

W. S. B. I.

AGENDA COVER MEMO

AGENDA DATE: November 29, 2006
Memorandum Date: November 15, 2006

TO: LANE COUNTY BOARD OF COMMISSIONERS
DEPARTMENT: LANE COUNTY OFFICE OF LEGAL COUNSEL
PRESENTED BY: Teresa J. Wilson, County Counsel



AGENDA ITEM TITLE: In The Matter of Amending Chapters 3 and 4 of the Lane Manual to Add and Modify Provisions Relating to the Human Resources and Workforce Partnership Departments Implemented During 2005 and 2006 (LM 2.220-2.230, 2.250, 2.85, 2.290, 2.305, 2.355, 2.370, 2.378, 2.382, 2.384, 3.084, 3.100-3.104, 3.155-3.158, 3.540)

I. MOTION. I move to approve amending the Lane Manual regarding the Human Resources and Workforce Partnership Departments.

II. AGENDA ITEM SUMMARY. The purpose of this item is to update the Lane Manual to conform to changes with respect to these two departments over the past two years.

III. BACKGROUND/IMPLICATIONS OF ACTION.

A. Board Action and Other History. The Board began consideration of the alignment of the functions of the Management Services Department in May, 2005. After a series of work sessions, in December, 2005, it gave direction to begin a transition plan to create a new Human Resources Department beginning with the start of the fiscal year in July, 2006. (Order No. 05-12-14-4).

Since at least 2003, the County has received audit comments regarding the lack of clarity about its relationship with Lane Workforce Partnership, and the lack of an administrative agreement. After several meetings in 2005 among staff, and a meeting between the County Chair and Vice Chair and the Executive Committee of Workforce Partnership in the fall of 2005, we were able to finalize an administrative agreement with the Partnership. That agreement was approved by the Board on June 28, 2006 (Order No. 06-6-28-2), and executed by both parties by mid-August.

B. Policy Issues. The issue presented by this item is whether the Lane Manual should be updated to conform to the previous actions taken with regard to these two departments.

C. Board Goals. This is the final step in implementing the results of two service improvement strategy efforts of evaluation of reorganization opportunities, consistent with the County's Strategic Plan.

D. Financial and/or Resource Considerations. The financial and resource considerations regarding the two departments were addressed at the time each was presented to the Board; there are no significant considerations involved in conforming the Lane Manual to those actions.

E. Analysis. The Lane Manual does not accurately reflect the current configuration of the Management Services, Human Resources Department or Workforce Partnership

Departments. Ideally, the Lane Manual changes would have been presented to the Board much closer in time to when the core, substantive issues were decided; however, the workload for County Counsel has been such that these changes were delayed.

The significant areas being changed are as follows:

1. LM 3.084 where the human resources and risk management functions are removed from the Management Services Department.

2. LM 3.100-3.104 where the Department of Human Resources is created, complete with the human resources and risk management functions formerly in the Management Services Department. [Note: the Workforce Partnership Department also used to be at LM 3.100-3.104, but is not moved to LM 3.155-3.158)

3. LM 3.155-3.158 where the description of the Workforce Partnership Department is updated to conform to generally reflect the current relationship of the department and the Lane Workforce Partnership, as well as the relationship of both the Executive Director and the employees. The details of this relationship were spelled out in the administrative agreement approved by the Board in June, 2006.

The remainder of the changes correct references scattered throughout the Lane Manual regarding these departments.

It is prudent to have the Lane Manual appropriately reflect the organizational structure, in particular to provide certainty and clarity for staff and the public as we move into another round of budget preparation, and to avoid potential audit citations or notes.

F. Alternatives/Options. As the recommended action is the last step in these reorganization efforts that have been in progress for the past two years, the better option would seem to be to complete them. However, the Board can choose to direct further evaluation of the County organizational structure in an effort to address Board goals, although it may be a better use of resources to do so after the County's financial picture becomes clearer in next 6-8 months.

IV. TIMING/IMPLEMENTATION. The Lane Manual changes will be effective immediately.

V. RECOMMENDATION. I recommend the Board complete the lengthy efforts that have occurred with respect to the creation of the Human Resources Department and reassessment of the relationship with the Lane Workforce Partnership by adoption of these Manual changes.

VI. FOLLOW-UP. If the Board approves this Order, the on-line version of the Lane Manual will be updated within a couple of weeks, and the printed version in the normal course of the annual updates.

VII. ATTACHMENTS.

Order with attached new Lane Manual pages
Legislative format of Lane Manual pages

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTERS 3 AND 4 OF THE LANE MANUAL TO ADD AND MODIFY PROVISIONS RELATING TO THE HUMAN RESOURCES AND WORKFORCE PARTNERSHIP DEPARTMENTS IMPLEMENTED DURING 2005 AND 2006 (LM 2.220 - 2.230, 2.250, 2.85, 2.290, 2.305, 2.355, 2.370, 2.378, 2.382, 2.384, 3.084, 3.100 – 3.104, 3.155 – 3.158, 3.540)

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapters 2 and 3 are hereby amended by deleting, substituting, and adding the following sections:

DELETE THIS SECTION

2.220 - 2.230
as located on pages 2-16 through 2-19
(a total of 4 pages)

2.250
as located on page 2-21
(a total of 1 page)

2.285, 2.290
as located on page 2-23 through 2-24
(a total of 2 pages)

2.305
as located on page 2-24 through 2-25
(a total of 2 pages)

2.355
as located on page 2-25
(a total of 1 page)

2.370
as located on page 2-26 through 2-27
(a total of 2 pages)

2.378
as located on page 2-29 through 2-30
(a total of 2 pages)

INSERT THIS SECTION

2.220 - 2.230
as located on pages 2-16 through 2-19
(a total of 4 pages)

2.250
as located on page 2-21
(a total of 1 page)

2.285, 2.290
as located on page 2-23
(a total of 1 page)

2.305
as located on page 2-24
(a total of 1 page)

2.355
as located on page 2-25
(a total of 1 page)

2.370
as located on page 2-26
(a total of 1 page)

2.378
as located on page 2-29
(a total of 1 page)

2.382, 2.384
as located on page 2-30 through 2-31
(a total of 2 pages)

3.084
as located on pages 3-10 through 3-11
(a total of 2 pages)

3.100 – 3.104
as located on page 3-12 through 3-13
(a total of 2 pages)

3.155 – 3.158
as located on pages 3-16 through 3-17
(a total of 2 pages)

3.540
as located on pages 3-40 through 3-41
(a total of 2 pages)

2.382, 2.384
as located on page 2-30
(a total of 1 page)

3.084
as located on pages 3-10 through 3-11
(a total of 2 pages)

3.100 – 3.104
as located on page 3-12
(a total of 1 page)

3.155 – 3.158
as located on pages 3-16 through 3-17
(a total of 2 pages)

3.540
as located on pages 3-40 through 3-41
(a total of 2 pages)

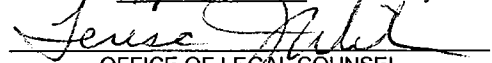
Said sections are attached hereto and incorporated herein by reference. The purpose of these substitutions and additions is to add and modify provisions relating to the Human Resources and Workforce Partnership Departments implemented during 2005 and 2006 (LM 2.220 - 2.230, 2.250, 2.85, 2.290, 2.305, 2.355, 2.370, 2.378, 2.382, 2.384, 3.084, 3.100 – 3.104, 3.155 – 3.158, 3.540).

Adopted this _____ day of _____ 2006.

Chair, Lane County Board of Commissioners

APPROVED AS TO FORM

Date 11/15/2006 Lane County


OFFICE OF LEGAL COUNSEL

PERSONNEL RULES FOR CLASSIFIED SERVICE

2.220 RULE I: General Statement of Policy.

(1) Purpose. The purpose of these rules is to implement and give effect to the provisions of the Lane Code, achieving for Lane County Classified Service the following objectives:

(a) To provide systematic, equitable and uniform principles governing matters pertaining to wages, hours, benefits and other employment relations matters.

(b) To assure appointments, terminations, promotions, demotions, layoffs, recalls, transfers, compensation and other matters affecting the status of employees are accomplished in accordance with the principles of merit, fitness and accepted personnel administrative procedures, to contribute to attracting and retaining qualified persons for County service.

(c) To establish and maintain a plan of classification and compensation which is both internally equitable and externally competitive.

(d) To provide a method of assuring that County management and employees are properly informed as to their respective mutual employment obligations.

(2) Amendment and Administration. The authority for administration, application and interpretation of these rules and regulations is delegated to the Human Resources Director, whose responsibilities shall include a periodic review and recommended revisions as applicable, to assure consistency with their purpose.

(3) Variations.

(a) The Human Resources Director shall have the authority to vary or modify the strict application of these rules and regulations where it is found consistent with their purpose and in the best interest of the County, subject to appeal pursuant to LM 2.280.

(b) Where any section, subsection, sentence, clause or phrase of these rules and regulations are found inconsistent with properly negotiated and ratified working agreements concluded through collective bargaining between Lane County and duly certified bargaining representatives, the terms of such agreements shall prevail.

(4) Application. These rules and regulations, including but not limited to LM 2.220 through 2.305, shall apply to all County employees in the Classified Service, except employees at the Lane County Fairgrounds, pursuant to LC 2.225(1) through (3). All reference herein to employees designate both sexes, and wherever either gender is used, it shall be construed as including both male and female employees. *(Revised by Order No. 98-9-9-9; Effective 9.9.98)*

2.225 RULE II: Definitions.

The following terms as used in these rules shall unless the context requires otherwise, have the respective meanings herein set forth:

Assignment. The assignment of an individual job to an appropriate classification appropriate classification on the basis of the kind, difficulty and responsibility of the work actually performed in the job.

Appointing Authority. Any person or group vested with authority to employ a person for work in the County service.

Appointment. All means of selection and employment of Lane County employees.

Board. The Board of County Commissioners of Lane County.

Classification Plan. A group of jobs in the County service sufficiently alike in authority, duties and responsibilities that the same qualifications may reasonably be required for, and the same schedule of pay equitable applied to, all jobs in the group.

County Service. The County Classified Service as defined in the Lane County Charter.

Demotion. The transfer of an employee from a job description in one classification to a job description in another classification having a lower maximum salary range.

Employee Status. Employee status in the Classified Service shall be determined by the nature and classification of the job to which the employee is appointed, subject to applicable probationary periods as defined below.

Exempt Employee. A salaried executive, administrative or professional employee who meets the criterion for exemption from the provisions of the Fair Labor Standards Act.

Permanent. A position normally budgeted from year to year.

Seasonal. A job of a recurring or seasonal nature but for a period not more than 24 weeks in a calendar year, regardless of number of hours worked per day or month.

Temporary. A position normally budgeted or approved one time for not less than three months nor more than 12 months, except as modified by the Board.

In addition to the above categories, jobs may either be full or part time as defined below:

Full Time. A position which is expected to function a normal, continuing 40-hour week.

Part Time. A position which is expected to function less than full time.

Human Resources Director. The person designated by the Board who is responsible for the administration of the Lane County Personnel Rules and Regulations.

Job Description. The written description of a classification containing a title, statement of authority, duties and responsibilities, and the desired minimum qualifications for the classification.

Lane Code. All general ordinances included in the Lane Code.

Layoff. A separation from the County service because of a shortage of funds or materials, abolishment of the position, or other reasons not reflecting discredit on an employee and for reasons outside his control.

Merit Increase. An increase from one step to a higher step within a salary range for the same classification.

Nonexempt Employee. An employee who does not meet the criteria for an executive, administrative or professional exemption as defined by the Fair Labor Standards Act.

Payroll Officer. The Director of Management Services of Lane County.

Personnel Action. Any action taken with reference to appointment, compensation, tenure, promotion, demotion, transfer, layoff, dismissal or similar matters affecting the status of employment.

Position. The original location of employment with Lane County.

Probationary Period. A period of 12 months during which an employee is required to demonstrate by actual performance of the duties, his fitness for the position for which he has been appointed.

Promotion. The transfer of an employee from a position in one classification to a position in another classification having a higher salary range.

Reclassification. A change in job description of an individual job by raising it to a higher classification, reducing it to a lower classification, or moving it to another classification at the same level on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in such job.

Salaried Employee. An exempt executive, administrative, or professional employee who regularly receives a predetermined amount each pay period constituting all or part of the employee's compensation, which amount is not subject to reduction because of variations in the number of days or hours worked. Exceptions for certain absences are specified in the Fair Labor Standards Act.

Salary Range. The level of pay for a particular job classification. A salary range consists of several rates of pay with a minimum and maximum rate.

Transfer. The change of an employee from one job description to another job description in the same or a different classification having the same maximum salary rate.

Voluntary Demotion. A motion requested by an employee in order to retain employment when a layoff from said employee's position is imminent or for other reasons where the action is entirely voluntary on the part of the employee.

Volunteer. An individual who performs hours of service for civic, charitable or humanitarian reasons, without promise, expectation or receipt of compensations for services rendered, is considered to be a volunteer during such hours. An individual shall not be considered a volunteer if the individual is otherwise employed by Lane County to perform the same type of services as those for which the employee proposes to volunteer. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 86-9-10-1, 9.10.86)*

2.230 RULE III. Classification Plan.

(1) **Request for Amendment of Plan.** Any Appointing Authority may initiate a request to the Human Resources Director to amend the classification plan. The Human Resources Director shall make or direct an investigation of any such request or make classification studies or surveys at other times on Human Resources Director's own initiative. If the Human Resources Director finds that substantial change in organization, creation or change of position or other pertinent conditions makes necessary the revision or abolition of an existing classification or the establishment of a new classification, the Human Resources Director may amend the Plan.

(2) **Assignment of Job Classifications.**

(a) **New Job Classifications.** When an Appointing Authority desires to establish a new job classification, a notice of such proposed action, together with a description of the duties of the new classification, shall be submitted to the Human Resources Director in such manner and in such form as the Human Resources Director shall request. The Human Resources Director shall place such new job descriptions in the appropriate classification and salary range on the basis of their authority, duties and responsibilities, and shall recommend to the Board of County Commissioners adoption of the allocation consistent with LC 2.260. The Human Resources Director shall notify appropriate staff of the action of the Board.

(b) **Reclassification of Existing Positions.** Whenever an Appointing Authority desires to make a permanent and substantial change in the authority, duties, or responsibilities of a budgeted and authorized position, written notification of the proposed change shall be submitted in accordance with Administrative Procedures adopted by the County Administrator.

The Human Resources Director may, upon his/her initiative or at the request of an Appointing Authority or employee, study the duties of any position to determine if the classification is proper. Whenever the Human Resources Director finds that the changes in duties are such that the current classification is no longer correct, he/she shall change the assignment to the appropriate classification upon approval of the County Administrator.

(3) **Job Description.**

(a) Content of Job Descriptions. Each job description shall include the title, a general description of the duties and responsibilities of the work, and a statement of the minimum qualifications a person should possess to perform the work with reasonable prospects of success.

(b) Interpretations of Job Description and Specifications. The definitions in job descriptions and specifications are descriptive and not restrictive. They are intended to describe the kinds of work performed in several classifications as determined by duties and responsibilities, and are not to be construed as declaring what the duties or responsibilities of any job description may be, or as limiting or modifying the power of any appointing authority to assign, direct and control the work of employees under their supervision.

The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of similar kind or quality, nor shall any specific omission mean that such factor is not included.

(c) Use of the Job Description. In determining where to place a job description within the classification plan, a description for each classification shall be given for the general duties, specific tasks, responsibilities, qualification requirements and relationship to other job descriptions, which shall be indicative of typical work being performed.

(d) Minimum Qualifications Statement. The minimum qualifications enumerated in a classification description shall relate to the reasonable standards of experience and training required at the time of original appointment of a new employee and shall not be construed as representing or measuring qualifications which employees already working in such a classification may actually possess.

(4) Use of Job Description Titles.

(a) The job description title shall be the official title of every position assigned to the job description for the purpose of personnel actions and shall be used on all payrolls, budget estimates and official records and reports relating to the position.

(b) Any other "working title" desired and authorized to be used by the appointing authority may be used as a designation of any position for purposes of internal administration or in contacts with the public. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 82-12-15-8; 12.15.82)*

2.235 **RULE IV. Compensation Plan.**

(1) Administration of Compensation Plan.

(a) Rates of Pay. Each classified employee shall be paid at one of the rates in the salary range for the class in which he or she is employed.

(b) Entrance Salary. New employees may be appointed, reappointed or reinstated at a step consistent with existing County policy. When a diligent search reveals that it is impossible to obtain qualified persons at such rate, or when a new employee possesses exceptional qualifications, the County Administrator may authorize appointment at an appropriate step within the range.

(c) Merit Increases.

(i) Comparison. A "merit increase" is not the same as a "salary range increase," which is the increase to a higher salary range to compensate for the increase in the cost of living or to make a particular job classification more competitive on the job market. It is a "promotion to a new job classification." Merit increases shall not be used in lieu of range increases.

(ii) Nonautomatic. Merit increases are not automatic. They are part of the charter-based merit system and are additional compensation given to an employee because of meritorious performance on the job.

the Fair Labor Standards Act. Exemptions will be based on the criteria specified by the Act for executive, administrative and professional employees. Such exempt classifications are to be designated in the compensations plan.

(7) Working Out of Class.

(a) Employees may be appointed temporarily to job classifications of a higher pay rate on a relief or fill-in basis during the absence of regularly appointed personnel. The County Administrator is delegated the responsibility to develop and implement an administrative rule and procedure pertaining to the eligibility, authorization and compensation for working out of class. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

2.240 RULE V. Recruitment, Testing, Appointment and Probation.

All policies and procedures pertaining to recruitment, testing, appointment and probation shall be in conformance with Lane Charter, Code and Manual, State and Federal laws, and properly negotiated and ratified working agreements. In order to implement this policy the County Administrator is delegated the responsibility to develop and maintain administrative rules and procedures pertaining to recruitment, testing, appointments and probation. *(Revised by Order No. 93-3-31-7, Effective 3.31.93)*

2.250 RULE VI. Physical Examinations.

(1) Examination. Regardless of having otherwise qualified for employment with Lane County, each person, prior to actual employment, may be required to successfully pass a physical examination by a competent medical doctor of such person's choice. The physical examination shall be at the expense of the applicant.

(2) Nature of Examination. The Human Resources Director, with the assistance of the County Health Officer, shall determine the nature and extent of such physical examination, based upon the requirement of the position to be filled by the person taking such examination and other factors which may be specifically applicable to such person.

(3) Additional Physical Examinations. The Human Resources Director may require additional physical examinations of any applicant or employee when it is determined that such additional examinations are in the interest of the person examined or Lane County. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.265 RULE VII. Attendance.

(1) Hours of Work. The hours of business for all County offices shall generally be from 8:00 a.m. to 5:00 p.m. on every workday. Flexible or variable employee work schedules may be established in accordance with adopted policy and procedure to fit particular operating requirements of certain Departments, Division or subdivisions thereof consistent with the legal requirements of the FLSA and state statutes.

(2) Holidays.

(a) Employees in permanent full-time positions, or temporary full-time positions budgeted or approved for a period in excess of six months, shall receive holiday pay for legal holidays as designated by the Board.

(b) Employees in permanent part-time positions, or temporary part-time positions budgeted or approved for a period in excess of six months, shall be compensated for such holidays on a pro rata basis.

(c) Other temporary employees, or seasonal employees, shall not receive compensated holidays. *(Revised by Order No. 93-3-31-7, Effective 3.31.93)*

probationary employees relative to personnel action and for unsuccessful applicants for employment alleging violation of the County's hiring policies. The Administrative Procedures adopted pursuant to this rule are to be used to appeal disciplinary and non-disciplinary personnel actions, with the exception of matters that are grievable under the grievance procedures of existing labor agreements. Any matters which may be grieved under an existing labor agreement are not subject to appeal under this Rule. The County Administrator shall have the authority to adopt Administrative Procedures implementing this Rule. *(Revised by Order No. 87-4-8-3, Effective 4.8.87)*

2.285 RULE XI: Records and Reports.

(1) Division Attendance Record. Each Department shall maintain records of attendance, vacation and sick leave, compensatory time and overtime. This information shall then be transferred to the payroll report for the pay period, certified by the appointing authority, and submitted to the Department of Management Services. The Department of Management Services shall then record the information on the payroll and benefit accrual reports. These records shall be available for inspection by the Human Resources Director and Management Services Director and individual employees shall be permitted to inspect their records.

(2) Roster. The Human Resources Director shall establish and maintain a roster of all employees in the County service, showing for each employee the classification title, assignment, salary rate, date of employment and such other employment data deemed pertinent by the Director.

(3) Reports to the Human Resources Director. Every appointment, transfer, promotion, demotion, dismissal, change of salary rate, leave of absence without pay and other temporary or permanent change in the status of an employee shall be reported to the Human Resources Director in writing on such forms as the Director shall require. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.290 RULE XII: Payroll Certification.

(1) Certification of Payroll Accuracy. Written certification of the appointing authority accompanying any payroll shall constitute official notice that services for which payment is to be made have been performed and that funds are available and allocated for the purpose. The Human Resources Director shall have previously certified approval and certification of the Personnel Action Forms, that the persons named therein have been appointed and are employed in accordance with the provisions of the Lane Code and these Rules and Regulations.

Exceptions taken to unauthorized payroll items shall be noted in writing and shall constitute the Human Resources Director's official notification to the Board that such items are in violation of the Lane Code and these Rules and Regulations.

(2) Effect of Payroll Checking. The Payroll Officer shall not make or approve, or take any part in making or approving, any payment for personal service to any person holding a position in the County service unless the payroll bears the signature of the Department Head or other authorized representative. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.295 RULE XIII: Retirement.

(1) Retirement shall not be considered mandatory upon an employee reaching any specific age. *(Revised by Order No. 97-10-29-4, Effective 10.29.97)*

2.300 RULE XIV: Health and Life Insurance.

(1) Employees in permanent positions who regularly work 20 hours or more each week shall be eligible for County-paid life and health insurance beginning with the first of the month following completion of 30 calendar days of continuous service. Other temporary or seasonal employees are not eligible for County group health or life insurance.

(2) Retired Employees.

(a) Upon retirement, all employees employed in permanent positions on or before March 5, 1991, and who have worked 10 continuous years shall be eligible for County-paid retiree medical insurance and may transfer from the active group to the retired group.

(b) Upon retirement all employees hired on or after March 6, 1991, shall not be eligible for retiree medical insurance benefits on a County paid basis.

(c) The County Administrator may establish in the Administrative Procedures Manual a pre-retirement incentive program with respect to permitting eligible employees to self-pay premiums for health insurance for up to five (5) years in order to retain their County-paid retiree medical insurance benefit.

(3) Medicare Reimbursement. Medicare supplemental medical insurance premiums paid to the Federal Social Security Administration by retired employees eligible for County-paid retiree medical insurance shall be considered as part of the cost of such insurance and eligible retired employees shall be reimbursed at least quarterly for any such Medicare premiums paid by them. *(Revised by Order No. 97-10-29-4, Effective 10.29.97)*

2.305 RULE XV: Outside Employment.

(1) Employees shall not engage in compensated outside employment (moonlighting) without prior approval of the County. Employees desiring to engage in such activities shall submit a written request describing the particulars of the activity to the Department Head.

(2) In the event the request is for a single, short-term instance of less than 30 days in duration, the Department Head may approve the request. It shall be the responsibility of the Department Head to assure that employees refrain from engaging in such activities which may cause a potential conflict of interest or otherwise cause criticism or embarrassment to the County.

(3) In the event the request is for a longer period, or continuing nature, the Department Head shall submit the request with recommendation for approval or denial to the Human Resources Director. The Human Resources Director shall review and approve or deny the request, subject to appeal to the Board for final determination.

(4) In determining approval or denial of the request, the following shall be taken into consideration:

(a) Will the activity interfere with or adversely affect the performance of said employee;

(b) Will the activity subject the County to undue adverse criticism, or

(c) Does the activity constitute a real or apparent conflict of interest due to the nature, condition, competition or some other aspect of the activity.

(5) An employee who does not obtain approval prior to engaging in such activities will be subject to disciplinary action which may include discharge. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 97-10-29-4, 10.29.97)*

OTHER PERSONNEL POLICIES

2.350 Reimbursement for Moving Expenses.

It is the policy of Lane County, when individuals are recruited out of the area to fill certain key positions, such as the Director of a Department, a Division Head, or certain key professional positions, that Lane County will provide some measure of reimbursement for moving expenses incurred by those individuals. The amount of reimbursement shall be as follows:

(1) Fifty percent (50%) of the expenses of the move shall be reimbursed by Lane County when the move is accomplished by a professional mover; or

(2) One hundred percent (100%) of the expenses of the move shall be reimbursed by Lane County when the move is accomplished solely by the individual involved. The determination of what shall be construed as "key position" and an "out of the area" recruitment shall be made by the County Administrator. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.355 Release of Employee Information.

Because each employee personnel file contains personal information which it is both in the public's and individual employee's interest not to disclose, these files shall be treated as confidential. However, members of the public may be furnished nonpersonal information about County employees such as name, employing department, position, wage classification and length of time employed by the County. The release of any employee information, however, for commercial, political or other associated purposes is strictly prohibited.

Personnel files shall be available to appointing authorities and those persons expressly authorized in writing by such appointing authorities, to members of the Board, the County Administrator and the Human Resources Director and his or her staff. Individual employees may examine their own files. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.360 "After Hours" Access.

The County Administrator has full authority over access to the Courthouse/Public Service Building between 5:30 p.m. and 7:00 a.m. weekdays and all day Saturday, Sunday and holidays. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.365 Political Activities.

This section provides a general summary of the law regarding the rights and limitations County employees concerning political activities.

(1) You may NOT:

(a) As a public employee during working hours, solicit any money, service or a contribution in any form or aid or promote any political committee or the nomination or election of any person to public office.

(b) Attempt to coerce, command or require a public employee to contribute in any manner, including any service, to any political committee or to the nomination or election of any person to public office.

(c) Use your own name to donate another person's money in connection with a nomination or election.

(d) Use undue influence on another person in connection with voter registration, candidacy for an office, contribution or assistance to a candidate, or challenging a voter.

(e) Accept any employment with agreement to contribute any part of your compensation to a candidate or political or political committee.

(2) DO.

(a) Make all your political contributions in your own name and pay to the political treasurer whose name is legally on file for the candidate or committee being contributed to.

(b) If your agency's primary activity is funded in whole or in part by federal grants or loans, inquire into the more restrictive federal law, mainly the Hatch Act, on political activity.

(3) You MAY.

(a) Express your personal political views.

(b) Participate in political activities in the same manner as any other person except as expressly limited by state or federal statute or local ordinance (generally summarized above).

(4) If you have questions, consult an attorney of your choice.

(5) Each Department Head shall be required to post the following notice in a conspicuous place likely to be seen by all employees in that Department, in accordance with ORS 260.432 as amended by Chapter 53 Oregon Laws 1973:

ATTENTION ALL PUBLIC EMPLOYEES.

The restrictions imposed by the law of the State of Oregon on your political activities are that "No public employee shall solicit any money, influence, service or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours. However nothing in this section is intended to restrict the right of a public employee to express his personal political views."

It is therefore the policy of the state and of your public employer that you may engage in political activity except to the extent prohibited by state law when on the job during working hours. *(Revised by Order No. 86-8-27-11, Effective 8.27.86; 73-11-13-2, 11.28.73)*

2.370 Accident/Disability Payments.

This section delineates Lane County's policy and procedure regarding individual payment or reimbursements from State Industrial Accident or Disability Insurance for County employees, except as otherwise delegated to the Fair Board by LC 2.225(1).

(1) Policy.

(a) The County provides a number of benefit plans that pay some continuation of salary when an employee is unable to work because of sickness or injury. These are Paid Sick Leave, State Industrial Accident (when "on-the-job" incurred or related), and Disability Income Insurance. Social Security also has a long-term or "permanent" disability provision.

(b) In providing these benefits the intent is to continue as near to full salary as possible for as long as possible when legitimately needed. It is not the intent to furnish double benefits nor an amount greater than regular salary. Therefore, the policy is that whenever both sick leave and one of the insurance benefits are applicable, the amount of sick leave paid will be reduced or adjusted by the amount of the insurance claim payment received.

(c) In these cases the employee will receive the full benefit of the "nontaxable" insurance payments, and his/her accrued sick leave will be restored for any

reduction in paid sick leave. The employee must apply for and accept any insurance benefits for which he is eligible. However, full sick leave, if due, will be paid while insurance claims are in process.

(d) Division and Department Heads are responsible to see that the above policy is observed and that the following procedure is utilized.

(2) Procedure.

(a) Paid sick leave is indicated and approved on the biweekly payroll authorization by the Division or Department Head. It is, of course, paid subject to the employee's unused sick leave balance. The Human Resources Director should be notified as soon as it is known that a case will involve insurance claims and benefits. Division and Department Heads should follow up on these situations to see that insurance claims have been filed by the employee when applicable.

(b) When the employee has received an insurance payment from a County-subsidized program, he should endorse the check payable to Lane County. Then the Division or Department Head is to send the check to the Management Services Director with a letter giving the particulars of the situation, including the time period covered by the benefit payment.

(3) The Department of Management Services will then issue a separate check payable to the employee in the same amount as the insurance check. Payroll and sick leave records will also be adjusted as follows:

On the very next payroll authorization sheet for that division, that employee's pay is to be reduced by the amount of the insurance payment. At the same time in the "exception" column, mark "restore days sick leave," which will equate with the dollar reduction in payroll. (This process may involve several pay periods and payroll authorizations when the benefit payment is larger than a biweekly pay or a series of insurance payments are involved.)

(4) In this process, the employee's cash pay has not been delayed, he will have received an amount equal to full regular pay, and he will have benefited with greater "take home" pay because of these insurance benefits being nontaxable. *(Revised by Order No. 98-9-9, Effective 9.9.98; 98-4-1-11, 4.1.98)*

2.372 Notaries Public.

The various County Departments have varying requirements to have notaries public conveniently available. Each Department Head shall determine the requirements for notaries public within his own Department to best serve the public interest. For those notaries public positions authorized by Department Heads, Lane County shall pay in connection with applications for appointment:

- (1) The application fee.
- (2) Cost of seal (seal obtained through Purchasing).

No employee who is a notary public and whose application fee or seal was purchased by Lane County may, during the period of appointment, charge a fee for any notarial service, except as authorized by Lane County. Any employee who notarizes acts of the County or its officers, employees or agents shall keep and maintain a chronological journal of notarial acts as required by law, including ORS 194.152(2), OAR 164-100-200, and OAR 164-100-210. Application by an employee for, and County payment of the notary application fee or cost of seal, shall constitute an agreement between the employee and the County that the notarial journal shall be property of the County for retention or disposition by the County on termination of the notary's employment with Lane County. *(Revised by Order No. 95-11-28-1, Effective 11.28.95)*

(dd) Abuse, family violence and crime: child abuse & neglect, spousal abuse, crime and personal safety, juvenile crime.

(ee) Medical and Dental: affordable medical and dental care.

(ff) Substance abuse and mental health: drug abuse and alcoholism, mental illness and emotional problems.

If questions arise as to the eligibility of a charity, these criteria arise from the Lane County Human Needs Assessment, dated September, 1994. That document may be used as a source of legislative history and as an aid in interpretation.

(ii) Agencies must be registered with the IRS and exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

(iii) Agencies must provide substantial services to Lane County residents.

(iv) Agencies must be in compliance with registration and filing requirements of Oregon's Charitable Trust and Corporations Act.

(b) Any charity denied participation may appeal that determination to the County Administrator, whose determination shall be final. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 95-11-28-1, 11.28.95)*

2.376 Travel Expense Reimbursement Policy.

The Expense Reimbursement Policy is designed to allow for the reimbursement of expenses incurred by employees when traveling on official business for the County. It shall be the County's policy that no County Employee shall sustain personal monetary loss as a result of performing official County duties. The County Administrator is delegated the authority and responsibility to develop and maintain Administrative Procedures necessary to implement this policy. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.378 Lane County Employee Assistance Program.

(1) Lane County, as an employer, is primarily concerned with an individual's job performance. However, the County recognizes that job performance can be affected by circumstances outside the work environment such as financial instability, drug or alcohol abuse and emotional and family problems. In order to serve all the needs of our employees and the citizens of the County, an Employee Assistance Program is provided to acquaint employees with appropriate community agencies to help them overcome their problems and restore them to full job efficiency.

(2) Strictest confidence shall be maintained between the Employee Assistance Program and the employee. No employee shall, by admitting that a problem exists, endanger his or her job. Such admission and the steps taken to correct deteriorating job performance shall be looked upon as evidence that the employee is concerned with improving his or her performance and with continuing employment with the County.

(3) This program is designed to:

- (a) Identify problems at their earliest stages,
- (b) Motivate the employee to seek help,
- (c) Direct him or her towards the best assistance available, and
- (d) Correct the problem before it necessitates the loss of the employee.

(4) The Employee Assistance Program shall be under the direction of the Human Resources Director who shall administer the program on behalf of the Board. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.380 Drug Free Work Place Policy.

It is the policy of Lane County to ensure a drug-free work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is

prohibited in the workplace. Any unlawful manufacture, distribution, or dispensation of a controlled substance in the workplace shall be cause for immediate discharge. Unlawful possession or use of a controlled substance in the workplace shall be cause for immediate disciplinary action which could result in discharge. The County Administrator shall adopt administrative procedures implementing this policy including the sanctions for policy violation. The Administrator shall also adopt policies necessary to keep Lane County government in compliance with Public Law 100-690 (the Anti-Drug Abuse Act). Pursuant to LC 2.225(1), the Fair Board shall likewise adopt policies and procedures to ensure a drug-free work environment at the fairgrounds. *(Revised by Order No. 98-9-9-9, Effective 9.9.98)*

2.382 Sexual Harassment Policy.

It is the policy of Lane County that all employees should be able to work in an environment free from discrimination, including sexual harassment. Sexual harassment occurs when a person is subjected to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Conduct of this type is improper when submission to the conduct is either an explicit or implicit term or condition of employment; when submission to or rejection of the conduct is used as a basis for employment decisions affecting the person(s) involved; when the conduct has the purpose or effect of substantially interfering with work performance or work environment. Such conduct is specifically prohibited by Lane County. Appropriate management and supervisory personnel shall take prompt, corrective action when they become aware of sexual harassment. Any employee or applicant for employment who believes himself or herself subjected to sexual harassment or intimidation is encouraged to bring such incidents to the immediate attention of the Human Resources Director, or if the incident arises at the fairgrounds, to the attention of the Fairgrounds Director. *(Revised by Order No. 98-9-9-9, Effective 9.9.98)*

2.384 Workplace Violence Policy.

It is the policy of Lane County to provide a workplace that is free from violent acts or threats of the same against another person's life, health, well-being, family or property. Such acts or threats of violence by words, gestures or symbols, are entirely unacceptable.

Violence in the workplace may occur between one co-worker and another or between any member of the public and a County employee. Violence in the workplace includes, but is not limited to: striking, stabbing, shooting or otherwise causing bodily harm; making an oral (including by telephone) or written threat to cause any such bodily harm; displaying weapons or devices, or accessories clearly associated with weapons or devices in such a manner as to imply a direct threat to cause any such bodily harm; any other harassment or intimidation between co-workers which implies the threat of or potential for bodily harm to a co-worker's life, health, well being, family or property.

Any employee who believes that he or she has been the target of violence or threats of violence, or has witnessed or otherwise learned of violent conduct by or directed at another employee should bring such incidents to the immediate attention of his or her supervisor, manager, department director, the Director of Human Resources or, if applicable, union representative. If the incident occurs at the fairgrounds, it should be brought to the attention of the Fairgrounds Director. Management and supervisory personnel shall take prompt, appropriate action when they become aware of any aspect of violence in the workplace. *(Revised by Order No. 98-9-9-9, Effective 9.9.98)*

DEPARTMENT OF MANAGEMENT SERVICES

3.080 Definitions.

As used in this subchapter:

"Department" means the Department of Management Services of Lane County.

"Director" means the Director of the Department of Management Services. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

3.082 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Management Services Director of Lane County.

(2) The Director shall have the responsibility for the management of the Management Services Department and the "Functions" as stated below.

(3) The Director shall also have the titles of Finance Officer, Treasurer and County Clerk of Lane County, and such other titles as are authorized under state law for use by the County Clerk in performing the functions described below. The Director may further delegate such authority in writing.

(4) The Director shall have the authority to authorize and issue refunds for fines, fees or excess payments, except for taxes and for payments made to the Department of Public Works on applications denied or not acted upon by request of the applicant.

(5) The Director shall be responsible for developing procedures for the uniform application of all budget and financial policies consistent with the law.

(6) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

3.084 Functions.

The Department shall perform and be responsible for the following functions:

(1) Finance. The Department shall be responsible for the financial operations of the County to maintain accuracy, economy and appropriate protection of public funds, and for performing the functions of County Treasurer and County Clerk under general state law with respect to financial matters. The Department shall manage the receipt of cash, investment of monies, disbursement of funds for payment of claims and payroll, handling of trust funds, maintenance of appropriate records of all financial activities, auditing of accounts and shall report as necessary to the Board or as otherwise described by law.

(2) Purchasing. The Department shall be responsible for developing and administering appropriate bid, contract award, purchasing and other procedures and systems for a centralized purchasing and contracts management program.

(3) Properties. The Department shall be responsible for managing the real estate functions of the County, including negotiating leases on behalf of the County, supervising its rented properties, selling surplus property as directed by the Board and managing the inventory of all County-owned property other than that in the road right-of-way or purchased with Road Funds. The Department shall also be responsible for the facilities maintenance and planning functions for all County facilities.

(4) Elections and Records. The Department shall be responsible for the functions of the County Clerk under general state law with respect to elections and records and any duties assigned to County Clerk by state law not otherwise specified. The Department shall also provide staff support for the Board of Property Tax Appeals.

(5) Animal Control. The Department shall be responsible for the Animal Regulation Authority pursuant to Lane Code.

(6) Other Functions. The Department shall be responsible for such additional functions as the County museum, print shop, a mail and courier system, data processing maintenance and applications to support the County budget and financial systems and position controls, and any other functions assigned by the County Administrator or the Board of Commissioners. *(Revised by Order No. 00-4-25-14; Effective 4.25.00)*

DEPARTMENT OF HEALTH AND HUMAN SERVICES

3.090 Definitions.

As used in this subchapter:

"Department" means the Department of Health and Human Services of Lane County.

"Director" means the Director of the Department of Health and Human Services of Lane County. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

3.092 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Director of the Department of Health and Human Services of Lane County.

(2) The Director shall employ a physician licensed by the State Board of Medical Examiners as County Health Officer.

(3) The Director shall carry the designation of "Health Administrator" as defined by Oregon Revised Statutes and as such shall carry out the provisions of public health statutes as appropriate.

(4) The Director is authorized to sign on behalf of Lane County all applications, reports and other documents necessary to procure permits to obtain spirits free of tax for the operation of Lane County's Medical Clinic and Laboratory.

(5) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

3.094 Functions.

(1) The Department shall be responsible to serve the physical, mental, social and environmental health needs of Lane County citizens.

(2) The Department shall establish various medical programs as required in the communities of Lane County.

(3) The Department shall administer the Lane County Community Mental Health Clinic and other mental health programs as authorized by the Board.

(4) The Department shall be responsible for Lane County programs that relate to social health in the communities.

(5) The Department shall administer environmental health programs and ordinances including recommending standards, issuing permits and conducting inspections or other code enforcement methods as specifically assigned by the Board.

(6) In exercising the above functions, the Department shall be responsible for various related activities such as community education services, grants administration, medical investigations, and vital statistics records. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

DEPARTMENT OF HUMAN RESOURCES

3.100 Definitions.

As used in this subchapter:

"Department" means the Department of Human Resources of Lane County.

"Director" means the Director of the Department of Human Resources.

3.102 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Human Resources Director of Lane County.

(2) The Director shall have the responsibility for the management of the Human Resources Department and the "Functions" as stated below.

(3) The Director shall be responsible for developing procedures for the uniform application of all personnel policies consistent with the law.

(4) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board.

3.104 Functions.

The Department shall perform and be responsible for the following functions:

(1) Human Resources: The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions. The Department shall be responsible for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.

(2) Risk Management. The Department shall be responsible for risk management functions, including loss prevention, safety and administration of workers' compensation and self-insurance programs, with the exception of general liability claims management.

DEPARTMENT OF YOUTH SERVICES

3.110 Definitions.

As used in this subchapter:

"Department" means the Department of Youth Services of Lane County.

"Director" means the Director of the Department of Youth Services of Lane County. *(Revised by Order No. 95-6-28-2; Effective 6.28.95)*

3.112 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of the Director of the Department of Youth Services of Lane County.

(2) The Director shall also have the title and responsibilities of the Director of the County Juvenile Department under state law.

(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 95-6-28-2; Effective 6.28.95)*

3.154 Functions.

(1) The Department shall perform all information systems strategic planning and coordination for Lane County.

(2) The Department shall establish information technology standards.

(3) The Department shall be responsible for implementing information technology plans and standards.

(4) The Department shall participate in, make recommendations concerning, and advise the Board and its representatives in all matters related to Lane County's relationship with its regional partners in information technology.

(5) The Department shall stay abreast of current trends in technology and ensure that the Board, County Administrator, and Department Directors are aware of significant changes that will improve Lane County business functions.

(6) The Department shall deliver information services for County departments.

(7) The Department shall train County employees in effective use of information technology.

(8) The Department shall be responsible for administration and implementation of shared regional technology, and of such other regional information systems at the direction of the regional partners. *(Revised by Order No. 96-1-30-2; Effective 1.30.96; 04-7-28-7, 7.28.04)*

WORKFORCE PARTNERSHIP DEPARTMENT**3.155 Definitions.**

As used in this subchapter:

"Department" means the Workforce Partnership Department. It is the County Department responsible for performing the administrative work pursuant to an agreement between the Lane Workforce Partnership and Lane County.

"Executive Director" means the Executive Director of the Workforce Partnership Department.

"Lane Workforce Partnership" means the entity comprised of business, agency and government representatives from Eugene, Springfield and Lane County which has been designated by these governments as the local workforce investment board under the Workforce Investment Act of 1998. *(Revised by Order No. 98-9-8-5; Effective 9.8.98)*

3.157 Executive Director.

(1) Pursuant to the administrative agreement between Lane Workforce Partnership and Lane County, the head of the Department shall have the title of Executive Director of the Workforce Partnership Department and shall be a joint employee of the two entities. The Executive Director is in the county unclassified service.

(2) The Executive Director shall be selected, hired, evaluated and discharged by the Lane Workforce Partnership; subject to the advice and consent of the County. Compensation shall be determined and paid by the Lane Workforce Partnership.

(3) The Executive Director shall be supervised and directed by the Lane Workforce Partnership with respect to its business functions and by Lane County with respect to County employment responsibilities and functions.

(4) The Executive Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board of County Commissioners. *(Revised by Order No. 98-9-8-5; Effective 9.8.98)*

3.158 Functions.

The Department shall be responsible for providing the services as directed by the Lane Workforce Partnership to accomplish its business functions, as described by the

administrative agreement. The employees within the department shall be County employees, subject to the direction of the Executive Director for the delivery of the Lane Workforce Partnership's business functions. *(Revised by Order No. 98-9-8-5; Effective 9.8.98)*

FAIR BOARD

3.160 Description.

The Lane County Fair Board is a lay board appointed by the Lane County Board of Commissioners, pursuant to state statute. It manages the facilities at the Lane County Fairgrounds pursuant to state statutes and the Lane County Home Rule Charter. While not technically a Lane County Department due to its independent management authority, the Fair Board is an integral part of Lane County government. Its budget is part of the Lane County budget and its employees are governed by the Lane County Home Rule Charter. The Board of Commissioners has delegated authority to the Lane County Fair Board, LC 2.225, to adopt a merit system of personnel administration, applicable to employees at the fairgrounds and separate from that applied to all other Lane County employees. Attached as Exhibit "A" is a memorandum of understanding executed by and between the Lane County Board of Commissioners and the Lane County Fair Board outlining in more detail their relationship. *(Revised by Order No. 98-9-9-9; Effective 9.9.98)*

federal, state and local laws and regulations; participate in planning and reviewing the CHCLC's budget throughout the year, as well as in approving the annual budget and primary care grant application; participate in planning, measuring and evaluating the CHCLC's progress in meeting its annual and long-term programmatic and financial goals; participate in selecting the services provided by the CHCLC and determining the hours during which services are provided at service sites; participate in adopting health care policies regarding scope and availability of services, and hours of services; participate in approving or disapproving any subsequent grant applications for the CHCLC's Programs. The Council shall work with the CHCLC's management and community leaders to actively engage in long-term strategic planning to position the CHCLC for the future.

STAFFING: Department of Health and Human Services

MEETS: Monthly

MANDATED: Section 330 of the Public Health Service Act

MEMBERSHIP: (15) The Council shall have 15 members. Representation shall be from consumers, health care providers, and community representatives as follows: eight members of the Council must be people who are served by the CHCLC, consumer members, and who as a group represent the individuals being served including demographic factors. Seven members will be health care and community representatives with a broad range of skills and expertise. Finance, legal affairs, business, health and managed care, social services, and government are some examples of the areas of expertise to be considered. No more than half of the non-consumer representatives may derive their annual income from the health care industry. No Council member shall be an employee of the health center or an immediate family member of an employee.

TERM: 3 years, ending June 3030 (*Revised by Order No. 03-11-25-8, Effective 11.25.03*)

NONMANDATED COMMITTEES

3.538 Community Health Advisory Committee.

Makes recommendations to the Health Administrator and advises the Board of Health and Board of Commissioners on matters of public health, planning, policy development, control measures, funding, public education and advocacy; and, acts in a community liaison capacity to provide a link between the community and the Health Division.

STAFFING: Department of Health and Human Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (12) Consists of seven at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

TERM: 4 years, ending August 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.540 Human Rights Advisory Committee.

Advises the Board of County Commissioners on the status of civil and human rights in the County, and provides the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provides community education and outreach concerning human rights programs within Lane County; recommends, supports, and assists in development of programs and seminars on human rights, cultural diversity, equal opportunity and affirmative action; develops and publicizes a system to assist persons in seeking resolution of harassment

and discrimination complaints and recommends appropriate action; recommends policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provides an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); holds at least three (3) Committee meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develops a work plan annually for the upcoming year; affirms, encourages and promotes programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

STAFFING: Department of Human Resources

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (14) Consists of up to 14 citizens, to include representation from among the protected classes of women, youth, older workers, disabled persons and African-Americans, Latinos, Asian-Americans and Native Americans. Notwithstanding LM 3.506(2)(j), County employees may apply, and be appointed, to serve on off-duty hours.

NOTE: Up to 3 Lane County employees allowed.

TERM: Up to 4 years, from date of appointment.

(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02; 05-10-12-3, 10.12.05)

3.542 Law Library Advisory Committee.

Works with assigned county staff to maintain adequate law library facilities and services.

STAFFING: Office of Legal Counsel

MEETS: Quarterly

NONMANDATED

MEMBERSHIP: (9) Consists of seven members appointed by the Lane County Bar Association, two lay citizens appointed by the Board of Commissioners, and a member of the University of Oregon Law Library staff as an ex-officio member.

TERM: 3 years (for lay citizens), ending September 30 *(Revised by*

Order No. 00-8-16-1; Effective 8.17.00; 05-5-11-4, 5.11.05)

3.544 Parks Advisory Committee.

Advises the Board of County Commissioners on park needs of County residents and visitors regarding County park facilities. Recommends priorities for projects, including financial and operational development and acquisition. Also provides recommendations regarding long-range planning for future park programs and future park needs. Serves as a liaison group representing the concern of the community with regard to parks.

STAFFING: Department of Public Works

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (7) Consists of seven at-large members.

TERM: 4 years, ending December 31 *(Revised by Order No. 00-8-16-1;*

Effective 8.17.00)

3.546 Resource Recovery Advisory Committee.

Makes recommendations to the Board of Commissioners concerning administrative policy legislation, long-range planning and financing for the County's Solid Waste

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PERSONNEL RULES FOR CLASSIFIED SERVICE

2.220 RULE I: General Statement of Policy.

(1) Purpose. The purpose of these rules is to implement and give effect to the provisions of the Lane Code, achieving for Lane County Classified Service the following objectives:

(a) To provide systematic, equitable and uniform principles governing matters pertaining to wages, hours, benefits and other employment relations matters.

(b) To assure appointments, terminations, promotions, demotions, layoffs, recalls, transfers, compensation and other matters affecting the status of employees are accomplished in accordance with the principles of merit, fitness and accepted personnel administrative procedures, to contribute to attracting and retaining qualified persons for County service.

(c) To establish and maintain a plan of classification and compensation which is both internally equitable and externally competitive.

(d) To provide a method of assuring that County management and employees are properly informed as to their respective mutual employment obligations.

(2) Amendment and Administration. The authority for administration, application and interpretation of these rules and regulations is delegated to the ~~Management Services~~**Human Resources** Director, whose responsibilities shall include a periodic review and recommended revisions as applicable, to assure consistency with their purpose.

(3) Variations.

(a) The ~~Management Services~~**Human Resources** Director shall have the authority to vary or modify the strict application of these rules and regulations where it is found consistent with their purpose and in the best interest of the County, subject to appeal pursuant to LM 2.280.

(b) Where any section, subsection, sentence, clause or phrase of these rules and regulations are found inconsistent with properly negotiated and ratified working agreements concluded through collective bargaining between Lane County and duly certified bargaining representatives, the terms of such agreements shall prevail.

(4) Application. These rules and regulations, including but not limited to LM 2.220 through 2.305, shall apply to all County employees in the Classified Service, except employees at the Lane County Fairgrounds, pursuant to LC 2.225(1) through (3). All reference herein to employees designate both sexes, and wherever either gender is used, it shall be construed as including both male and female employees. *(Revised by Order No. 98-9-9-9; Effective 9.9.98)*

2.225 RULE II: Definitions.

The following terms as used in these rules shall unless the context requires otherwise, have the respective meanings herein set forth:

Assignment. The assignment of an individual job to an appropriate classification appropriate classification on the basis of the kind, difficulty and responsibility of the work actually performed in the job.

Appointing Authority. Any person or group vested with authority to employ a person for work in the County service.

Appointment. All means of selection and employment of Lane County employees.

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Board. The Board of County Commissioners of Lane County.

Classification Plan. A group of jobs in the County service sufficiently alike in authority, duties and responsibilities that the same qualifications may reasonably be required for, and the same schedule of pay equitable applied to, all jobs in the group.

County Service. The County Classified Service as defined in the Lane County Charter.

Demotion. The transfer of an employee from a job description in one classification to a job description in another classification having a lower maximum salary range.

Employee Status. Employee status in the Classified Service shall be determined by the nature and classification of the job to which the employee is appointed, subject to applicable probationary periods as defined below.

Exempt Employee. A salaried executive, administrative or professional employee who meets the criterion for exemption from the provisions of the Fair Labor Standards Act.

Permanent. A position normally budgeted from year to year.

Seasonal. A job of a recurring or seasonal nature but for a period not more than 24 weeks in a calendar year, regardless of number of hours worked per day or month.

Temporary. A position normally budgeted or approved one time for not less than three months nor more than 12 months, except as modified by the Board.

In addition to the above categories, jobs may either be full or part time as defined below:

Full Time. A position which is expected to function a normal, continuing 40-hour week.

Part Time. A position which is expected to function less than full time.

~~Management Services~~**Human Resources Director.** The person designated by the Board who is responsible for the administration of the Lane County Personnel Rules and Regulations.

Job Description. The written description of a classification containing a title, statement of authority, duties and responsibilities, and the desired minimum qualifications for the classification.

Lane Code. All general ordinances included in the Lane Code.

Layoff. A separation from the County service because of a shortage of funds or materials, abolishment of the position, or other reasons not reflecting discredit on an employee and for reasons outside his control.

Merit Increase. An increase from one step to a higher step within a salary range for the same classification.

Nonexempt Employee. An employee who does not meet the criteria for an executive, administrative or professional exemption as defined by the Fair Labor Standards Act.

Payroll Officer. The Director of Management Services of Lane County.

Personnel Action. Any action taken with reference to appointment, compensation, tenure, promotion, demotion, transfer, layoff, dismissal or similar matters affecting the status of employment.

Position. The original location of employment with Lane County.

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Probationary Period. A period of 12 months during which an employee is required to demonstrate by actual performance of the duties, his fitness for the position for which he has been appointed.

Promotion. The transfer of an employee from a position in one classification to a position in another classification having a higher salary range.

Reclassification. A change in job description of an individual job by raising it to a higher classification, reducing it to a lower classification, or moving it to another classification at the same level on the basis of significant changes in the kind, difficulty, or responsibility of the work performed in such job.

Salaried Employee. An exempt executive, administrative, or professional employee who regularly receives a predetermined amount each pay period constituting all or part of the employee's compensation, which amount is not subject to reduction because of variations in the number of days or hours worked. Exceptions for certain absences are specified in the Fair Labor Standards Act.

Salary Range. The level of pay for a particular job classification. A salary range consists of several rates of pay with a minimum and maximum rate.

Transfer. The change of an employee from one job description to another job description in the same or a different classification having the same maximum salary rate.

Voluntary Demotion. A motion requested by an employee in order to retain employment when a layoff from said employee's position is imminent or for other reasons where the action is entirely voluntary on the part of the employee.

Volunteer. An individual who performs hours of service for civic, charitable or humanitarian reasons, without promise, expectation or receipt of compensations for services rendered, is considered to be a volunteer during such hours. An individual shall not be considered a volunteer if the individual is otherwise employed by Lane County to perform the same type of services as those for which the employee proposes to volunteer. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 86-9-10-1, 9.10.86)*

2.230 RULE III. Classification Plan.

(1) Request for Amendment of Plan. Any Appointing Authority may initiate a request to the ~~Management Services~~**Human Resources** Director to amend the classification plan. The ~~Management Services~~**Human Resources** Director shall make or direct an investigation of any such request or make classification studies or surveys at other times on ~~Management Services~~**Human Resources** Director's own initiative. If the ~~Management Services~~**Human Resources** Director finds that substantial change in organization, creation or change of position or other pertinent conditions makes necessary the revision or abolition of an existing classification or the establishment of a new classification, the ~~Management Services~~**Human Resources** Director may amend the Plan.

(2) Assignment of Job Classifications.

(a) New Job Classifications. When an Appointing Authority desires to establish a new job classification, a notice of such proposed action, together with a description of the duties of the new classification, shall be submitted to the ~~Management Services~~**Human Resources** Director in such manner and in such form as the ~~Management Services~~**Human Resources** Director shall request. The ~~Management Services~~**Human Resources** Director shall place such new job descriptions in the appropriate classification and salary range on the basis of their authority, duties and responsibilities, and shall recommend to the Board of County Commissioners adoption of

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| the allocation consistent with LC 2.260. The ~~Management Services~~**Human Resources** Director shall notify appropriate staff of the action of the Board.

(b) Reclassification of Existing Positions. Whenever an Appointing Authority desires to make a permanent and substantial change in the authority, duties, or responsibilities of a budgeted and authorized position, written notification of the proposed change shall be submitted in accordance with Administrative Procedures adopted by the County Administrator.

| The ~~Management Services~~**Human Resources** Director may, upon his/her initiative or at the request of an Appointing Authority or employee, study the duties of any position to determine if the classification is proper. Whenever the ~~Management Services~~**Human Resources** Director finds that the changes in duties are such that the current classification is no longer correct, he/she shall change the assignment to the appropriate classification upon approval of the County Administrator.

(3) Job Description.

(a) Content of Job Descriptions. Each job description shall include the title, a general description of the duties and responsibilities of the work, and a statement of the minimum qualifications a person should possess to perform the work with reasonable prospects of success.

(b) Interpretations of Job Description and Specifications. The definitions in job descriptions and specifications are descriptive and not restrictive. They are intended to describe the kinds of work performed in several classifications as determined by duties and responsibilities, and are not to be construed as declaring what the duties or responsibilities of any job description may be, or as limiting or modifying the power of any appointing authority to assign, direct and control the work of employees under their supervision.

The use of a particular expression or illustration as to duties shall not be held to exclude others not mentioned that are of similar kind or quality, nor shall any specific omission mean that such factor is not included.

(c) Use of the Job Description. In determining where to place a job description within the classification plan, a description for each classification shall be given for the general duties, specific tasks, responsibilities, qualification requirements and relationship to other job descriptions, which shall be indicative of typical work being performed.

(d) Minimum Qualifications Statement. The minimum qualifications enumerated in a classification description shall relate to the reasonable standards of experience and training required at the time of original appointment of a new employee and shall not be construed as representing or measuring qualifications which employees already working in such a classification may actually possess.

(4) Use of Job Description Titles.

(a) The job description title shall be the official title of every position assigned to the job description for the purpose of personnel actions and shall be used on all payrolls, budget estimates and official records and reports relating to the position.

(b) Any other "working title" desired and authorized to be used by the appointing authority may be used as a designation of any position for purposes of internal administration or in contacts with the public. (*Revised by Order No. 98-4-1-11, Effective 4.1.98; 82-12-15-8; 12.15.82*)

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(c) Cost of Salary Range Adjustments. Funds necessary to cover the cost of adjusting salary ranges shall be provided by the Board in a manner consistent with sound budget administration.

(4) Rates for Less than a Pay Period. In computing the salary for personnel working less than a full pay period, the amount paid shall be prorated to the full-time rate on the basis of the actual hours or days worked.

(5) Hourly Rates. Hourly rates of pay may be used for those classifications or positions where conditions of employment warrant.

(6) Compensated Overtime Policy.

(a) Compensated Overtime. Compensated overtime work shall not be permitted unless such work is essential for the successful operation of the Division or Department.

However, in those circumstances where overtime work is essential for the adequate operation of the Department, all compensated overtime work must be authorized by the Division or Department Head before being worked. All overtime work shall be compensated by either time off with pay or by a cash payment pursuant to the provisions of the Fair Labor Standards Act. The County Administrator is delegated the responsibility to develop and implement an administrative procedure pertaining to the eligibility, authorization and compensation of overtime work.

(b) Exemptions from Compensated Overtime. The County Administrator is designated the responsibility of determining those classifications exempt from the Fair Labor Standards Act. Exemptions will be based on the criteria specified by the Act for executive, administrative and professional employees. Such exempt classifications are to be designated in the compensations plan.

(7) Working Out of Class.

(a) Employees may be appointed temporarily to job classifications of a higher pay rate on a relief or fill-in basis during the absence of regularly appointed personnel. The County Administrator is delegated the responsibility to develop and implement an administrative rule and procedure pertaining to the eligibility, authorization and compensation for working out of class. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

2.240 RULE V. Recruitment, Testing, Appointment and Probation.

All policies and procedures pertaining to recruitment, testing, appointment and probation shall be in conformance with Lane Charter, Code and Manual, State and Federal laws, and properly negotiated and ratified working agreements. In order to implement this policy the County Administrator is delegated the responsibility to develop and maintain administrative rules and procedures pertaining to recruitment, testing, appointments and probation. *(Revised by Order No. 93-3-31-7, Effective 3.31.93)*

2.250 RULE VI. Physical Examinations.

(1) Examination. Regardless of having otherwise qualified for employment with Lane County, each person, prior to actual employment, may be required to successfully pass a physical examination by a competent medical doctor of such person's choice. The physical examination shall be at the expense of the applicant.

(2) Nature of Examination. The ~~Management Services~~**Human Resources** Director, with the assistance of the County Health Officer, shall determine the nature and extent of such physical examination, based upon the requirement of the position to be

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filled by the person taking such examination and other factors which may be specifically applicable to such person.

(3) Additional Physical Examinations. The ~~Management Services~~ **Human Resources Director** may require additional physical examinations of any applicant or employee when it is determined that such additional examinations are in the interest of the person examined or Lane County. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.265 RULE VII. Attendance.

(1) Hours of Work. The hours of business for all County offices shall generally be from 8:00 a.m. to 5:00 p.m. on every workday. Flexible or variable employee work schedules may be established in accordance with adopted policy and procedure to fit particular operating requirements of certain Departments, Division or subdivisions thereof consistent with the legal requirements of the FLSA and state statutes.

(2) Holidays.

(a) Employees in permanent full-time positions, or temporary full-time positions budgeted or approved for a period in excess of six months, shall receive holiday pay for legal holidays as designated by the Board.

(b) Employees in permanent part-time positions, or temporary part-time positions budgeted or approved for a period in excess of six months, shall be compensated for such holidays on a pro rata basis.

(c) Other temporary employees, or seasonal employees, shall not receive compensated holidays. *(Revised by Order No. 93-3-31-7, Effective 3.31.93)*

2.270 Rule VIII. Leaves of Absence.

It shall be the County's policy to provide for both paid and unpaid leaves of absence. All policies and procedures pertaining to leaves of absence shall be in conformance with Lane Charter, Code and Manual as well as state law and shall treat both represented and non-represented County staff in a fair and equitable manner. In order to implement this policy the County Administrator is delegated the responsibility to develop and implement administrative procedures and rules pertaining to the eligibility, authorization and compensation for leaves of absence. *(Revised by Order No. 93-3-31-7, Effective 3.31.93)*

2.275 RULE IX: Separation in Good Standing.

(1) Layoff, Recall, Reduction in Hours or Furlough.

(a) Layoff. Appointing authorities may recommend layoff of employees when necessary because of abolition of position, shortage of funds or work, a material change in duties, change in organization unit, or for other reasons which do not reflect discredit on the service of the employees. Layoffs shall become effective only after County Administrator approval. When possible, employees who are to be laid off in one department will be integrated into another department by transfer.

(b) Pay and Benefits During Layoff.

(i) An employee shall not accrue, accumulate nor receive pay or benefits during layoff.

(ii) Employees recalled during the layoff period effective prior to final separation shall begin accumulating applicable benefits in accordance with previous length of continuous service. Employees who are recalled shall be entitled to credit for service prior to layoff.

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(c) Recall. All employees on layoff status shall be given preference for County employment in accordance with existing ratified Union agreements and rules and procedures adopted by the County Administrator under subsection (d) of this section.

(d) Reduction in Hours or Furlough. Appointing authorities may recommend reduced hours and pay or furloughs without pay for employees when necessary because of shortage of funds or work and such an action will not reflect discredit on the service of employees. Reduced hours and pay or furloughs without pay shall become effective only after Board approval.

(e) Bumping. The Board authorizes the County Administrator to adopt rules and procedures to implement a limited policy of bumping within the Department of Public Safety. The rules and procedures adopted by the County Administrator will be published in the Administrative Procedures Manual.

(f) Delegation of Authority. The County Administrator may adopt rules and procedures implementing LM 2.275, which if adopted will be published in the Administrative Procedures Manual.

(2) Resignations. A 30 calendar-day notice of separation is recommended when possible. In order to resign in good standing, an employee shall give the appointing authority at least 14 days written notice, unless the appointing authority, because of extenuating circumstances, accepts a shorter period of notice. As much notice as is possible is desired to facilitate recruitment and training.

(3) Unemployment Compensation. The County shall cover all classified employees under Oregon State Unemployment Compensation as an employer subject to the Oregon Employment Division law. *(Revised by Order No. 83-6-15-17, Effective 6.15.83)*

2.280 RULE X: Appeal Procedures.

(1) Scope. It is the intent of the Board of County Commissioners to provide a standardized appeal procedure for the resolution of complaints filed by permanent non-probationary employees relative to personnel action and for unsuccessful applicants for employment alleging violation of the County's hiring policies. The Administrative Procedures adopted pursuant to this rule are to be used to appeal disciplinary and non-disciplinary personnel actions, with the exception of matters that are grievable under the grievance procedures of existing labor agreements. Any matters which may be grieved under an existing labor agreement are not subject to appeal under this Rule. The County Administrator shall have the authority to adopt Administrative Procedures implementing this Rule. *(Revised by Order No. 87-4-8-3, Effective 4.8.87)*

2.285 RULE XI: Records and Reports.

(1) Division Attendance Record. Each Department shall maintain records of attendance, vacation and sick leave, compensatory time and overtime. This information shall then be transferred to the payroll report for the pay period, certified by the appointing authority, and submitted to the Department of Management Services. The Department of Management Services shall then record the information on the payroll and benefit accrual reports. These records shall be available for inspection by the Human Resources Director and Management Services Director and individual employees shall be permitted to inspect their records.

(2) Roster. The ~~Management Services~~**Human Resources** Director shall establish and maintain a roster of all employees in the County service, showing for each

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employee the classification title, assignment, salary rate, date of employment and such other employment data deemed pertinent by the Director.

(3) Reports to the Management Services~~Human Resources~~ Director. Every appointment, transfer, promotion, demotion, dismissal, change of salary rate, leave of absence without pay and other temporary or permanent change in the status of an employee shall be reported to the ~~Management Services~~**Human Resources** Director in writing on such forms as the Director shall require. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.290 RULE XII: Payroll Certification.

(1) Certification of Payroll Accuracy. Written certification of the appointing authority accompanying any payroll shall constitute official notice that services for which payment is to be made have been performed and that funds are available and allocated for the purpose. The ~~Management Services~~**Human Resources** Director shall have previously certified approval and certification of the Personnel Action Forms, that the persons named therein have been appointed and are employed in accordance with the provisions of the Lane Code and these Rules and Regulations.

Exceptions taken to unauthorized payroll items shall be noted in writing and shall constitute the ~~Management Services~~**Human Resources** Director's official notification to the Board that such items are in violation of the Lane Code and these Rules and Regulations.

(2) Effect of Payroll Checking. The Payroll Officer shall not make or approve, or take any part in making or approving, any payment for personal service to any person holding a position in the County service unless the payroll bears the signature of the Department Head or other authorized representative. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.295 RULE XIII: Retirement.

(1) Retirement shall not be considered mandatory upon an employee reaching any specific age. *(Revised by Order No. 97-10-29-4, Effective 10.29.97)*

2.300 RULE XIV: Health and Life Insurance.

(1) Employees in permanent positions who regularly work 20 hours or more each week shall be eligible for County-paid life and health insurance beginning with the first of the month following completion of 30 calendar days of continuous service. Other temporary or seasonal employees are not eligible for County group health or life insurance.

(2) Retired Employees.

(a) Upon retirement, all employees employed in permanent positions on or before March 5, 1991, and who have worked 10 continuous years shall be eligible for County-paid retiree medical insurance and may transfer from the active group to the retired group.

(b) Upon retirement all employees hired on or after March 6, 1991, shall not be eligible for retiree medical insurance benefits on a County paid basis.

(c) The County Administrator may establish in the Administrative Procedures Manual a pre-retirement incentive program with respect to permitting eligible employees to self-pay premiums for health insurance for up to five (5) years in order to retain their County-paid retiree medical insurance benefit.

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(3) Medicare Reimbursement. Medicare supplemental medical insurance premiums paid to the Federal Social Security Administration by retired employees eligible for County-paid retiree medical insurance shall be considered as part of the cost of such insurance and eligible retired employees shall be reimbursed at least quarterly for any such Medicare premiums paid by them. *(Revised by Order No. 97-10-29-4, Effective 10.29.97)*

2.305 RULE XV: Outside Employment.

(1) Employees shall not engage in compensated outside employment (moonlighting) without prior approval of the County. Employees desiring to engage in such activities shall submit a written request describing the particulars of the activity to the Department Head.

(2) In the event the request is for a single, short-term instance of less than 30 days in duration, the Department Head may approve the request. It shall be the responsibility of the Department Head to assure that employees refrain from engaging in such activities which may cause a potential conflict of interest or otherwise cause criticism or embarrassment to the County.

(3) In the event the request is for a longer period, or continuing nature, the Department Head shall submit the request with recommendation for approval or denial to the ~~Management Services~~ **Human Resources Director**. The ~~Management Services~~ **Human Resources Director** shall review and approve or deny the request, subject to appeal to the Board for final determination.

(4) In determining approval or denial of the request, the following shall be taken into consideration:

(a) Will the activity interfere with or adversely affect the performance of said employee;

(b) Will the activity subject the County to undue adverse criticism, or

(c) Does the activity constitute a real or apparent conflict of interest due to the nature, condition, competition or some other aspect of the activity.

(5) An employee who does not obtain approval prior to engaging in such activities will be subject to disciplinary action which may include discharge. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 97-10-29-4, 10.29.97)*

OTHER PERSONNEL POLICIES

2.350 Reimbursement for Moving Expenses.

It is the policy of Lane County, when individuals are recruited out of the area to fill certain key positions, such as the Director of a Department, a Division Head, or certain key professional positions, that Lane County will provide some measure of reimbursement for moving expenses incurred by those individuals. The amount of reimbursement shall be as follows:

(1) Fifty percent (50%) of the expenses of the move shall be reimbursed by Lane County when the move is accomplished by a professional mover; or

(2) One hundred percent (100%) of the expenses of the move shall be reimbursed by Lane County when the move is accomplished solely by the individual involved. The determination of what shall be construed as "key position" and an "out of the area" recruitment shall be made by the County Administrator. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

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2.355 Release of Employee Information.

Because each employee personnel file contains personal information which it is both in the public's and individual employee's interest not to disclose, these files shall be treated as confidential. However, members of the public may be furnished nonpersonal information about County employees such as name, employing department, position, wage classification and length of time employed by the County. The release of any employee information, however, for commercial, political or other associated purposes is strictly prohibited.

Personnel files shall be available to appointing authorities and those persons expressly authorized in writing by such appointing authorities, to members of the Board, the County Administrator and the ~~Management Services~~**Human Resources** Director and his or her staff. Individual employees may examine their own files. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.360 "After Hours" Access.

The County Administrator has full authority over access to the Courthouse/Public Service Building between 5:30 p.m. and 7:00 a.m. weekdays and all day Saturday, Sunday and holidays. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.365 Political Activities.

This section provides a general summary of the law regarding the rights and limitations County employees concerning political activities.

(1) You may **NOT**:

(a) As a public employee during working hours, solicit any money, service or a contribution in any form or aid or promote any political committee or the nomination or election of any person to public office.

(b) Attempt to coerce, command or require a public employee to contribute in any manner, including any service, to any political committee or to the nomination or election of any person to public office.

(c) Use your own name to donate another person's money in connection with a nomination or election.

(d) Use undue influence on another person in connection with voter registration, candidacy for an office, contribution or assistance to a candidate, or challenging a voter.

(e) Accept any employment with agreement to contribute any part of your compensation to a candidate or political or political committee.

(2) **DO**.

(a) Make all your political contributions in your own name and pay to the political treasurer whose name is legally on file for the candidate or committee being contributed to.

(b) If your agency's primary activity is funded in whole or in part by federal grants or loans, inquire into the more restrictive federal law, mainly the Hatch Act, on political activity.

(3) You **MAY**.

(a) Express your personal political views.

(b) Participate in political activities in the same manner as any other person except as expressly limited by state or federal statute or local ordinance (generally summarized above).

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- (4) If you have questions, consult an attorney of your choice.
- (5) Each Department Head shall be required to post the following notice in a conspicuous place likely to be seen by all employees in that Department, in accordance with ORS 260.432 as amended by Chapter 53 Oregon Laws 1973:

ATTENTION ALL PUBLIC EMPLOYEES.

The restrictions imposed by the law of the State of Oregon on your political activities are that "No public employee shall solicit any money, influence, service or other thing of value or otherwise aid or promote any political committee or the nomination or election of any person to public office while on the job during working hours. However nothing in this section is intended to restrict the right of a public employee to express his personal political views."

It is therefore the policy of the state and of your public employer that you may engage in political activity except to the extent prohibited by state law when on the job during working hours. *(Revised by Order No. 86-8-27-11, Effective 8.27.86; 73-11-13-2, 11.28.73)*

2.370 Accident/Disability Payments.

This section delineates Lane County's policy and procedure regarding individual payment or reimbursements from State Industrial Accident or Disability Insurance for County employees, except as otherwise delegated to the Fair Board by LC 2.225(1).

(1) Policy.

(a) The County provides a number of benefit plans that pay some continuation of salary when an employee is unable to work because of sickness or injury. These are Paid Sick Leave, State Industrial Accident (when "on-the-job" incurred or related), and Disability Income Insurance. Social Security also has a long-term or "permanent" disability provision.

(b) In providing these benefits the intent is to continue as near to full salary as possible for as long as possible when legitimately needed. It is not the intent to furnish double benefits nor an amount greater than regular salary. Therefore, the policy is that whenever both sick leave and one of the insurance benefits are applicable, the amount of sick leave paid will be reduced or adjusted by the amount of the insurance claim payment received.

(c) In these cases the employee will receive the full benefit of the "nontaxable" insurance payments, and his/her accrued sick leave will be restored for any reduction in paid sick leave. The employee must apply for and accept any insurance benefits for which he is eligible. However, full sick leave, if due, will be paid while insurance claims are in process.

(d) Division and Department Heads are responsible to see that the above policy is observed and that the following procedure is utilized.

(2) Procedure.

(a) Paid sick leave is indicated and approved on the biweekly payroll authorization by the Division or Department Head. It is, of course, paid subject to the employee's unused sick leave balance. The ~~Management Services~~ **Human Resources** Director should be notified as soon as it is known that a case will involve insurance

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claims and benefits. Division and Department Heads should follow up on these situations to see that insurance claims have been filed by the employee when applicable.

(b) When the employee has received an insurance payment from a County-subsidized program, he should endorse the check payable to Lane County. Then the Division or Department Head is to send the check to the Management Services Director with a letter giving the particulars of the situation, including the time period covered by the benefit payment.

(3) The Department of Management Services will then issue a separate check payable to the employee in the same amount as the insurance check. Payroll and sick leave records will also be adjusted as follows:

On the very next payroll authorization sheet for that division, that employee's pay is to be reduced by the amount of the insurance payment. At the same time in the "exception" column, mark "restore days sick leave," which will equate with the dollar reduction in payroll. (This process may involve several pay periods and payroll authorizations when the benefit payment is larger than a biweekly pay or a series of insurance payments are involved.)

(4) In this process, the employee's cash pay has not been delayed, he will have received an amount equal to full regular pay, and he will have benefited with greater "take home" pay because of these insurance benefits being nontaxable. *(Revised by Order No. 98-9-9-9, Effective 9.9.98; 98-4-1-11, 4.1.98)*

2.372 Notaries Public.

The various County Departments have varying requirements to have notaries public conveniently available. Each Department Head shall determine the requirements for notaries public within his own Department to best serve the public interest. For those notaries public positions authorized by Department Heads, Lane County shall pay in connection with applications for appointment:

- (1) The application fee.
- (2) Cost of seal (seal obtained through Purchasing).

No employee who is a notary public and whose application fee or seal was purchased by Lane County may, during the period of appointment, charge a fee for any notarial service, except as authorized by Lane County. Any employee who notarizes acts of the County or its officers, employees or agents shall keep and maintain a chronological journal of notarial acts as required by law, including ORS 194.152(2), OAR 164-100-200, and OAR 164-100-210. Application by an employee for, and County payment of the notary application fee or cost of seal, shall constitute an agreement between the employee and the County that the notarial journal shall be property of the County for retention or disposition by the County on termination of the notary's employment with Lane County. *(Revised by Order No. 95-11-28-1, Effective 11.28.95)*

2.374 Charitable Contributions Payroll Deductions Program.

(1) Purpose. The Lane County Charitable Contributions Payroll Deduction Program has four primary purposes:

(a) Encourage private support of basic need health and welfare programs that would otherwise require County funds.

(b) Lessen the County's burden of meeting basic health and welfare needs by providing a convenient, non-disruptive channel for County employees to contribute to agencies that directly serve those needs.

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If questions arise as to the eligibility of a charity, these criteria arise from the Lane County Human Needs Assessment, dated September, 1994. That document may be used as a source of legislative history and as an aid in interpretation.

(ii) Agencies must be registered with the IRS and exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

(iii) Agencies must provide substantial services to Lane County residents.

(iv) Agencies must be in compliance with registration and filing requirements of Oregon's Charitable Trust and Corporations Act.

(b) Any charity denied participation may appeal that determination to the County Administrator, whose determination shall be final. *(Revised by Order No. 98-4-1-11, Effective 4.1.98; 95-11-28-1, 11.28.95)*

2.376 Travel Expense Reimbursement Policy.

The Expense Reimbursement Policy is designed to allow for the reimbursement of expenses incurred by employees when traveling on official business for the County. It shall be the County's policy that no County Employee shall sustain personal monetary loss as a result of performing official County duties. The County Administrator is delegated the authority and responsibility to develop and maintain Administrative Procedures necessary to implement this policy. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.378 Lane County Employee Assistance Program.

(1) Lane County, as an employer, is primarily concerned with an individual's job performance. However, the County recognizes that job performance can be affected by circumstances outside the work environment such as financial instability, drug or alcohol abuse and emotional and family problems. In order to serve all the needs of our employees and the citizens of the County, an Employee Assistance Program is provided to acquaint employees with appropriate community agencies to help them overcome their problems and restore them to full job efficiency.

(2) Strictest confidence shall be maintained between the Employee Assistance Program and the employee. No employee shall, by admitting that a problem exists, endanger his or her job. Such admission and the steps taken to correct deteriorating job performance shall be looked upon as evidence that the employee is concerned with improving his or her performance and with continuing employment with the County.

(3) This program is designed to:

- (a) Identify problems at their earliest stages,
- (b) Motivate the employee to seek help,
- (c) Direct him or her towards the best assistance available, and
- (d) Correct the problem before it necessitates the loss of the employee.

(4) The Employee Assistance Program shall be under the direction of the Management Services ~~Human Resources~~ Director who shall administer the program on behalf of the Board. *(Revised by Order No. 98-4-1-11, Effective 4.1.98)*

2.380 Drug Free Work Place Policy.

It is the policy of Lane County to ensure a drug-free work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Any unlawful manufacture, distribution, or dispensation of a controlled substance in the workplace shall be cause for immediate discharge.

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Unlawful possession or use of a controlled substance in the workplace shall be cause for immediate disciplinary action which could result in discharge. The County Administrator shall adopt administrative procedures implementing this policy including the sanctions for policy violation. The Administrator shall also adopt policies necessary to keep Lane County government in compliance with Public Law 100-690 (the Anti-Drug Abuse Act). Pursuant to LC 2.225(1), the Fair Board shall likewise adopt policies and procedures to ensure a drug-free work environment at the fairgrounds. *(Revised by Order No. 98-9-9-9, Effective 9.9.98)*

2.382 Sexual Harassment Policy.

It is the policy of Lane County that all employees should be able to work in an environment free from discrimination, including sexual harassment. Sexual harassment occurs when a person is subjected to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Conduct of this type is improper when submission to the conduct is either an explicit or implicit term or condition of employment; when submission to or rejection of the conduct is used as a basis for employment decisions affecting the person(s) involved; when the conduct has the purpose or effect of substantially interfering with work performance or work environment. Such conduct is specifically prohibited by Lane County. Appropriate management and supervisory personnel shall take prompt, corrective action when they become aware of sexual harassment. Any employee or applicant for employment who believes himself or herself subjected to sexual harassment or intimidation is encouraged to bring such incidents to the immediate attention of the ~~Management Services~~**Human Resources** Director, or if the incident arises at the fairgrounds, to the attention of the Fairgrounds Director. *(Revised by Order No. 98-9-9-9, Effective 9.9.98)*

2.384 Workplace Violence Policy.

It is the policy of Lane County to provide a workplace that is free from violent acts or threats of the same against another person's life, health, well-being, family or property. Such acts or threats of violence by words, gestures or symbols, are entirely unacceptable.

Violence in the workplace may occur between one co-worker and another or between any member of the public and a County employee. Violence in the workplace includes, but is not limited to: striking, stabbing, shooting or otherwise causing bodily harm; making an oral (including by telephone) or written threat to cause any such bodily harm; displaying weapons or devices, or accessories clearly associated with weapons or devices in such a manner as to imply a direct threat to cause any such bodily harm; any other harassment or intimidation between co-workers which implies the threat of or potential for bodily harm to a co-worker's life, health, well being, family or property.

Any employee who believes that he or she has been the target of violence or threats of violence, or has witnessed or otherwise learned of violent conduct by or directed at another employee should bring such incidents to the immediate attention of his or her supervisor, manager, department director, the Director of ~~Management Services~~**Human Resources** or, if applicable, union representative. If the incident occurs at the fairgrounds, it should be brought to the attention of the Fairgrounds Director. Management and supervisory personnel shall take prompt, appropriate action when they become aware of any aspect of violence in the workplace. *(Revised by Order No. 98-9-9-9, Effective 9.9.98)*

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DEPARTMENT OF MANAGEMENT SERVICES

3.080 Definitions.

As used in this subchapter:

"Department" means the Department of Management Services of Lane County.

"Director" means the Director of the Department of Management Services. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

3.082 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Management Services Director of Lane County.

(2) The Director shall have the responsibility for the management of the Management Services Department and the "Functions" as stated below.

(3) The Director shall also have the titles of Finance Officer, Treasurer and County Clerk of Lane County, and such other titles as are authorized under state law for use by the County Clerk in performing the functions described below. The Director may further delegate such authority in writing.

(4) The Director shall have the authority to authorize and issue refunds for fines, fees or excess payments, except for taxes and for payments made to the Department of Public Works on applications denied or not acted upon by request of the applicant.

(5) The Director shall be responsible for developing procedures for the uniform application of all budget and financial policies consistent with the law.

(6) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 98-4-1-11; Effective 4.1.98)*

3.084 Functions.

The Department shall perform and be responsible for the following functions:

~~(1) Human Resources: The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions. The Department shall be responsible for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.~~

~~(2) Risk Management. The Department shall be responsible for risk management functions, including loss prevention, safety and administration of workers' compensation and self insurance programs, with the exception of general liability claims management.~~

(31) Finance. The Department shall be responsible for the financial operations of the County to maintain accuracy, economy and appropriate protection of public funds, and for performing the functions of County Treasurer and County Clerk under general state law with respect to financial matters. The Department shall manage the receipt of cash, investment of monies, disbursement of funds for payment of claims and payroll, handling of trust funds, maintenance of appropriate records of all financial activities,

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auditing of accounts and shall report as necessary to the Board or as otherwise described by law.

| (42) Purchasing. The Department shall be responsible for developing and administering appropriate bid, contract award, purchasing and other procedures and systems for a centralized purchasing and contracts management program.

| (53) Properties. The Department shall be responsible for managing the real estate functions of the County, including negotiating leases on behalf of the County, supervising its rented properties, selling surplus property as directed by the Board and managing the inventory of all County-owned property other than that in the road right-of-way or purchased with Road Funds. The Department shall also be responsible for the facilities maintenance and planning functions for all County facilities.

| (64) Elections and Records. The Department shall be responsible for the functions of the County Clerk under general state law with respect to elections and records and any duties assigned to County Clerk by state law not otherwise specified. The Department shall also provide staff support for the Board of Property Tax Appeals.

| (75) Animal Control. The Department shall be responsible for the Animal Regulation Authority pursuant to Lane Code.

| (86) Other Functions. The Department shall be responsible for such additional functions as the County museum, print shop, a mail and courier system, data processing maintenance and applications to support the County budget and financial systems and position controls, and any other functions assigned by the County Administrator or the Board of Commissioners. *(Revised by Order No. 00-4-25-14; Effective 4.25.00)*

DEPARTMENT OF HEALTH AND HUMAN SERVICES

3.090 Definitions.

As used in this subchapter:

"Department" means the Department of Health and Human Services of Lane County.

"Director" means the Director of the Department of Health and Human Services of Lane County. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

3.092 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Director of the Department of Health and Human Services of Lane County.

(2) The Director shall employ a physician licensed by the State Board of Medical Examiners as County Health Officer.

(3) The Director shall carry the designation of "Health Administrator" as defined by Oregon Revised Statutes and as such shall carry out the provisions of public health statutes as appropriate.

(4) The Director is authorized to sign on behalf of Lane County all applications, reports and other documents necessary to procure permits to obtain spirits free of tax for the operation of Lane County's Medical Clinic and Laboratory.

(5) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

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3.094 Functions.

(1) The Department shall be responsible to serve the physical, mental, social and environmental health needs of Lane County citizens.

(2) The Department shall establish various medical programs as required in the communities of Lane County.

(3) The Department shall administer the Lane County Community Mental Health Clinic and other mental health programs as authorized by the Board.

(4) The Department shall be responsible for Lane County programs that relate to social health in the communities.

(5) The Department shall administer environmental health programs and ordinances including recommending standards, issuing permits and conducting inspections or other code enforcement methods as specifically assigned by the Board.

(6) In exercising the above functions, the Department shall be responsible for various related activities such as community education services, grants administration, medical investigations, and vital statistics records. *(Revised by Order No. 01-2-14-10; Effective 2.14.01)*

DEPARTMENT OF HUMAN RESOURCES

3.100 Definitions.

As used in this subchapter:

"Department" means the Department of Human Resources of Lane County.

"Director" means the Director of the Department of Human Resources.

3.102 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Human Resources Director of Lane County.

(2) The Director shall have the responsibility for the management of the Human Resources Department and the "Functions" as stated below.

(3) The Director shall be responsible for developing procedures for the uniform application of all personnel policies consistent with the law.

(4) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board.

3.104 Functions.

The Department shall perform and be responsible for the following functions:

(1) **Human Resources:** The Department shall have the purpose of providing human resources service for all County departments, and acting as a liaison between employees/the public, and County Administration/the Board, in all matters relating to personnel policies, processes, and functions. The Department shall be responsible for administering the County's centralized human resources system, including: labor relations, affirmative action, merit system administration, recruitment, selection, testing, training, classification and compensation plans, benefits programs, employee assistance, and employee orientation.

(2) **Risk Management.** The Department shall be responsible for risk management functions, including loss prevention, safety and administration of

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workers' compensation and self-insurance programs, with the exception of general liability claims management.

DEPARTMENT OF YOUTH SERVICES

3.110 Definitions.

As used in this subchapter:

"Department" means the Department of Youth Services of Lane County.

"Director" means the Director of the Department of Youth Services of Lane County. *(Revised by Order No. 95-6-28-2; Effective 6.28.95)*

3.112 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of the Director of the Department of Youth Services of Lane County.

(2) The Director shall also have the title and responsibilities of the Director of the County Juvenile Department under state law.

(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 95-6-28-2; Effective 6.28.95)*

3.114 Functions.

(1) The Department shall have the dual purposes of enhancing the ability of youth to achieve success and of correcting juvenile delinquency.

(2) The Department shall perform the functions of a county juvenile department under state law. *(Revised by Order No. 95-6-28-2; Effective 6.28.95)*

DEPARTMENT OF PUBLIC WORKS

3.120 Definitions.

As used in this subchapter:

"Department" means the Department of Public Works of Lane County.

"Director" means the Director of the Department of Public Works of Lane County. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

3.122 Director.

(1) Under the administrative direction of the County Administrator, the head of the Department shall have the title of Director of the Department of Public Works of Lane County.

(2) The Director shall designate a duly qualified engineer as County Engineer to perform all functions specified by State law.

(3) The Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board. *(Revised by Order No. 93-3-31-7; Effective 3.31.93)*

3.124 Functions.

(1) The Department shall have the functions of the County Engineer under general State law and all road and highway functions of Lane County, and such further

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WORKFORCE PARTNERSHIP DEPARTMENT

| **3.100155 Definitions.**

As used in this subchapter:

"Department" means the Workforce Partnership Department. It is the County Department responsible for performing all work of the administrative work entity pursuant to an agreement contract between the Southern Willamette Private Industry Council, doing business as the Lane Workforce Partnership, and Lane County.

"Executive Director" means the Executive Director of the Workforce Partnership Department.

"Lane Workforce Partnership" means the governing body entity comprised of business, agency and government representatives from Eugene, Springfield and Lane County which has been designated by these governments as the local workforce investment board under the Workforce Investment Act of 1998, responsible for Job Training Partnership Act programs, programs under the Workforce Investment Act of 1998 and for such workforce programs and services delegated by the Governor to regional workforce committees. The Lane Workforce Partnership is the result of a consolidation between the Southern Willamette Private Industry Council, the policy board that oversees Job Training Partnership Act programs in Lane County, and the Lane Regional Workforce Committee, a policy group established by the Oregon Legislature to coordinate workforce programs in cooperation with the Governor's Office of Workforce Development. In order to facilitate the consolidation, SWPIC is doing business as the "Lane Workforce Partnership."

"JTPA" means the Job Training Partnership Act of 1982. *(Revised by Order No. 98-9-8-5; Effective 9.8.98)*

| **3.102157 Executive Director.**

(1) Pursuant to the administrative agreement between Lane Workforce Partnership and Lane County, ~~The~~ the head of the Department shall have the title of Executive Director of the Workforce Partnership Department and shall be a joint employee of the two entities. The Executive Director is in and shall be a County employee in the county unclassified service.

(2) The Executive Director shall be selected, hired, evaluated and discharged by the Lane Workforce Partnership; hiring and discharge decisions are subject to the advice and consent of the Board of Commissioners County. Compensation shall be determined and paid by the Lane Workforce Partnership.

(3) The Executive Director shall be supervised and directed by the Lane Workforce Partnership with respect to its business functions and by Lane County with respect to County employment responsibilities and functions.

(34) The Executive Director shall perform such additional duties or assignments as may be delegated by the County Administrator or the Board of County Commissioners. *(Revised by Order No. 98-9-8-5; Effective 9.8.98)*

| **3.104158 Functions.**

The Department shall be responsible for providing the services as directed by the Lane Workforce Partnership to accomplish its business functions, as described by the administrative agreement. The employees within the department shall be County employees, subject to the direction of the Executive Director for the delivery

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of the Lane Workforce Partnership's business functions. (1) ~~The Department shall be responsible for job training programs which assist businesses in meeting their employment needs through the provision of workforce activities for unemployed and underemployed Lane County residents. As the contracting agent for the Lane Workforce Partnership, the Department shall provide the following:~~

- ~~a. Eligibility~~
- ~~b. Assessment~~
- ~~c. Information and referral~~
- ~~d. Pre-employment training~~
- ~~e. Career counseling~~
- ~~f. Case management~~
- ~~g. Occupational skills~~
- ~~h. Job search assistance and job placement~~
- ~~i. Job retention services~~
- ~~j. School to work and related services for low income youth, including operation of the summer youth program.~~
- ~~k. Other workforce services as may be deemed appropriate by the Lane Workforce partnership.~~

~~(2) Performing as the administrative entity for the Lane Workforce Partnership, the Department assists the Partnership in the administration of the National Council on Aging Older American Act funds. The Department shall be reimbursed for staff time to accomplish these duties with Older American Act funds. The purpose of the program is to provide community work experience and job placement assistance for individuals 55 years of age and older. Any work experience participants hired by the Lane Workforce Partnership with Older American Act funds are partnership employees and not Lane County employees. (Revised by Order No. 98-9-8-5; Effective 9.8.98)~~

FAIR BOARD

3.160 Description.

The Lane County Fair Board is a lay board appointed by the Lane County Board of Commissioners, pursuant to state statute. It manages the facilities at the Lane County Fairgrounds pursuant to state statutes and the Lane County Home Rule Charter. While not technically a Lane County Department due to its independent management authority, the Fair Board is an integral part of Lane County government. Its budget is part of the Lane County budget and its employees are governed by the Lane County Home Rule Charter. The Board of Commissioners has delegated authority to the Lane County Fair Board, LC 2.225, to adopt a merit system of personnel administration, applicable to employees at the fairgrounds and separate from that applied to all other Lane County employees. Attached as Exhibit "A" is a memorandum of understanding executed by and between the Lane County Board of Commissioners and the Lane County Fair Board outlining in more detail their relationship. (Revised by Order No. 98-9-9-9; Effective 9.9.98)

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NONMANDATED

MEMBERSHIP: (12) Consists of seven at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

TERM: 4 years, ending August 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.540 Human Rights Advisory Committee.

Advises the Board of County Commissioners on the status of civil and human rights in the County, and provides the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provides community education and outreach concerning human rights programs within Lane County; recommends, supports, and assists in development of programs and seminars on human rights, cultural diversity, equal opportunity and affirmative action; develops and publicizes a system to assist persons in seeking resolution of harassment and discrimination complaints and recommends appropriate action; recommends policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provides an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type, and resolution of complaints); holds at least three (3) Committee meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develops a work plan annually for the upcoming year; affirms, encourages and promotes programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

STAFFING: Department of Management Services ~~Human Resources~~

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (14) Consists of up to 14 citizens, to include representation from among the protected classes of women, youth, older workers, disabled persons and African-Americans, Latinos, Asian-Americans and Native Americans. Notwithstanding LM 3.506(2)(j), County employees may apply, and be appointed, to serve on off-duty hours.

NOTE: Up to 3 Lane County employees allowed.

TERM: Up to 4 years, from date of appointment.

(*Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02; 05-10-12-3, 10.12.05*)

3.542 Law Library Advisory Committee.

Works with assigned county staff to maintain adequate law library facilities and services.

STAFFING: Office of Legal Counsel

MEETS: Quarterly

NONMANDATED

MEMBERSHIP: (9) Consists of seven members appointed by the Lane County Bar Association, two lay citizens appointed by the Board of Commissioners, and a member of the University of Oregon Law Library staff as an ex-officio member.

TERM: 3 years (for lay citizens), ending September 30 (*Revised by Order No. 00-8-16-1; Effective 8.17.00; 05-5-11-4, 5.11.05*)