as damaging as actual impropriety and should be avoided. Employees are encouraged to review and become familiar with the Oregon Ethics Commission’s *Guide for Public Officials*, which is available free of charge at www.oregon.gov/oqec.

POLITICAL ACTIVITIES

Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office. Oregon law forbids any District employee, while on the job, or when using publicly owned equipment or facilities, from soliciting money, influence, service, or other article of value or

otherwise aiding and/or promoting any political cause, or the nomination or election of any person for public office.

CONFIDENTIALITY

Organization and Customers: District employees may have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the District or its customers without prior explicit approval of their managers/supervisors.

No District records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from the District Manager, except in the ordinary course of performing duties on behalf of the District.

Additionally, the contents of organization records or information otherwise obtained may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records: The District works carefully to safeguard personal employee information in its possession to ensure confidentiality. The District will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, Social Security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials.

Personal information for both current and former employees, including pre-employment inquiries and reference check records, are considered confidential and will be shared only as required with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

If an employee becomes aware of a breach in confidentiality of any personal information, the employee should report the incident to the District Manager. The District Manager is responsible for investigating the incident and taking corrective action, including notifying the employee whose information was improperly disclosed.

The following examples of release of personal employee information are not considered a breach of confidentiality:

- Partial employee birth dates, *i.e.*, day and month, shared with supervisors/managers who elect to recognize employees on such dates.
- Personal telephone numbers or e-mail addresses distributed to supervisors/managers in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes, shared with supervisors/managers.
- Employees' employment anniversary dates, distributed to appropriate supervisors/managers periodically.
- Employee and dependent information distributed in accordance with open enrollment processes for periodic benefit plan changes, or for benefit statement updates.
- Release of information in response to a lawfully issued order or subpoena.

WHISTLEBLOWER PROTECTIONS

The District encourages any employee with knowledge of an illegal or dishonest activity to report it to the District Manager. All reports will be promptly investigated to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact the District Manager. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's 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 to the extent possible. Retaliation against a whistleblower is strictly prohibited. This includes, but is not limited to, retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the District Manager immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

SMOKING

State law prohibits smoking in workplace buildings. Smoking is only allowed in designated smoking areas. Please do not smoke or vape within ten (10) feet of any entrance, exit, window, or air intake device.

SUBSTANCES AND ALCOHOL

The District strives to provide a workplace and environment that are free from the effects of substance abuse and has a responsibility to its employees and to the general public to ensure safe operating and working conditions. While on the job, employees are required to be free from the effects of drugs, alcohol, or other impairing substances, and to comply with this policy.

The following conditions and activities are expressly prohibited on our premises or property or during work time or while representing the District in any work-related fashion and will lead to corrective action, up to and including termination:

- Manufacturing, selling, attempting to sell, using, distributing or possessing alcohol or other controlled or substances that impair job performance or pose a hazard when use or possession occurs (as a government employee this includes marijuana).
- Reporting for or being at work while impaired by the use of alcohol, drugs, or controlled substances.

If the employee's doctor prescribes over the counter or pharmaceutical drugs, the employee is responsible for determining if he or she is able to maintain work performance standards, including safety. If the employee is not, the employee is to the employee must contact the District Manager before returning work.

If an employee believes he or she has a problem with substance or alcohol use and wishes to undertake rehabilitation, the employee should notify his or her supervisor in confidence and may be granted a leave of absence for this purpose. It is the employee's responsibility to seek help before the problem adversely affects the employee's work performance or results in a violation of this policy. No employee will be discriminated against for undertaking rehabilitation.

If there is a reasonable basis to believe that a District employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. The District reserves the right to determine whether a reasonable basis exists.

The following definitions apply to this policy:

Reasonable suspicion is defined as specific, describable observations concerning such circumstances as the work performance, appearance including, for example, noticeable odor of an alcohol, behavior, or speech of the employee, or as being involved in an accident on organization premises that results in physical injury or property damage.

Presence of is defined as any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled Substances are defined as any product causing potential impairment of an employees' mental or physical faculties.

Over-the-counter drugs are defined as those that are generally available without a prescription from a medical doctor.

Prescription drugs are defined as those drugs that are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

Any employee who is found to be in violation of this policy and who refuses to submit to testing, or refuses to cooperate, or attempts to subvert the testing process will be subject to corrective action, up to and including termination.

VEHICLE USE

This policy applies to and regulates the use of all vehicles owned by the District and prescribes their proper use under routine and emergency conditions.

Policy: The use of vehicles creates special responsibilities for employees of the District. Vehicle operators have the responsibility to operate vehicles in a safe, lawful and skillful manner, and shall at all times give the highest priority to the safety and welfare of the general public. Operators shall obey all laws and District policies pertaining to operation of District vehicles.

Assignment: At the Manager's discretion, vehicles may be assigned to a particular employee for use in the scope of District Business such as arbovirus surveillance projects; planned spray operations, etc., which may require the employee to take a vehicle home overnight for late afternoon or early morning use. Employees using vehicles for the purposes stated are responsible for the security of the vehicle parked at their residence.

Employees driving District vehicles must be cognizant of their high visibility and the potential damage to the public trust if misuse occurs. Violation of this policy or any misuse of District vehicles shall result in disciplinary action, up to and including termination.

Responsibilities:

- Authorized Drivers: Only District employees (and volunteers) are permitted to drive District-owned vehicles, except for the purpose of mechanical maintenance or technical evaluation.
- No person shall operate a District vehicle unless he or she is qualified and authorized to do so, and possesses a valid Oregon driver's license with the proper license classification.
- Care of Vehicle: Employees (and volunteers) assigned to operate District vehicles are responsible for the operation, care and condition of such motor vehicles, and for their cleanliness.
- Seat Belts: Every operator and passenger riding in a District vehicle shall utilize his or her respective seat belt(s) while the vehicle is in motion. It is the responsibility of the operator to assure that all passengers utilize seat belts.
- Identification: All vehicles operated by the districts seasonal employees shall bear external identification indicating that they are property of the District.
- Passengers: Operators of District vehicles shall not transport passengers in or on District Vehicles except as authorized by the District Manager, in an official capacity, or as provided in this Policy, except when:
 - The passenger is accompanying a District employee to an official district function located outside District's boundaries.
 - Necessary in the transaction of District business; or
 - In response to public assistance call.

No Personal Use: District vehicles shall be used only in the course of official District business, and not for personal business or private gain, except for limited reasons incidental to District business, such as stopping for a meal or at an ATM.

The District Manager may use or authorize District vehicles to ensure that the business of the District is being handled in a professional and secure manner, including using the vehicle for travel to and from the District Office to his/her place of residence, where it is parked and only used for work related business or in case of emergency.

Vehicle Use Outside District Boundaries: District-owned vehicles are not to leave the District other than on official District business, for maintenance purposed or as approved in advance by the District Manager.

Cell Phone Use: Cell phones may not be used while in operation of a District vehicle except as provided in this section and in the Cell Phone Policy on page 34.

Any employee whose duties include driving has a significant responsibility to the District, to co-workers, and to the general public to operate any motor vehicle in a safe and appropriate manner.

In accordance with Oregon law, the District prohibits employees from using hand-held cellular phones, laptop computer keyboards or texting devices while driving their own motor vehicle while on District business or District time, or while driving any District-owned vehicle for any reason at any time. If it is otherwise safe and the vehicle is not in motion, employees may use “hands-free” cellular phones, laptops or texting devices for business reasons while in a District-owned vehicle, or in their own vehicle on District business or District time.

Personal calls/texts while on District time must be kept to an absolute minimum.

Signs and Decals: Employees are prohibited from applying or placing any signs, decals, posters, insignia, bumper stickers, window stickers or any other items on District vehicles, unless authorized to do so by the District Manager.

Appropriate Vehicular Speed: When practical, all travel in District vehicles shall be at the designated road speed or less. When traffic conditions make such speeds impractical, the vehicle shall be operated in accordance with the general flow of traffic.

Safe Operation: District vehicles shall be operated in strict conformance with all traffic laws, and only in a manner that is safe under the circumstances.

Accident Reporting and Investigating: When any District vehicle is involved in an accident resulting in property damage or injury to any person, the following procedures shall be followed:

- a. The operator shall:
 - i. Immediately report the accident to the District Manager.
 - ii. Remain at the scene until a police report is made in the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative, and not move any vehicle until authorized by the Manager or Police Officer unless non-removal creates an undue hazard.
 - iii. In those cases where the vehicle(s) suffer only minor damage, citizens should not be delayed any longer than is necessary to exchange the required information.

iv. The operator shall also, promptly complete an individual accident report; and file any other reports as requested by the Manager.

b. The Manager shall:

- i. Respond to the scene and ensure that a police investigation is conducted.
- ii. Submit independent reports and complete all forms as appropriate.
- iii. Report all findings and conclusions to the District Board.

Maintenance: Operators are responsible for the proper maintenance of any vehicle assigned to them, including adding fuel, oil, or water; tire checks; washing windshield; and cleaning the interior of the vehicle and removing debris and clutter.

All vehicles must have routine maintenance as required, including lubrication, oil (every 5000 miles) and filter changes (as needed), tire rotation (every 5000 miles), tire changes (as needed), and other preventive maintenance measures.

The operator shall complete the necessary maintenance forms and documents in a timely manner.

Repair: When a vehicle is found to be inoperative or unsafe to use due to damage, mechanical failure, or normal wear, the operator to which the vehicle is assigned shall submit (on the proper District forms) a report on the condition of the vehicle to the District Manager as soon as time permits. No employee (or volunteer) shall attempt to repair any District vehicle unless authorized by the Manager.

Use of Personal Vehicles: All employees must have the specific advance approval from the District Manager before using their own or other privately owned vehicle for District business. The District provides liability insurance for officers and employees (and volunteers) for the acts in which they became involved. However, officers and employees (and volunteers) must provide coverage for privately owned vehicles.

Personal vehicles used for District business must be in good repair. Campers and motorcycles may not be used when conducting investigations or representing the District. When responding to an emergency in a private vehicle, all traffic laws shall be complied with.

TELEWORK & TELECOMMUTING, ELECTRONIC COMMUNICATION, AND CYBERSECURITY

TELEWORK OR TELECOMMUTING

Telework is the planned practice of regularly working from a non-organization address, typically the employee's residence. Telecommuting is the planned practice of occasional or intermittent work from a non-organization address, typically the employee's residence.

Both telework and telecommuting may be available by prior agreement between the employee and his or her supervisor for some positions within the District but may not be available for all positions. All telework and telecommuting arrangements require the prior approval of the District Manager and may be changed at his or her discretion.

Employees are responsible for ensuring a safe work environment when telecommuting or teleworking, and for meeting the regular expectations of their job regardless of where the job is performed. Supervisors are responsible for monitoring compliance with telework or telecommute agreements, including compliance with relevant policies, performance standards, and expectations for work productivity and time accountability.

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

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

Information Technology: Employees are responsible for following safe on-line practices and complying with District policies when using computer equipment and on-line access to District systems and files while working remotely.

Teleworking or telecommuting employees are expected:

- To be able to set up a remote office and use both organization and their own equipment without direct physical help from the District.
- To have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.
- To have sufficient Internet access if work assignments require use of Web resources in the performance of their duties.

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

All District-supplied equipment will be maintained by or at the direction of organization. Equipment supplied by the employee, will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment. While the District will maintain equipment supplied by the District, employees are responsible for the safe and secure transportation of equipment to and from the District office.

All District-supplied equipment and software are only for organization business and must comply with the District security and maintenance policies and practices. All electronic equipment, including employee-provided equipment, must always have authorized security measures installed and running. Employees will follow the District's direction regarding any necessary repair, update, replacement, etc.

Employees are required to notify the District immediately in the event of a breakdown or other issue with District- supplied equipment, software or other materials.

Upon separation of employment or discontinuation of a planned telework or telecommuting arrangement, all District-issued property must be promptly returned.

Information stored on any employee's personal electronic equipment used for work purposes is subject to public records requests and discovery, and to review by the District at any time.

Electronic Security: Employees are expected to ensure the protection of District information accessible from their home office.

Steps include making sure that:

- All devices have anti-virus software managed by IT professional
- All Wi-Fi, cellular or similar access points are protected with strong passwords or passphrases.

- All Wi-Fi, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
- Login and password information is secure and protected, even from family members.
- Basic network practices such as firewall with appropriate security standards are being applied
- Web-based systems are secure with https URL
- All data is saved to organization authorized shared network drives or cloud locations such as One Drive. Similarly, no data is saved or stored on portable machines such as C-Drive or Desktop.
- VPN access is only via organization issued devices. No personal devices are connected via VPN.

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

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

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

Engaging in illegal activities through the District network or on organization time by any user is prohibited. The employee bears responsibility for and consequences of misuse of their access.

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

Technology Support: An IT professional will only provide device support that relates to District-supplied devices and connection.

COMMUNICATION AND SOFTWARE SYSTEMS

This policy provides directions regarding access and disclosure of information when using the District's communication and software systems. All employees and others outside the District who may use the systems are expected to be aware of and support this policy.

Electronic Communications Systems: The District provides electronic communication systems to communicate within the District and with outside clients and vendors. These systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services.

These systems and any other informational, storage, or retrieval services are organization tools to be used for business purposes only during business hours. Use of company systems for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private and any information posted or shared is not confidential. To the extent permitted by law, the District reserves the right to review, audit, intercept, access, and search these systems at will; to monitor data and messages within them at any time and for any reason; and to disclose content without notice or other restrictions. Messages sent through these systems remain the property of the District.

Employees may not permit any proprietary or confidential information of the District to enter the public domain through electronic transmissions. Examples of this type of information are provided in the Confidentiality Policy. These systems also may not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the District without prior authorization.

Any messages or communications used through this system are subject to the District's anti-harassment, anti-discrimination, and non-solicitation policies. Employees are expected to carefully compose and review the wording, tone, and content of the employee's their communications before transmission.

Employees should direct any questions about the proper use of communication or software systems to the District Manager. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System: Employees are expected to be courteous to other users of the e-mail system and to always conduct themselves in a professional manner. Email messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Email communications should be written with the same care, judgment, and responsibility used for letters or internal memoranda written on District letterhead.

Email messages should be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to company systems must be disclosed to the District's Office Specialist.

District-owned Personal Computers: To protect the integrity of our systems, all software used on our computers must be registered with the District Manager. Personal or downloaded software may only be installed after written authorization from the District Manager and checked for viruses immediately before installation. A virus check must also be conducted on any electronic devices originating from or used on any computer outside of the District prior to its use with a District-owned computer. Copying or transferring of organization-owned software requires the written authorization of the District Manager.

Laptop Security: All staff who are issued laptops and other computer equipment will be given a copy of Jackson County Vector Control District's computer-related equipment guidelines.

Mobile Devices: This policy covers mobile devices such as smart phones, tablets, and laptops. Connecting to the District's server via a mobile device may compromise the privacy of certain sensitive information. Confidential electronic information, including personally identifiable information, must be protected in the event it is lost or stolen.

The District retains the right to delete data and applications from any device that contains the District's information. **The right to delete this information may be exercised remotely or on-site if the District determines such action is necessary to protect confidential, sensitive, or proprietary information. By downloading such information to a personal mobile device, the employee is deemed to consent to the District's right to delete it at any time.** Because the wipe command doesn't differentiate between business and personal information, employees should regularly sync any personal data to another device/computer for safekeeping.

Mobile devices should be set to lock after five (5) minutes of non-use, and a PIN must be required to unlock the device. The PIN must be given to the Office Specialist.

Any loss or theft of a mobile device, including laptops, must be immediately reported to the Office Specialist. Security of these devices should always include two (2) levels of safeguarding (*i.e.*, locked in a trunk if kept in a car; locked in a hotel safe, not left out in a hotel room; etc.). Failure to ensure this minimum level of protection may leave an employee responsible for the cost of the device or loss of company-related information addressed in this policy, and may result in corrective action, up to and including termination.

Management approval is required before posting any information or content on commercial online systems, the VPN, or the Internet. Any material not owned by the District must have received all proper copyright and trademark permissions from its originators prior to approval. For newly generated material, an employee should obtain copyright and trademark

designations, as appropriate, prior to posting any content, and the posted content should include copyright and trademark notices. Information or content posted without prior approval should include a disclaimer as follows: "Views expressed by the author do not necessarily represent those of the District."

Social Media and Networking: Employees may use social networking websites to conduct organizational business if the use is authorized and complies with District policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Flickr can be used to market the Districts products and share information. Employees may also use these systems as a quick communications and networking tool to complete projects. Any employee using organization-provided computers or cell phones or representing the District through social networking platforms is expected to represent the District in a professional and positive light. This includes ensuring that communications are professional and free from harassment and comply with all applicable laws.

Posted information is public information. While the District does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. .

Ownership of Social Media Accounts: Social media accounts set up for business purposes of the District are owned by the District. The District has the right to review, edit, and delete content associated with the account; must have access to information associated with the account such as the username and password; and any content associated with the account will be considered property of the District. If an employee separates from employment, the District may assume control of this account.

Protection: Never click on links asking for personal or confidential information, or on links or attachments from senders the employee do not recognize. Heed security warnings and pop-ups. If possible, disable the ability of others to post HTML comments to the employee's home page. When accessing these sites, use caution when the employee sees a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the District's operating system, compromise data, or expose the employee's personal information.

To protect the employee's personal information from identity theft, be prudent in making comments or posts that reveal the employee's or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct: Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Employees are personally responsible for the legal consequences of making libelous or

defamatory statements or engaging in speech prohibited by law. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity.

Telephone and Voicemail: Employees are permitted to occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact the employee's or others' work as little as possible. Unauthorized use of the telephone, including charging long distance calls to the District, will result in corrective action, up to and including termination.

The voicemail system is the property of the District and should be used only for conducting organization business. All communications and information transmitted by, received from, or stored in this system are public records and property of the District. Use of the system for personal purposes is prohibited. Employees have no right to personal privacy in any matter stored in, created, received, or sent over the voice mail system. The District reserves the right to monitor, access, retrieve, and delete any messages stored in, created with, received by, or sent over the system for any reason and without employee permission. No employee may retrieve or listen to any voice mail messages sent to or intended for another person without prior approval from the District Manager.

Cell Phone Policy: In some cases the District may provide or require a cell phone for work-related communications. Use of District-supplied cell phones is limited to business use only. Any records or data on a cell phone that relates to District business is public information and the employee has no right to privacy over this information. If a District-supplied phone is used for personal business, any phone charges incurred by an employee related to the personal usage are the sole responsibility of the employee.

To minimize distractions and to prevent interference with employee productivity, use of a personal phone for any reason during work hours should be limited to breaks and lunches.

Use of a cell phone while driving may present an unsafe condition for the driver, passengers, and the general public, and doing so may violate Oregon law. Employees should not use handheld cell phones for business purposes while driving unless absolutely necessary. If an employee needs to make a business call while driving, the employee should locate a lawfully designated area to park and pull over to make the call. Employees may use hands-free cell phones to make business calls. However, calls should be kept short and be made only if circumstances allow, considering such things as heavy traffic, bad weather, and unfamiliarity with area.

If use of a cell phone is necessary, employees must adhere to all federal, state, and local rules and regulations. If an employee is using a cell phone while driving and has an accident, any costs, fees, and penalties are solely the responsibility of the employee.

PERFORMANCE MANAGEMENT AND REVIEW

PERFORMANCE MANAGEMENT AND REVIEW PROCESS

The District Manager is responsible for establishing a performance evaluation program to review the quantity and quality of work performed by each employee at least once each year.

A written report summarizing the evaluation will be prepared and recorded in the employee's personnel file. A copy of the evaluation and any attachments will be given to the employee.

Objectives: Performance evaluations are one factor considered in employment-related decisions such as training, merit pay increases, job assignments, employee development, promotions, and retention. The objectives of the performance evaluation are to:

- Communicate to employees how their individual performance compares with established performance standards and expectations.
- Evaluate ways in which the District can assist employees in meeting performance goals.
- Encourage communication between employees and supervisors.
- Provide a consistent, objective, and fair basis for compensation and advancement decisions.
- Provide a tool for career planning.
- Establish a permanent record of employee performance.

Role of Managers and Supervisors: Managers and supervisors are responsible for providing employee development opportunities designed to improve and enhance employee performance, such as:

- Providing relevant training opportunities.
- Assigning, directing, controlling, and reviewing employee work.
- Assisting employees in correcting deficiencies and improving performance.
- Objectively evaluating employee performance during the evaluation period.

Role of the Employee: To further their own growth and to improve the performance of the District, employees are encouraged to:

- Inquire about the employee's their performance periodically.
- Accept additional responsibilities and show initiative.

- Review opportunities for advancement within the District.
- Ask for assistance in developing a goal-oriented path for advancement.
- Learn about training available to assist the employee in improving the employee's skills or to better qualify the employee for a promotion or lateral transfer.

CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the District and its employees. It is the philosophy of the District to correct performance deficiencies and address violations of policies and work rules to avoid repetition.

The employee will be informed as soon as possible after any performance problem has been identified if corrective action is necessary. The employee's direct supervisor will discuss the situation with the employee, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the situation.

Corrective actions taken at the discretion of management may include **any** of the following, which will be summarized in writing and placed in the employee's personnel file:

- Verbal counseling.
- Written warning.
- Suspension. Suspension is normally used to remove an employee from the District's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid and must be approved by the District Manager.
- Demotion. Which must be approved by the District Manager.
- Termination. Which must be approved by the District Manager.

The corrective action process will not always include every step. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

WORK SCHEDULES AND COMPENSATION

HOURS OF WORK AND WORK SCHEDULES

Organization Hours: Regular office hours at the District are 8:00 a.m. to 4:30 p.m. Monday through Thursday. Fridays are not included in the regular work week.

A regular work week consists of four 10-hour days, Monday through Thursday 6:00a.m. to 4:30 p.m., for a total of forty (40) hours per week. If the employee is Non-Exempt (hourly) the employee should not work outside of their scheduled work schedule without explicit advance approval from the District Manager or appropriate supervisor.

Work schedules for each employee will be determined by the District Manager based on the District's needs and may be adjusted from time to time. If circumstances allow, the District will attempt to notify the employee of any changes in work schedules at least one (1) week prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the District.

Overtime: All non-exempt employees, including seasonal employees, are subject to the provisions of the Federal Fair Labor Standards Act (FLSA). Any hours worked more than forty (40) per work week will be compensated at one and one-half (1.5) times the employee's regular hourly rate. Paid time off will not be considered when computing overtime.

Compensatory Time: Non-Exempt employees accrue compensatory time off ("comp time") when working in excess of forty (40) hours per week. Employees receive 1.5 hours of comp time for every hour worked beyond forty (40) in a work week, up to a maximum of 240 hours. Any unused accrued comp time is paid out on separation from employment.

All comp time and personal time must be used before March 1st

Meal and Rest Periods: Non-exempt employees are provided with an unpaid meal period of thirty (30) minutes usually taken midway through the work shift. Employees are expected to work up until the time their meal period begins, and resume work immediately after the scheduled meal period concludes. That is, employees may not add time to their 30-minute meal period, e.g., to drive to and from a restaurant.

In addition, non-exempt employees are provided two paid rest periods of fifteen (15) minutes each. These rest periods are generally expected to be taken mid-morning and mid-afternoon of a regularly scheduled workday.

Rest periods may not be taken at the beginning of, or at the end of, the workday.

Meal and rest periods will be provided according to any applicable state regulations. Non-exempt employees may not work through a meal period without advance approval from a supervisor, and only during emergency circumstances. If the employee is required to work through a meal period, the meal period is paid time.

Lactation: For up to eighteen (18) months after the birth of a child, lactating employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find a mutually agreeable schedule that support the employee's ability to express breast milk.

Any employee who perceives or observes adverse treatment with respect to the expression of breast milk should immediately notify a supervisor or manager.

The District will provide a private space within the office building with an electrical outlet to express breast milk. This space may vary based on the availability of empty rooms. Hand washing facilities and a refrigerator will also be available and appropriate signage for privacy will be supplied.

Employees are responsible for the storage of expressed milk. If stored in the refrigerator provided, the milk must be clearly labeled with the employee's name. The District recommends that the container used to store milk be sealed in a plastic bag to prevent contamination.

Social and Recreational Activities: Participation in off-duty social or recreational activities such as organization picnics and holiday parties are entirely voluntary. Participation or nonparticipation will not affect the employee's wages, hours, working conditions, or current or future employment opportunities.

Neither the District nor its insurer will be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties.

Incident Weather and Emergency Closures: Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of the District office. The District Manager is responsible for determining whether the office should be closed.

If the District Manager decides to close the office prior to the start of the business day, the closure will be announced by email, phone call, or text to all employees, and a closure message will also be recorded on the District's general voice message line. It is the responsibility of each employee to check messages and contact the District Manager for an update if needed.

If a decision is made to close the office after the start of the business day, the closure will be announced to all employees.

Non-exempt employees will not be paid for time away from work due to office closure; however, with the District Managers approval, available comp time, vacation time or personal time may be used. Non-exempt employees who have reported to work before the decision to close is made will be paid for time worked, or a minimum of two (2) hours, whichever is greater.

Exempt employees will be paid for all absences related to emergency closures.

PAY EQUITY

The District strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on the District's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with the District Manager.

PAY ADMINISTRATION

The District values high quality work from its employees and is committed to compensating employees for their efforts and results. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently and equitably throughout the District. This policy will be administered and interpreted in accordance with applicable federal and state laws and regulations.

Employee pay is established based on several factors, including the pay level of current employees performing work of comparable character; the employee's previous experience; and education.

Wage Compensation: The District's compensation plan shows the minimum and maximum rates of pay for all positions. In arriving at salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and private employment; work conditions; current costs of living; the local economy; wage adjustments in the community; suggestions of District Manager; and the District's financial condition.

The District Manager is responsible for reviewing compensation at the end of an employee's Introductory Period, and, if indicated based on the employee's performance and if funds are budgeted and available, the District Manager may approve a pay increase.

Regular employees' salaries will be reviewed after twelve (12) months of continuous employment in the current classification. Wage increases are not automatic. The District Manager makes salary recommendations to the Board based upon merit. Wages may be increased within the applicable range for exceptional performance and may be reduced at any time based on lower quality performance or due to budget considerations.

Pay Increases: Pay increases are intended to reward the employee for dedication to their work, extra effort, and contributory performance. Pay increases are not automatic. Recommended increases must be approved by the District Manager.

Because compensation information can be a sensitive topic, employees are encouraged to exercise discretion and care regarding the discussion of these matters.

PAY PRACTICES

Payroll Week: The payroll work week begins on Sunday at 12:01 a.m. and ends on the following Saturday night at midnight.

Paydays: Employees are paid twice each month, on the 5th and the 20th day of the month. If a payday falls on a Saturday, Sunday, or banking holiday, paychecks will be issued on the Friday prior to the established payday. If a payday falls on an organizational holiday, the employee's paychecks will be issued on the last workday prior to the holiday.

Pay advances are not provided.

Payroll Deductions: Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. Only deductions mandated by law or authorized in writing by the employee are permitted.

Required deductions include federal withholding tax, state withholding tax, Social Security taxes (FICA), State Accident Insurance Employee surcharge, court ordered child support payments, and garnishments and retirement.

Deferred Compensation Plan: Employees may make use of a voluntary deferred compensation plan to supplement their retirement. This plan utilizes pre-tax contributions provided solely by the employee.

Details are available by contacting the Office Specialist

Employee Withholding Allowance Certificates (Form W-4): Each employee is required to furnish the District with an Employee Withholding Exemption Certificate (W-4) at the time of hire. A new W-4 form may be filed any time. Changes indicated on the W-4 will be implemented with the first payroll period ending on or after the 30th day from the submission date. Employees are encouraged to direct questions about withholding amounts to their personal tax advisor.

Time Records for Non-Exempt Employees: Each non-exempt (hourly) employee is responsible for documenting their time in the computer database. Time will be reviewed by authorized personnel prior to submitting to the payroll service. If an error needs to be corrected, the discrepancy should be taken to the District Manager for appropriate action. All manual entries or corrections must be made, reviewed and initialed by the District Manager or other appropriate supervisor. Falsifying the employee's time records is grounds for corrective action, up to and including termination.

Time Records for Exempt Employees: Employees classified as exempt (salaried) do not fill out timecards for hours worked. Exempt employees must follow all applicable District procedures for requesting and taking paid or unpaid leave.

Paycheck Errors: If the employee has any questions regarding the employee's pay or feel a manager or supervisor has made a change to the employee's pay that the employee do not believe is accurate, please contact the Office Specialist.

Final Paycheck: Employees are requested to provide at least fourteen (14) working days' advance notice prior to the effective date of separation from employment due to resignation or retirement. If at least forty-eight (48) hours' advance notice of resignation or retirement is given, (excluding holidays and weekends), the separating employee will receive his or her final paycheck on the last day worked. If less notice is given, the final paycheck will be issued within five (5) business days (excluding weekends and holidays) or on the next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

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If employment is terminated by the District, the terminated employee's final paycheck is due at the end of the next business day. If the employee and the District mutually agree to end the employment relationship, the final paycheck is due by the end of the following business day.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

With advance approval of the District Manager, the District will pay or reimburse employees for all actual and reasonable business-related expenses incurred by the employee while performing their job responsibilities.

Employees are expected to use good judgment regarding the expenditures of funds for travel expenses and to document expenditures as required by these policies. The District reserves the right to deny an expense that the District Manager considers to be unreasonable.

Travel: At least two (2) weeks prior to anticipated work-related travel, the employee should submit a completed Request for Expenses form to the District Manager.

Within one (1) week after the travel has been completed, the employee must turn in receipts for the actual cost of lodging, meals, and other travel-related costs.

The following general guidelines apply to the reimbursement of employee travel expenses. To be eligible for reimbursement, the actual cost of expenses must be documented by receipt:

Transportation: The actual cost of transportation, taxi fares, telephone calls, and similar items incidental and necessary to the performance of official business while on travel status will be paid. Travel will be made in a District vehicle unless alternative transportation has been approved by the District Manager. The purchase of fuel and oil will be made on the District's credit card whenever possible. If the employee's personal vehicle is used, the if the employee does not use the District-issued credit card for fuel, the District will reimburse the employee for fuel.

Lodging: Hotel and motel accommodations should be appropriate to the purpose of the trip. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room.

Meals: Employees will receive the GSA Meals and Incidental (M&IE) Per Diem Rates for the travel destination, including 75 percent of the M&IE for the first and last day of travel. Meal expenses must be documented on a Travel Per Diem Request form with an attached copy of the GSA M&IE Per Diem Rates. With advance approval of the District Manager, meals may be purchased on the District credit card instead of the employee receiving Per Diem. The District Manager must approve any meal expenditures that exceed per diem limits.

Registration and Tuition Fees: With prior approval, the District will pay or reimburse the employee's expenses for conference registration, conference meals and activities, and tuition fees. A copy of the registration form must be attached to the Request for Expenses form.

Accompanied Travel: Any expenses for family members who accompany the employee on a work-related travel are the responsibility of the employee.

Alcoholic Beverages: The District will not pay or reimburse the employee for the cost of alcoholic beverages.

Mileage Reimbursement: With the District Manager's prior approval, employees may use their personal vehicle for work-related purposes. Because the District could be liable if an accident or

injury occurs while an employee is driving for work-related purposes, employees are expected to follow all rules of the road and drive courteously. Insurance coverage provided by Jackson County Vector Control District for damages to the employee's personal vehicle is secondary to any other coverage. Employees are required to maintain insurance on their personal vehicles as required by Oregon law.

An employee who uses his or her personal vehicle for District business will be reimbursed for mileage at the applicable IRS-determined rate. Mileage must be documented in an expense report signed by the employee and initialed by the District Manager.

Use of District Credit Cards: District-issued credit cards may be used only for work-related purchases. An employee who is issued a District credit card is required to submit receipts of credit card use to the Bookkeeper on a monthly basis, and to follow all required protocols for reconciling expenditures either in writing or electronically.

Loss of Credit Cards and Misuse: Credit card loss or theft must be reported to the District Manager as soon as the employee becomes aware of the loss or theft. The District Manager, or designee, will immediately cancel the credit card and have request a replacement card. Unexplained charges will be investigated by first questioning the employee to whom the credit card was issued on the day of the charge is discovered. If the employee can't confirm the purchase, the vendor will be contacted to confirm the identity of the purchaser.

BENEFITS

PURPOSE AND POLICY

The District recognizes the influence benefits have on employees' economic and personal welfare. The District strives to provide the most equitable and cost-effective benefits for employees. The cost of various benefits should be viewed as part of the employee's overall compensation.

Eligible employees become eligible for benefits on the first day of the month following hire. Policies, provisions, and procedures that govern the District's benefit program apply to all Regular Full-Time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Except as specifically required by law, temporary or on-call employees are not eligible for benefits.

Some benefits may accrue during the employee's new-hire Introductory Period , but in most cases employees are not eligible to use these benefits until they obtain regular employee status or meet other conditions of employment specified in these policies.

Benefit Proration and Employee Cost Sharing: Benefits for Regular Part-Time employees are prorated based upon the number of hours worked.

The decision whether to provide discretionary employee benefits not mandated by state or federal law is based on several considerations, including cost, composition of the District workforce, operational efficiency, and desirability of benefit provisions. In some cases, employees may be asked or required to share the cost of insurance benefit plans provided.

Benefit Plan Documents: Upon eligibility, each employee will be provided with summary plan descriptions and enrollment information. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from the Office Specialist for the employee's review. Refer any questions about this information to the Office Specialist.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or because of changes in our business situation or economic conditions. Employees are encouraged to be thoughtful about relying solely on benefits that are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Manual apply only so long as the Manual is current; employees do not have vested rights.

HEALTH INSURANCE BENEFIT

The District currently provides health insurance coverage for all employees and their dependents if they are otherwise eligible to participate in the plan. Each employee will be provided with information about the plan at the time they become eligible to participate. Employees are advised to review the summary plan description and direct questions to the Office Specialist.

Eligibility: All Regular Full-Time employees are eligible for the health insurance benefit. Coverage for eligible employees begins the first of the next month following the employment date. Eligible employees may begin to participate in the plan on the first day of the month following hire.

Enrollment: Eligible employees may complete enrollment forms available through the Office Specialist. Any employee who chooses not to enroll at the time of eligibility and later decides to request enrollment must wait until the next enrollment period or demonstrate that a qualifying event has occurred which qualifies the employee for a special enrollment period.

Premiums: The District currently pays the full monthly premium for enrolled employees for group medical, dental, and life insurance. Information regarding eligibility and specific benefits is available from the Office Specialist.

Health Reimbursement Account; Opting Out: All employees eligible for District health insurance coverage are eligible for the District Health Reimbursement Account. The District will reimburse the participating employee for all IRS Code Section 213(d) Eligible Medical Expenses not paid by the District's health insurance coverage for the employee, their spouse, and dependents, up to the dollar amount set by the board in the annual budget (currently \$8,000 per qualifying employee). At the employee's option, within ninety (90) days of employment the employee may opt out of participation in the Health Reimbursement Account. An employee who opts out of participation will receive an additional \$4,000 per year in compensation.

Privacy Procedures: A cover sheet will be attached to reimbursement claims. The original receipt will be filed separately in a locked filing cabinet that only the Office Specialist and manager have access to; the cover sheet will be attached to check stub and filed.

Medical Opt Out: At the discretion of the District Manager, an eligible employee who is covered under a spouse's ACA-approved group health plan through their place of employment may elect to be covered under their spouse's plan and receive cash in lieu of enrollment of 130% of the out-of-pocket premiums for the coverage of the employee, their spouse, and/or dependents so long as the cost to the District is less than the District plan for which the employee qualifies.

Privacy: The District recognizes its responsibility to treat employees' private health information with great care and discretion and has implemented safeguards to protect this information.

Continuation of Coverage After Separation from Employment:

State Plan: Because the District has fewer than 20 employees it is not subject to COBRA, the federal law that allows employees to continue their health care coverage after they leave employment. However, the state of Oregon has a law comparable to COBRA that allows any eligible employee to continue to be covered under the District's health insurance plan for up to nine (9) months following separation from employment. The employee must notify the insurer in writing within ten (10) days of receipt of a notice of eligibility, and the employee is responsible for paying all premiums for the employee and any dependents.

An employee who chooses state continuation of coverage will not qualify for federal premium assistance available for coverage purchased through the Health Insurance Marketplace. Employees are advised to seek independent advice about the benefits and limitations of state continuation coverage before choosing this option.

Portability/Conversion: An employee who has been continuously covered under the District's group medical insurance policy for at least 180 days may be eligible to convert to an individual policy with the District's insurance carrier after separating from employment. The employee must apply for portability coverage from the insurance carrier within sixty (60) days after the employee's group coverage ends. Employees should contact the insurance carrier for more information about this coverage.

DENTAL AND VISION INSURANCE BENEFIT

Regular Full-Time Employees are eligible for dental and vision insurance coverage after on the first day of the month following hire. days of employment. Regular Part-Time Employees may enroll in the plan and receive a pro-rated portion of the premium based on regular hours worked. Temporary/seasonal employees are not eligible for dental and vision insurance coverage.

OTHER INSURANCE BENEFITS

Group Life Insurance: The District provides group life insurance coverage of \$20,000 for eligible employees. Regular Full-Time Employees become eligible for this coverage after on the first day of the month following hire. days of employment. the District pays the full premium.

Long Term Disability: Long Term Disability coverage is available at an additional cost to the employee. Please see Office Specialist for information.

If an employee has an illness or injury that requires the employee to be away from work for an extended period, the employee may apply to the State of Oregon for State Disability Insurance Benefits.

Employee Assistance Program: The EAP provides confidential services to help eligible employees privately resolve problems that may interfere with work, family, and life. EAP is offered to eligible employees, their dependents, and any household members. Services include up to four face-to-face counseling sessions per issue per year, 24-hour phone crisis access to counselors, and convenient access to on-line consultations with licensed counselors.

Paid and Unpaid Leave: Paid vacation leave, sick leave, and other forms of paid and unpaid leave are offered as additional benefits to employees. Leave benefits are described in the “Leaves of Absence” section of this Manual.

LEAVES OF ABSENCE

PAID LEAVE OREGON

Beginning January 1, 2023, Paid Leave Oregon went into effect, and applies to all employers. Implementation is targeted to begin in September 2023. The law combines family leave, medical leave, and "safe" leave (crime victim's leave and domestic violence leave). Employees must be allowed to take up to twelve (12) weeks of paid leave in a year. In some pregnancy-related situations, up to two more weeks may be available, for a total of 14 weeks.

Under the new law:

- *Employees can take up to 12 weeks of paid time off in a year.*
- *If the employee is pregnant or has given birth or had health issues related to childbirth, the employee may be able to take up to two (2) more weeks, for a total of 14 weeks.*
- *The employee can take leave for a week or a single day at a time.*
- *If the employee has worked for at least ninety (90) days for the employer, the employee's job is protected while on leave*
- *The employer cannot fire or threaten to fire an eligible employee for taking time off. The time off must be granted.*
- *If the employee has worked for the employer for at least ninety (90) days and takes Paid Leave, the employee has the right to the same job position they had when they left. They do not lose their job title or role.*

The District pays the employees' portion of this benefit.

At the time of adoption of this Manual, the District was awaiting guidance from the Oregon Employment Department on how Paid Leave Oregon will interface with other employer-provided leave. The leaves described in this Manual are available as described unless and until the Board adopts changes consistent with that law.

LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave the employee is requesting. Each of these leaves is discussed on the following pages. If the employee has any questions about the employee's potential eligibility for a leave or the employee's benefits and rights while on a leave, please contact District Manager.

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, legally mandated medical leave, and unpaid leaves of absence may all run concurrently and be counted against the employee's family medical leave entitlement.

SICK LEAVE

The District provides paid sick leave to all employees in accordance with state law. Sick time may be used for an employee's illness, for preventative care appointments, or to care for an immediate family member with an illness. Sick time may not be donated to other employees. Unused sick time is not paid out upon separation from employment.

Notification: Employees are expected to be able to attend work reliably, predictably, and regularly. Employees who are unable to report to work due to personal or dependent illness or injury must contact their immediate supervisor on or before scheduled starting time. If an employee becomes sick during the day, the supervisor or designee must be notified before the employee leaves work.

When sick leave is taken to care for a dependent the District expects that other care arrangements will be made as soon as possible, except where leave for dependent care purposes is provided for by family leave laws 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.

Accrual: To minimize the economic hardships that may result from an unexpected short-term personal or dependent illness or injury, the District provides Regular Full-Time employees with eight (8) hours of accumulated sick leave per month. Unused sick leave benefits accumulate from year to year up to 1338 hours. Regular Part-Time employees accrue sick leave on a prorated basis. Accrued sick leave may be used as soon as it is accrued.

Payment on Termination: Employees are not paid for unused sick leave upon termination of employment. However pursuant to ORS 238.350, the District will allow employees, upon retirement, to use accumulated sick leave towards PERS retirement benefits. PERS credits one

half (1/2) the monetary value of the accumulated sick leave to the final average salary calculation used to determine retirement benefits.

Medical Certification: An employee on sick leave that is running concurrently with another type of leave, for example family medical leave or personal leave, must provide the medical certification required for 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 Personal Leave policy.

PERSONAL DAYS

Each fiscal year on March 1, in addition to other paid leave, Regular Full-Time employees receive two paid Personal Days (20 hours). Regular Part-Time employees receive a prorated amount based on the number of hours worked as of March 1.

Personal Days are intended to cover unexpected absences caused by family emergency or urgent personal affairs. Personal Days are a benefit – not an earned payment. They do not accrue and are non-reimbursable. Use of Personal Days must be authorized by the District Manager.

Employees must be employed on March 1 to be eligible to receive Personal Days. Personal Days may be used in increments of one hour minimum. Accrued Personal Days must be used by March 1. Unused personal days does not roll over to the following year.

VACATION

The District provides paid vacation benefits to its Regular Part-Time And Full-Time Employees. Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

Accrual of Vacation Leave: Vacation credits will be posted monthly as follows for employees:

District Manager

<u>Years of Service</u>	<u>Vacation Hours</u>
0 through 5	168
Over 5 through 10	192
Over 10 through 15	216
Over 15 through 20	240
Over 20	264

Employees

<u>Years of Continuous Full Time Service</u>	<u>Vacation Hours</u>	<u>Hours Per Pay Pay Period</u>
0 through 5	96	4.62
Over 5 through 10	136	5.54
Over 10 through 15	176	6.47
Over 15 through 20	192	7.39
Over 20	216	8.31

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for the day.

The District Manager may accrue a maximum of three (3) times the annual amount of vacation leave. Other employees may accrue a maximum of two (2) times the annual amount of vacation leave. Vacation hours accrue up to the maximum balance and stop accruing until some or all of accrued vacation time is used.

Vacation leave does not accrue during any unpaid leave of absence.

Requesting Vacation Leave: Employees who want to use vacation time should request time off as early as possible so that arrangements for coverage can be made. Requests for vacation time are to be made in writing and submitted to the employee's direct supervisor. Generally, employees will not be allowed more than two (2) weeks off at a time.

The District will try to grant each request but cannot guarantee the employee's request will be approved. In the event of competing requests for times submitted concurrently, approval will be given to the employee with the longest tenure.

The following procedure should be used to request a vacation time:

- Forward a request form to the District Manager. If all criteria are met, the form will be forwarded to the Office Specialist for verification of hours and then sent to the payroll service for payment. If the criteria are not met, the form will be returned to the employee.
- Allow thirty (30) days between the request and the expected date of payment.
- Requests will be honored to the extent funding is available.

Selling Unused Vacation Hours: Employees may sell a portion of their vacation accrual each fiscal year, provided:

- The employee has at least eight (80) hours or more of sick leave at the time payoff is requested.
- The employee has taken at least two (2) weeks (80 hours) vacation in the 12-month period preceding the date payoff is requested.
- At least forty (40) hours of leave is retained after the payoff is made.

Payment on Termination. Accrued and unused vacation hours are paid upon termination of employment.

PAID HOLIDAY BENEFIT

Regular Full-Time employees will receive a day off with pay on each of these recognized holidays:

New Year's Day	January 1st
Martin Luther King Jr. Day	January 17 th
Presidents Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4th
Labor Day	1 st Monday in September
Veteran's Day	November 11th
Day Before Thanksgiving	Day before the 4 th Thursday in November
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25th

Employees will receive a schedule each year showing the date each of these holidays will be observed. These holidays or any additional time observed, such as Christmas Eve or New Year's Eve, will be determined each year at management's discretion.

When a scheduled holiday falls on Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Thursday.

If an employee works on any holiday observed by the District, the employee shall either be paid or given compensatory time for all hours worked at the rate of one and one-half times the regular rate of pay.

Eligibility: Part-time employees receive pro-rated holiday benefits based on the number of hours regularly scheduled to work. Temporary/Seasonal Employees receive holiday benefits that fall within their normal periods of work.

Employees who are off work on a leave of absence do not receive holiday pay. Unless approved by the District Manager, employees who are sick the working day before or after the holiday do not receive holiday pay.

Employees who are off work due to vacation will be paid for the holiday in lieu of using vacation or other accrued leave.

FAMILY AND MEDICAL LEAVE

Because the District has fewer than 50 employees, the Federal Family and Medical Leave Act (FMLA) does not apply to District employees. Because the District has fewer than 25 employees, the Oregon Medical Leave Act (OFLA) also does not apply to District employees. Employees requiring family or medical leave may take Personal Leave, Sick Leave, or other paid or unpaid leave.

BEREAVEMENT LEAVE

A leave of absence with pay for up to three (3) days may be granted an employee when a death in the employee's immediate family requires the absence of an employee. If circumstances require an employee to be absent longer than the three (3) days, the days in excess may be charged against accumulated sick leave or be taken as unpaid leave. Immediate family means the immediate family of the employee or of the spouse, and is intended to include parents, children, grandparents, stepchildren, siblings, domestic partners, and members of the employee's household.

Employees are eligible to take a Bereavement Leave in the event of the death of the following immediate family members:

- Spouse/Domestic Partner
- Biological, Adoptive, Foster, or Stepchild
- Parent
- Grandparent/Grandchild
- Parent-in-law
- Another Person of "In Loco Parentis" Relation

Leave to attend the funeral of a non-immediate family member with whom the employee had an especially close relationship may also be granted at the discretion of management.

This leave may be taken to attend the funeral or other memorial event of the family member, to make arrangements necessitated by the death of a family member, or to grieve the death of a family member. The leave must be completed within sixty (60) days after the date on which the employee received notice of the death of the employee's family member.

Length of Leave: The total length of leave granted for bereavement is situational and may be decided based upon the unique circumstances of the employee's need and applicable law. the employee is If additional time off is needed for any bereavement-related purpose, the employee may ask for more time which may be granted according to applicable law or at the discretion of management.

Request Procedure: If possible, provide notice of the need for leave ten (10) days in advance. Oral notice is required within twenty-four (24) hours of taking leave from the employee or by someone else on behalf of the employee. A written notice of the request for time off must be submitted within **three [3]** days of returning to work.

Status of Benefits: Paid bereavement leave won't affect the employee's eligibility for benefits or the continuation of benefit accruals. If the employee is granted additional time off, the effect of the additional leave on the employee's benefits will be determined by our Leave of Absence policy.

CIVIC DUTY LEAVE

Jury or Witness Duty Leave: Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If the District Manager determines that the employee's absence would cause an undue hardship to the District, the District may ask the employee to request that jury duty be postponed. The employee may choose to use the employee's accrued paid vacation/sick/personal time available for voluntary service as a witness or for court appearances required make as part of the employee's own legal proceedings or lawsuit.

Length of Leave: Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

Request Procedure: An employee seeking Civic Duty Leave must notify the employee's supervisor as soon as is practicable after receiving the to serve as a witness or on a jury. The employee is expected to provide the District with a copy of the subpoena or notice within five [5] days after it is received.

Pay While on Leave: A non-exempt (hourly) employee on Civic Leave will be compensated for the difference between the civic pay received and the employee's regular rate of pay for up to, **one week**, and thereafter may use other accrued paid time off if desired, or take unpaid leave. For exempt employees, any partial day or partial week worked will be paid in full. Employees are required to remit any jury fees received in connection with their service.

Status of Benefits: Benefits are not affected by jury or witness duty leaves.

Voting Leave: All employees are encouraged to vote and to take advantage of polling hours before or after work. An employee who wants to vote but is unable to do so outside of business hours is encouraged to work with his or her supervisor to arrange a time to leave work in order to vote. An employee seeking time off from work in order to vote is required to notify his or her supervisor before Election Day and provide a valid reason why voting during off-work hours is not possible.

For non-exempt (hourly) employees, time off to vote is unpaid, or the employee may use accrued vacation leave or personal time for that purpose.

LEAVE TO DONATE BONE MARROW

Eligibility: Employees working thirty-two (32) or more hours per week are eligible for leave to donate bone marrow or to be medically evaluated to determine eligibility to donate bone marrow.

Length of Leave: An employee may use up to forty (40) hours of accrued paid leave or the time may be taken as unpaid leave. In extenuating circumstances, approval to take more time off [paid or unpaid] may be granted by a supervisor or manager.

Request Procedure: The employee is required to notify the employee's supervisor as soon as is practicable of the need to donate bone marrow, and to provide a copy of the doctor's verification for bone marrow donation. will not be affected.

Status of Benefits: Benefits are not affected by this leave.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment. **Employees requesting Uniformed Services Leave should contact the Office Specialist for more information.**

CRIME VICTIM'S LEAVE

If an employee or a member of the employee's immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of harassment, the employee may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures: The District will provide reasonable safety measures to any employee who is the victim of harassment or a threat of harm that would reasonably be expected to cause concern.

Eligibility: Employees are eligible to take crime victims' leave if they have worked an average of more than twenty-five (25) hours per week for the District for at least 180 days immediately before the leave would begin.

Length of Leave: The amount and length of leave time is limited to that which does not create significant difficulty and expense (undue hardship) to the District. If the District must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take the employee's work schedule into consideration when scheduling the criminal proceedings.

Request Procedure: The employee must provide their manager or supervisor with reasonable notice of their intention to take crime victims' leave and provide copies of any notices of scheduled criminal proceedings received from a law enforcement agency. This documentation will be treated as confidential information.

Pay While on Leave: Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued paid [vacation/sick/personal] time available. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits: Benefits are not affected by crime victims' leave.

DOMESTIC VIOLENCE LEAVE

Any employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking, or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Types of Services/Treatment: The employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or

to take other reasonable steps to ensure their own health and well-being or that of a child or legal dependent.

Length of Leave: The amount of leave taken must be reasonable and may not create a significant difficulty and expense (undue hardship) for the District.

Request Procedure: Understanding that instances of violence are usually not predictable and that requests may be made with little forewarning, an employee requesting Domestic Violence Leave should request time off from the appropriate supervisor as much in advance as possible to aid in scheduling. Any information shared will be treated as confidentially as possible.

Safety Measure: The District will provide reasonable safety measures for any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

Pay While on Leave: Domestic Violence Leave is unpaid. However, eligible employees who take this type of leave may use any accrued paid [vacation/sick/personal] time available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, but accrued time must be used first.

Status of Benefits: Benefits are not affected by domestic violence leave.

HEALTH AND SAFETY

EMPLOYEE HEALTH AND SAFETY

The District is committed to providing our employees with a safe and healthful work environment while on-site, in the field, and working at an approved alternative location (such as an employee's home). To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

Employees are expected to give their full skill and attention to the performance of their duties, using the highest standard of care and good judgment. Employees are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

All job-related injuries or illnesses should be reported to the employee's supervisor immediately, regardless of severity. In the case of serious injury, reporting may be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject the District to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to the employee and posted on the employee bulletin board.

If an injury or illness occurs, the employee is required to:

1. Take remedial first aid actions; seek emergency care if necessary.
2. Report the injury or illness as soon as possible.
3. Fill out the report form and workers' compensation form.
4. Provide the employee's supervisor with a medical release from a doctor.
5. Review the incident with District Manager.

Early Return to Work Program: The District's Return-to-Work program provides guidelines for returning the employee to work as early as possible following an on-the-job-injury or job-related illness. The program is not intended to be a substitute for a reasonable accommodation when an injured or ill employee also qualifies as an individual with a disability.

If an employee is injured on the job and the employee's doctor determines that the employee is able to perform modified work, the District will attempt to provide such a job until the employee is able to resume the employee's regular duties, except where provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If the employee is offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

Employee Right to Know/Hazard Communication Program: The District provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information employees can help prevent injuries and illnesses from chemical exposure. Direct questions regarding chemical hazards to the employee's supervisor or District Manager.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling: A supervisor will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier name, address, and emergency phone number.

No container may be released for use until the above data is verified.

The supervisor will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see the Office Specialist.

Safety Data Sheets (SDS): Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the assigned vehicle and breakroom. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; the employee should immediately contact their supervisor before using the chemical or the machine containing it.

Employee Information and Training: Before starting work, the employee will attend a health and safety orientation and receive information and training about the following:

- An overview of the requirements contained in the Globally Harmonized Hazard Communication System.
- Chemicals present in the employee's workplace operations.
- Location and availability of our written hazard communication program.
- Physical and health effects of the hazardous chemicals.
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area.
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment (PPE).

After attending the training class, the employee will sign a form to verify attendance, receipt of written materials, and understanding of policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The Office Specialist is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

Uniforms: The District provides uniforms to all employees required to wear them. The District is responsible for the care and maintenance of uniforms, and will replace them if needed. Because Uniforms are PPE, worn uniforms may not to be brought home at the end of the employee's shift.

Safety Equipment: To ensure employee safety, as well as to establish the correct personal protection equipment for the field staff in pesticide applications, the District will provide required safety equipment, and/or reimburse employees for their pre-approved purchase of required safety equipment.

Field Boots: The District will provide one pair of safety boots and one pair of "muck boots" for each field employee and will replace them as needed.

Maintenance and Storage: Employees are responsible for proper maintenance and care of their boots and safety equipment at all times. Boots and safety equipment must be secured and properly stored at the District when not in use.

Safety Committee. The District has a Safety Committee that meets as required by Oregon's Occupational Safety and Health Agency (Or-OSHA) [see OAR [437-001-0765, Safety Committees and Safety Meetings](#)].

EMERGENCY PREPAREDNESS

The District may be subject to major disruptions as a result of occurrences beyond the control of the District. All employees should exercise good judgment in responding to these events as the situation necessitates. The District will try to provide emergency and limited services during

periods of disruptions. The District Manager shall make the determination to close the District, suspend activities, or make the District available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact the District Manager.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available paid leave.

Any threat to District property or an employee should be reported immediately to the District Manager.

SEPARATION FROM EMPLOYMENT

SEPARATION FROM EMPLOYMENT

Separation from employment with The District occurs when an employee voluntarily resigns, is laid off, or is discharged by the District.

Resignation: Employment with the District is “at-will,” which means the employee is free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, the District requests a notice of resignation at least ten [10] working days before the intended date of the employee’s departure. For supervisors and management-level personnel, at least thirty [30] days’ notice of a resignation is requested.

Job Abandonment: To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the District, poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. If an employee fails to call in or show up for work for three [3] consecutive shifts or days, job abandonment and voluntary resignation will be assumed.

Job Elimination, Reduction in Work Hours: The District strives to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, a variety of responses may take place, including offering a voluntary reduction in hours or days of work, reducing the employee’s work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors to be considered in selecting employees for any reduced hours or reduction in workforce are:

- The employee’s department, location, or job.
- The employee’s job knowledge, skills, and ability to do the required work.
- The employee’s performance, attendance, and safety and corrective action history and records.
- The employee’s possession of licenses, registrations, and certifications required by the job.
- The employee’s creativity and teamwork skills, if required for the job.
- The employee’s demonstrated willingness to go the extra mile for the District, co-workers, and customers; and,
- The efficiency of the District’s operation.

The District has the sole discretion to evaluate these factors. If all the factors are determined to be substantially equal, reductions of hours or layoffs will begin with employee(s) with the

shortest term of service. In the event of a layoff, affected employees will be personally notified, the purpose of the layoff and the procedure will be explained, and affected employees will be notified in writing of the conditions of the layoff, effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, the District may provide limited re-employment rights for a period of **[6 months]**. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing to the last address reflected in the employee's personnel records. It is the employee's obligation to keep us informed of any changes to the employee's telephone number, email address, and physical address. The offer will identify the available job and the date the employee is to report to work. If the employee is not rehired during the period specified, the employee's re-employment rights end, if the employee declines re-employment or fails to report on the date specified in an offer, re-employment privileges will be deemed to be waived.

Discharge: It is the District's philosophy that termination of employment should be the final step if performance problems cannot be addressed by other means. Employees who have completed the initial Introductory Period will generally be provided with an opportunity to correct minor performance and conduct problems before discharge is considered.

The corrective action policy found in this Manual describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

The District's policy includes giving employees an opportunity to be heard in matters involving corrective action, including discharge. A formal dispute resolution process for this purpose is described on page **15** of this Manual. Employees are encouraged to use this procedure to resolve issues that cannot be resolved by consulting with the employee's supervisor.

Return of District Property: Upon separation from employment, voluntarily or otherwise, the separating employee must return all organizational property in his or her possession, including credit cards, District-owned vehicles, keys, ID cards, pagers, tools, software, electronic devices, uniforms, and this Manual.

SEASONAL EMPLOYMENT

This section applies to seasonal employees only (working six months or less than 600 hours per year). Seasonal employees are subject to all of the same terms and conditions as regular District employees, except as specifically noted in the Manual and in this section.

Qualifications: An applicant's experience record must reflect the personal qualifications of good citizenship, honesty, sobriety, industry and good moral character.

Prospective employees may be required to furnish written documentation from a physician that the candidate proof is physically qualified for seasonal work. A background check and drug screening are required at District expense.

All mosquito control technicians must pass the Oregon Public Health Pesticide Applicator's Exam and the Pesticide Safety Exam to obtain their Oregon Public Pesticide Applicators License.

Work Conditions: Seasonal work frequently depends upon the weather and may require operations on any or all days of the week. There may be times when operations will require the employee to work any or all days of the week, including Saturdays, Sundays or both.

Compensation: Employee pay is established based on several factors, including the pay level of current employees performing work of comparable character; the employee's previous experience; and education.

Wage Compensation: The District's compensation plan shows the minimum and maximum rates of pay for all positions. In arriving at salary ranges; work conditions; current costs of living; the local economy; wage adjustments in the community; suggestions of District Manager; and the District's financial condition.

Wage increases are not automatic. The District Manager makes salary recommendations to the Board based upon merit. Wages may be increased within the applicable range for exceptional performance and may be reduced at any time based on lower quality performance or due to budget considerations.

Pay Increases: Pay increases are intended to reward the employee for dedication to their work, extra effort, and contributory performance. Pay increases are not automatic. Recommended increases must be approved by the District Manager.

Because compensation information can be a sensitive topic, employees are encouraged to exercise discretion and care regarding the discussion of these matters.

Merit increases may be granted to employees who have demonstrated superior performance of their duties and responsibilities. The work manager is responsible for evaluating performance and determining whether a merit increase is indicated.

Any adjustments of compensation are subject to the District's approved budget.

Report-In Pay: Employees' who report for work as expected but are asked to work less than four (4) hours for operating reasons will be paid for a minimum of four (4) hours.

Employees who report to work as expected but are not allowed to work for operations reasons (e.g., rain) will be paid for a minimum of two (2) hours.

Hours of Work: The regular District work week begins at 12:01 AM Sunday and ends at 12:00 PM the Following Saturday.

Overtime: As outlined in the Fair Labor and Standards Act, all work performed in excess of forty (40) hours a week will be paid at the rate of one-and-one-half times the regular rate of pay.

Rest/Lunch Periods: Employees' will receive a paid break of not less than fifteen (15) minutes for every four (4) hours or major part thereof worked in one work period.

Each employee will receive a meal break of not less than thirty (30) minutes, commencing within the first five (5) hours after reporting to work. Time for meal breaks is unpaid.

Attendance and Punctuality: Each employee is expected to be at his or her place of work promptly at starting time and at the end of his or her lunch period. Employees are expected to work a complete designated day.

An employee's absence and tardy record reflects their responsibility towards their job. It is one of the factors considered when deciding merit pay or when you are considered for a wage increase.

An employee who is unable to report to work is expected to notify the manager as soon as possible.

Absence from work without permission, or without notice, may result in disciplinary action, up to and including termination.

In the event of a scheduled absence, the employee should give the manager at least two (2) weeks' notice advance notice. If possible, scheduled absences should be brought to the manager's attention prior to the season's employment period.

Injuries: All District employees are covered under the District's worker's compensation insurance plan. However, coverage generally requires prompt and thorough reporting of on-the-job accidents and injuries.

In the event of an on-the-job injury, the employee must report the injury to the District Manager immediately. If medical attention is needed beyond basic first aid, you will be authorized to receive outside medical attention. If the attending physician determines that you are not able to return to work, the manager must be promptly notified.

Timecards: All employees are provided with a timecard and all wages are computed directly from these timecards. The timecard must be properly completed to ensure timely and proper payment.

Each employee must use the timecard machine to punch in and out each workday. If the employee is unable to punch in or out for any reason, the time worked must be entered by hand and initialed by the supervisor. Completed timecards must be initialed by both the employee and the manager.

Employees may punch in and out only for their own time. Punching in or out for another employee is not allowed unless specifically authorized by the District Manager.

Overtime hours must be approved by the District Manager in advance, if possible. If overtime must be worked and the manager is unavailable, the overtime must be approved the following day.

Holidays. The District normally observes the following paid holidays during the mosquito season:

**Memorial Day
Independence Day
Labor Day**

Any employee who fails to report for work the day preceding or the day following a holiday without prior approval will not be paid for that holiday.

Sick Leave: Paid sick leave for seasonal employees is earned at the rate of four (4) hours for each pay period.

Sick leave balances are not transferable from year to year and are not paid out upon termination of employment.

Employees may use accrued sick leave when unable to perform their work duties by reason of illness, need for medical or dental care, or exposure to contagious diseases that may endanger the employee, other workers, or the general public. If possible, an employee who is ill and

unable to report to work must notify his/her immediate supervisor or the District office prior to his or her reporting time. Seasonal employees must complete thirty [30] days of employment prior to using accrued sick leave.

Vacation Leave: Seasonal employees are not eligible for paid vacation.

District Motor Vehicles: District vehicles are used for JCVCD business only. ATVs are considered a work tool of the District and not a recreational vehicle and must be operated accordingly. A DOT-approved helmet is required at all times while operating an ATV.

Vehicle drivers must ensure that pesticide labels and SDS's are contained in the cabs of all District vehicles while carrying pesticides.

Safety: All employees are expected to practice safety at all times. Employees are required to use District-provided personal protection equipment (PPE) at all times, and to report any unsafe equipment or conditions to the District Manager.

Employee's Notes

**JACKSON COUNTY VECTOR CONTROL DISTRICT
EMPLOYEE MANUAL RECEIPT ACKNOWLEDGMENT FORM**

As an employee of Jackson County Vector Control District, I acknowledge the following:

I have been provided a copy of the Employee Policy Manual. I understand that the Manual contains important information about the District’s policies, work rules, and my benefits. I have both read and understood the information in the Manual and have asked the District Manager for the clarification of any information I did not understand.

I acknowledge the Manual is neither a contract of employment nor a guarantee of specific treatment in any situation; that the District has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Manual; and that the current Manual supersedes all prior manuals, policies, and understandings related to the subjects it contains.

Only the Board of Trustees is authorized to make changes to the Manual and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the District is “at-will” and either the District or I can end the relationship at any time, with or without reason or notice. The District Manager is the only person who has the authority to enter an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of the District and I agree not to disseminate or use it outside of the District, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature

Date

Print Employee's Name