



**Main Street Oregon City, Inc.**

**DBA**

**Downtown Oregon City  
Association**

**Employee Handbook**

**Updated June 2018**

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Dear Valued Employee:

Congratulations and welcome to Main Street Oregon City, Inc. DBA Downtown Oregon City Association (DOCA). Whether you have recently joined our team or have worked with us for some time, we are excited to work with you. Your performance will be an integral part of Downtown Oregon City Association's (DOCA) future success. In order to help you perform at your full potential and create a safe and enjoyable work environment we are providing you this *Employee Handbook* to inform you of the many important aspects of your employment and guide you along the way.

There are few things to keep in mind when reading this *Employee Handbook*. This document is not a comprehensive compilation of all company policies and procedures and does not cover all possible circumstances and exceptions that may arise. Many of the policies summarized in this *Employee Handbook* are covered in more detail in other official documentation. Consult such documentation for additional information regarding specific policies. Please address any specific questions regarding the interpretation or applicability of company policies and procedures to the Executive Director or such designated company officer or manager. Note that the terms of the official company insurance and benefits policies supersede any terms to the contrary stated herein.

This *Employee Handbook* is not an employment contract, and nothing in this *Employee Handbook* gives you any right, express or implied, to continued employment.

Furthermore, all terms, conditions, policies, and procedures as stated in this document are subject to change, and nothing stated herein is guaranteed remain a fixed term or condition of your employment.

As Downtown Oregon City Association (DOCA)'s employee you have an obligation to keep the information provided to you in this *Employee Handbook*. Do not discuss the contents of this document with persons who are not employees, officers, or otherwise privy to this information through an affiliation with Downtown Oregon City Association (DOCA)

Please take time to thoroughly review this *Employee Handbook*, noting how each section relates to your employment. Pass along any questions or concerns you may have to your immediate supervisor. We look forward to a harmonious and mutually fruitful relationship with you and are confident you will find your experience with us dually rewarding.

Again, welcome!

## COMPANY HISTORY

The Downtown Oregon City Association (also known as Main Street Oregon City) is a volunteer led and volunteer driven 501c(3) nonprofit public benefit corporation working towards the revitalization of downtown Oregon City. It is nationally accredited using the Main Street Four Point Approach®. With its partners, it has advocated for and managed projects on behalf of the downtown community.

### MISSION

As the stakeholder-stewards of Downtown Oregon City, we work together as facilitators, coordinators, and together with partners as a catalyst to generate a positive downtown image, preserve historic and cultural landmarks, and stimulate economic vitality and investment in our downtown and in Oregon City.

### VISION

We see Downtown Oregon City as a thriving and vibrant mix of economically viable and unique businesses, activities, restaurants and housing that attracts local residents and visitors and that entices future residents and businesses to relocate into the area. As the heart and soul of our historic community, downtown connects us with each other, to our rich heritage as the first city of the Oregon Territory and to the larger metropolitan area.

### BRAND STATEMENT

Downtown Oregon City is uniquely situated at the base of a bluff alongside the Willamette River. As the first Main Street in Oregon, its small-town feel is unlike any other in the metro region. It is a convenient and relaxed destination offering quality dining, shopping, and entertainment that builds on its long history of industry, innovation, and culture. It is simultaneously the “living room” of Oregon City and a principal part of the Pacific Northwest’ cultural heritage.

### SERVICES

In addition to providing the following ongoing services, DOCA committees and partners work on projects that support the Four Point Approach®.

- Business Recruitment & Retention
- Events Production & Management
- District Brand Management
- District Marketing
- Project Management
- Clean Team
- Grant Writing
- Media Relations
- Public Art

## INTRODUCTION

This Handbook contains general statements of DOCA's policies, procedures, objectives and philosophy. **It is not a contract.** The statements are not intended to be exhaustive and are subject to change at any time without prior notice at the sole discretion of management. Unless otherwise specified in a formally executed written contract, signed by the Board of Directors, employment is voluntary or “at-will,” so that employees may terminate their employment at any time for any reason and DOCA has the same right, except as prohibited by law.

## EMPLOYEE RELATIONS

### EQUAL EMPLOYMENT OPPORTUNITY

DOCA is an Equal Opportunity Employer. We believe every employee has the right to work in an environment free from all forms of unlawful discrimination. It is the policy of DOCA that employment decisions for all applicants and employees will be made without regard to race, color, religion, sex, sexual orientation, gender, gender identity, age, national origin, genetic information, marital status, veteran status, disability or other characteristics protected under local, state or federal law. No employee will be retaliated against for raising concerns under this policy. We seek each employee's cooperation and assistance in helping us maintain equal employment opportunity.

### HARASSMENT

All employees are expected and required to treat one another, as well as our customers, in a courteous and respectful manner at all times.

Harassment of any kind is prohibited. This specifically includes sexual harassment and other harassment based upon characteristics protected under local, state and federal discrimination regulations. This form of misconduct undermines morale and the integrity of the employment relationship, and interferes with productivity.

**Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors or sexually suggestive conduct or statements are sexual harassment when:

- Submission to the advance is either an explicit or implicit term or condition of employment;
- Submission to or rejection of the advance affects the basis of employment decisions for the employee; or,
- Such conduct or statements have the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment.

Examples of harassment which may violate this policy also include:

- Verbal harassment such as epithets, derogatory comments or slurs, demeaning or sexually explicit jokes;



- Physical harassment such as assault, impeding or blocking movement, unauthorized touching or any physical interference with normal work or movement when directed at any individual;
- Visual forms of harassment such as derogatory, offensive or sexually suggestive posters, cartoons, pictures or drawings displayed in the workplace; and,
- Behavioral forms of harassment such as suggestive facial expressions or noises, leering or obscene gestures.

Retaliation against employees for complaints regarding behaviors described above or other conduct addressed by this policy will not be tolerated.

Please contact your supervisor immediately if:

- You feel you have been the victim of harassment by vendors, visitors, customers, co-workers, or supervisors, or others;
- You observe or hear of conduct which may be harassment prohibited by this policy; or,
- You feel you have been retaliated against in any way by anyone for raising concerns under this policy.

**If you are uncomfortable speaking to your supervisor, please feel free to bring your concerns to any manager, including the Executive Director or the Board of Directors.**

Confidential investigations will be conducted promptly. Appropriate corrective actions will be taken upon completion of our investigation. Employees found to be harassing other employees will be immediately and appropriately disciplined, up to and including immediate discharge.

DOCA will not tolerate harassment.

## **DISABILITY ACCOMMODATIONS AND NON-DISCRIMINATION**

DOCA is committed to complying with all applicable provisions of all state and federal laws and regulations related to individuals with disabilities. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, or record of disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, DOCA will provide reasonable accommodations to qualified individuals with a disability, as defined by State or Federal regulations, who has made

DOCA aware of his or her disability and need for accommodation, provided that such accommodation does not constitute an undue hardship on DOCA. This policy governs all aspects of employment, including recruitment, hiring, compensation, discipline, termination, and access to benefits and training.

If you have a disability that you believe needs a reasonable accommodation to perform the essential functions of your job, please contact the Executive Director. DOCA encourages individuals with disabilities to come forward and request reasonable accommodation.

## **RELIGIOUS ACCOMMODATIONS**

DOCA respects the religious beliefs and practices of all employees and will consider accommodations for religious observances when a reasonable accommodation is available that does not create an undue hardship on DOCA's business.

If your job duties, work schedule, DOCA's expectations regarding dress and appearance, DOCA's Holiday policy, or another aspect of your employment conflict with your religious beliefs, please speak to your supervisor to request an accommodation.

The Executive Director will evaluate your request and whether an accommodation is available which is reasonable and which would not create an undue hardship on DOCA's business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance policy which does not impact safety or uniform requirements, or a change in another aspect of your employment.

If you have questions about this policy, please see the Executive Director.

## **COMMUNICATIONS**

In order to do our best work, each of us expects and is entitled to be treated with regard by our co-workers. Communications between employees at all levels are required to be courteous, respectful and professional. When we are talking to or about each other, what we say and how we say it are important.

Inevitably, when people are working closely together problems will come up. The goal is to prevent conflicts from festering and creating a negative work environment. If you find you are having problems with another individual, please talk first to the person directly involved in the situation. If you cannot resolve the conflict between the two of you, please contact your supervisor. If the person you are having an irresolvable conflict with is your supervisor, please talk directly the Executive Director or the Board of Directors. Our company is committed to helping you resolve problems in a positive and professional manner.

Gossip about individuals and rumors of any kind are contrary to our standard for communications.

If you are asked to listen to gossip, the best response is to say something like, “I would never listen to gossip about you. This sounds like it is really none of my business either.”

## **COOPERATION**

To promote a supportive work environment, and to ensure a high level of customer service, employees are expected to work together in a spirit of cooperation. Each employee has specific duties and responsibilities. Employees are also expected to help others as needed. In the event of absence or illness, other staff members are expected to substitute and cover additional duties as necessary. This may mean a temporary change in schedule, or fielding calls, a request you may not ordinarily cover.

## **YOUR SUPERVISOR**

Your Supervisor is a vital part of the team and will have more to do with your welfare than any other person in our organization. This person is directly responsible for planning the work schedule, ensuring the quality of your work and providing you with whatever assistance you may need. Your Supervisor is there not only to supervise you, but also to make your concerns known to Management. Give your Supervisor your cooperation. Feel free to discuss any matter with him or her.

## **INTRODUCTORY PERIOD**

The first 90 calendar days of your employment constitutes an Introductory Period. This Period is a time for orientation and training. During this time, you generally will be eligible for Company-provided medical benefits and optional dental benefits if you work more than 30 hours per week and are otherwise eligible.

While your performance will be reviewed on an informal basis throughout your Introductory Period, a formal evaluation will be conducted following 90 calendar days of employment. At that time, your status may be changed from “Introductory” to “Regular.” You will be notified in writing when this change in status occurs.

The Introductory Period may be waived or extended at management discretion.

## **EMPLOYEE CLASSIFICATIONS**

For benefit eligibility purposes, each employee is classified in one of the following categories:

Introductory Employees: Generally, employees in the first 90 days of employment.

Regular, Part-Time Employees: Employees who have successfully completed the introductory period and are regularly scheduled to work less than 40 hours per week.

Regular, Full-Time Employees: Employees who have successfully completed the introductory period and are regularly scheduled to work at least 40 hours per week.

Temporary Employees: Employees hired to work for a limited duration of time or on a project basis.

For wage and hour purposes, each employee's position is classified as either exempt or non-exempt:

Exempt Employees: Salaried employees performing professional, administrative or managerial duties. These employees are ineligible to receive overtime pay.

Non-Exempt Employees: Employees, salaried or hourly, performing clerical or production duties. These employees are eligible to receive overtime pay.

All employees, regardless of status or duration of employment, are expected to meet and maintain Company standards for job performance and behavior.

## **ATTENDANCE AND CALL-IN**

Regular attendance is of primary importance for every position at DOCA. You are expected to arrive for work on time and be ready to start work at the beginning of your scheduled shift. You are also expected to complete your shift as scheduled.

If you are going to be late or absent, you must call in and notify your supervisor prior as soon as possible, and preferably at least 2 hours prior to the beginning of your scheduled shift. If you do not report as scheduled and if you have not spoken to your supervisor in advance to explain your absence, disciplinary action may result.

If you are not on an approved leave, you must call and notify your supervisor each day prior to your scheduled shift. If you are out on an approved leave of absence, you must call-in in accordance with our Call-In Policy for Employees on Leaves of Absence (see below.)

Failure to report and call in as required for two consecutive days will be considered a voluntary resignation.

You must receive supervisory approval to leave prior to the end of your scheduled shift.

Attendance requirements specific to your position are outlined in your job description. If you are having difficulties meeting the requirements of your schedule, please contact your supervisor.

Excessive tardiness and/or absenteeism may result in disciplinary action.

### **CALL-IN POLICY FOR EMPLOYEES ON LEAVES OF ABSENCE**

If you are away from work on a personal leave of absence or because of an on-the-job injury, you must call in at least weekly on the day designated by your supervisor or the Executive Director to report your status, any changes in your condition, and to receive any necessary information associated with your job. Failure to call in may be grounds for discharge.

## **PAY & HOURS OF WORK**

### **OFFICE HOURS**

Hours of work shall be from 9:00 a.m. to 5:00 p.m., unless otherwise agreed upon with your supervisor. It is the responsibility of each employee to be at his or her work station by starting time.

### **YOUR SCHEDULE**

Specific workday and workweek schedules are determined by your supervisor based upon operational needs. We will attempt to notify you of any changes in workdays or workweek schedules in advance of the effective date of change. Management reserves the right to modify schedules consistent with the needs of DOCA.

### **RECORDING HOURS WORKED**

Each non-exempt employee must maintain his or her own time card. You will be provided with a time card upon hire and asked to record your hours when you start and end work each day as well as for your lunch break. Please record all of the hours you have worked.

**Altering, falsifying, tampering with time records, or clocking in/out for another employee may result in disciplinary action, up to and including termination of employment.**

### **PAY DAYS**

Paydays are every other Friday via electronic deposit.

### **PAYROLL DEDUCTIONS**

Various payroll deductions are made each payday to comply with federal and state laws pertaining to taxes and insurance. Deductions will be made for the following:

- Federal and State Income Tax Withholding
- Social Security (FICA)
- Medicare (FICA)
- Workers' Benefit Fund Assessment
- Other items designated and authorized by you in writing
- Other items required by law, such as wage garnishments

At the beginning of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) form. This statement summarizes your income and deductions for the year. If you have any questions regarding these deductions, please contact the Executive Director.

## **OVERTIME**

Due to the nature of our business, overtime may be required. When operating requirements or other business needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. You are expected to work overtime when requested.

Non-exempt employees are eligible to receive overtime pay of one-and-one-half times their regular hourly rate for each hour worked over 40 in a workweek. For overtime purposes, our workweek is 12:01a.m. Saturday through midnight Friday, and our workday is 12:01 a.m. through midnight.

Because overtime is based upon actual hours worked, compensated time off falling within the regularly scheduled workweek is not considered “time worked” for the purpose of calculating overtime.

Your supervisor must authorize all overtime work in advance.

## **REST & MEAL PERIODS**

Each employee is provided with a paid 10-minute rest break for every 4 hours worked. Employees working shifts of six hours or more will also be provided an unpaid 30-minute meal break. Please schedule your breaks with your supervisor.

If you are a nursing mother and need additional time to nurse or express milk, please contact your supervisor.

Rest and meal periods are mandatory and may not be combined or used to shorten the workday.

## **PERFORMANCE MANAGEMENT POLICY**

Our performance management system is designed to align individual efforts with Company goals. Ideally, our performance management system will:

- Foster your understanding of and commitment to company goals.
- Provide you an opportunity to contribute to the goal-setting process.
- Effectively monitor and reward your progress toward reaching these goals.
- Encourage your professional development in support of higher performance in your field.

Your performance is evaluated informally on a day-to-day basis. Formal evaluations are typically conducted annually.

## **GENERAL WAGE AND SALARY PROGRAM**

As an employer, we strive to pay wages that are competitive within our community, industry and similar non-profit organizations. If you have any questions regarding your wage, please see your supervisor or The Executive Director.



## **EMPLOYEE BENEFITS**

### **SUMMARY**

DOCA's benefits program provides employees who work more than 30 hours per week with a full range of employee benefit plans. Your employee benefits package includes the following:

- Group Insurance Plans
- Paid Vacation
- Paid Sick
- Paid Holidays

Brief descriptions of the current plans are given below. Detailed information about each plan is provided separately. DOCA reserves the right to add, cancel or change any plan, program or policy at any time.

### **GROUP INSURANCE**

DOCA participates in group insurance programs. These group insurance plans include the following: health and dental insurance. Eligible employees are those who work an average of 30 or more hours per week over a six-month period. Full time employees are eligible for coverage the first day of the month after their hire date. Part time employees are eligible if they work at least 30 hours per week and have been employed for six months. Medical insurance benefits premiums are paid in full by DOCA for the employee. Employees are responsible for premiums of covered dependents. Premium reimbursement to DOCA for dependent coverage is available via pre-tax monthly payroll deduction. Dental insurance coverage is available and the monthly premium for employees and their dependents is the responsibility of the employee. Dental insurance premium payment is offered via pre-tax monthly payroll deduction. Employees may receive details about benefits provided, contribution rates and eligibility from the DOCA Executive Director.

### **TERMINATION OF BENEFITS**

Eligibility for Company paid insurance benefits is affected by your employment status.

1. During an unpaid personal leave for a period of up to 30 days, employees remain eligible for Company paid insurance benefits.
2. During the period of any other leave (including on-the-job injuries) for a period up to 30 days, employees remain eligible for Company paid insurance benefits.

3. Upon separation from employment all Company paid insurance benefits cease.

When you become ineligible for Company paid insurance benefits, you may be entitled to continuing coverage at your own expense. If so, you will be notified in writing at that time.

## **VACATION**

A paid vacation benefit is provided to eligible employees to allow time away from work for relaxation and recreational purposes.

Eligible employees are entitled to up to 10 paid vacation days each year. Vacation leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent.

A maximum of one week of unused vacation leave will be carried over at the end of the calendar year. All other unused vacation time will be forfeited.

In the event that a holiday occurs during an employee's scheduled vacation leave, that day will be paid as holiday time off instead of vacation leave.

Upon proper notice and request, DOCA may approve employee requests for unpaid vacation leave. DOCA will try to accommodate requests for vacation leave when possible, but DOCA has the right to disapprove any requests that may interfere with or negatively impact its operations.

Employees will be paid for up to two weeks of accrued unused vacation leave remaining upon termination.

All vacations must be scheduled and approved by the employee's supervisor in advance with due consideration being given to the seniority of the employees and to the work requirements facing DOCA. Vacation schedules may be amended to allow DOCA to meet emergency situations.

## **SICK LEAVE**

Eligible employees are entitled to accrue one hour of paid sick leave for every 30 hours worked, not to exceed a maximum of 40 hours of paid sick leave. Once an employee reaches this maximum, they must use sick leave in order to accrue more. Sick leave will be paid at an employee's base pay rate multiplied by the number of hours the employee would have worked if not absent. Sick leave will only accrue based on actual hours worked, not based on vacation or other leave used. Sick leave is available to employees for the following purposes:

- Your own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- Care for your family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care;
- For purposes allowed under OFLA, such as bereavement leave, caring for a newborn child or newly adopted/foster child, or sick child leave, regardless of whether the employee is eligible for OFLA leave and regardless of whether the company is a "covered employer" under OFLA;
- For any purpose allowed under Oregon's domestic violence, harassment, sexual assault, or stalking law; or
- A public health emergency, including upon an order of a general or specific public health emergency, or when the Company requires you to be away from the workplace by law or rule for health reasons.

To be eligible to use sick leave, you must have worked for the Company for at least 90 days. Sick leave must be used in increments of at least one hour, although exempt employees need to use sick leave only for full-day (eight-hour) absences. Sick leave is paid at your regular rate of pay.

If the need for sick leave is foreseen, you should request the time off as soon as possible, preferably at least 10 days prior to the absence. A failure to provide adequate notice for use of foreseen leave may result disciplinary action.

If the need for sick leave is unforeseen, you must call your supervisor prior to the start of your scheduled shift to report the absence. If you are unable to do so, you must call your supervisor as soon as you are able to report the absence and provide a reason that you were unable to call prior to the start of your scheduled shift. A failure to follow this reporting procedure may result in disciplinary action.

Depending on the circumstances, you may be required to provide a certification of your need for sick leave from your medical provider or another appropriate person. If you fail to provide a requested certification, you may be denied the use of sick leave and/or subject to disciplinary action.

If you are absent for any reason, you must use all accrued sick leave before being allowed to take unpaid leave.

## **HOLIDAYS**

Eligible employees will receive pay for time off during the following holidays:

- a. New Year's Day
- b. Martin Luther King Jr. Day
- c. Memorial Day
- d. Independence Day
- e. Labor Day
- f. Veterans Day
- g. Thanksgiving Day
- h. Christmas Day

Eligible employees will receive pay for time off during these holidays calculated at each employee's base pay rate multiplied by the number of hours the employee would have worked if not absent.

DOCA may require you to work on observed paid holidays, as needed. Eligible non-exempt employees that are approved to work on DOCA's observed paid holidays will be given 8 hours of paid time off that they can use according to DOCA's leave policy.

DOCA will observe any holidays that may fall on a weekend on the closest business day either preceding or following such holiday. When a holiday falls on a Saturday, the preceding Friday may be observed. When a holiday falls on a Sunday, the following Monday may be observed.

When possible, DOCA will attempt to make reasonable accommodations for employees that request time off to observe other religious holidays, including possibly allowing substitution of vacation leave or unpaid personal leave.

We recognize that some employees wish to observe certain days, such as religious holidays, which are not included in the above holiday schedule. You may use approved vacation time for this purpose.

## **LEAVES OF ABSENCE**

### **PERSONAL LEAVE**

Under limited circumstances, DOCA may provide up to 30 days of leave for you to attend to personal or medical issues.

Personal leave is unpaid. You must utilize any accrued paid time off during your leave. Benefits will continue in accordance with DOCA's Termination of Benefits policy.

Under usual circumstances, personal leave must be requested and approved at least two weeks in advance. Requests will be granted as business conditions permit.

You may be required to supply DOCA with certification of the condition necessitating leave.

DOCA requires employees on personal leave to comply with DOCA's Call-in Policy while on Leaves of Absence.

You are expected to return to work as scheduled. If you do not and have failed to properly request an extension of leave, you will be considered to have voluntarily quit.

If you have a need for personal leave, please see your supervisor.

## JURY DUTY

DOCA encourages employees to serve on jury duty when called. Employees must present their jury summons notice as soon as possible so that DOCA may make arrangements to cover their shift. Employees must promptly report to work whenever their jury duty schedule does not conflict with their work schedule. DOCA may allow employees called for jury duty to use accrued PTO or other leave upon request.

Time off for jury duty should be reported and appropriately logged in each employee's time records. Notify your supervisor that you have been selected for jury duty as soon as possible.

Under Oregon state law, employees are entitled to unpaid time off for jury duty. Employees may not be threatened, intimidated, or coerced for serving as jurors, nor may employees be required to use annual, sick, or vacation leave. Employers that terminate or penalize employees for jury duty are liable for a civil penalty and may be forced to reinstate a terminated employee.

## MILITARY LEAVE

DOCA strives to provide job security and prevent discrimination against employees engaged in military service. Eligible employees that are members of the Uniformed Services of the United States are entitled to military leave to participate in active or inactive duty, training, or fitness examinations, including but not limited to those in the Armed Forces, the Army National Guard, the Air Force National Guard, state militias, or reservists. Military leave is granted according to state and federal law for employees that satisfy the pertinent legal requirements. You may be entitled to continued health insurance or paid or unpaid leave for a period of time during leave. You must provide your supervisor with as much advance notice as possible before taking military leave and return to work within the timeframe prescribed by law after your service ends.

In accordance with state and federal law, it is against DOCA policy to discriminate against an employee or applicant for employment on the basis of that person's membership or other service to the Uniformed Services of the United States, including denying such person

employment, reemployment, promotion, compensation, or other benefit. No such person may be retaliated against for exercising his or her rights as a military service member under law or DOCA policy. Contact the Executive Director immediately if you believe you have been the subject of discrimination, retaliation, or harassment on the basis of your military membership. Also, contact the Executive Director to request detailed information regarding your eligibility for military leave or for other related inquiries.

## DOMESTIC VIOLENCE AND CRIME VICTIM LEAVE

DOCA makes available statutory domestic violence leave as prescribed by state law. Statutory leave may be available to you to obtain services or treatment relating to domestic violence, sexual assault or stalking of yourself, your minor child or one of your dependents. Purposes for this leave include obtaining medical care, counseling, advice from legal counsel, law enforcement assistance, or other steps to help better ensure your health and safety.

DOCA also makes available statutory leave to attend criminal proceedings if you or an immediate family member is the victim of a personal felony.

### ***Eligibility***

Leave is available to any employee, regardless of the number of hours you work or your length of employment.

### ***Maximum Duration of Leave***

The amount of leave time you are entitled to will be determined with consideration given to the level of hardship it places on DOCA.

### ***Pay During Leave***

Leave is generally without pay. However, during your leave, you must utilize any other paid leaves provided by DOCA.

### ***Certification***

Before approving this type of leave, you may be required to provide documentation verifying the need for leave. Appropriate documentation includes, but is not limited to a copy of a police report or documentation from an attorney who is assisting you with the matter.

### ***Call-In***

DOCA requires employees on statutory leave to comply with DOCA's Call-in Policy While on Leaves of Absence.

***Return to Work***

You are expected to return to work on the date specified at the time of your request for leave. If you fail to report to work as scheduled and fail to properly request an extension of leave, you will be considered to have voluntarily quit.

**If you are in need of this type of leave, or need an accommodation for safety reasons, please contact your supervisor immediately.**

## **EMPLOYEE CONDUCT**

The orderly and efficient operation of DOCA requires that discipline be maintained and that proper standards of conduct are observed at all times. We have established rules which all employees must observe.

As a disciplinary action, DOCA may issue verbal or written warnings, suspend without pay, demote, discharge or take any other action it determines to be appropriate for departures from proper conduct or violation of Company rules.

Following are examples of conduct which violate our standards of conduct for employees. This list is not complete. If you engage in the conduct listed or in conduct DOCA feels is similar to the kinds of conduct listed, you may be subject to disciplinary action:

- a. Insubordination;
- b. Dishonesty;
- c. Unauthorized use, removal or destruction of Company property or the property of other employees;
- d. Failure to safeguard company assets;
- e. Excessive tardiness or absences;
- f. Leaving work without prior authorization;
- g. Violation of safety rules or failure to follow safety procedures;
- h. Possession, sale, manufacture, or use of intoxicants or illegal drugs on Company premises, in Company vehicles or while on Company business;
- i. Reporting for work or working while intoxicated, under the influence of illegal drugs or intoxicants, or otherwise unfit for duty;
- j. Threatening or abusive language or actions;
- k. Sexual harassment or harassment based upon an employee's membership in any protected class;
- l. Falsification of Company records;



- m. Off duty conduct which in DOCA's view interferes with performance or negatively reflects on the reputation of DOCA such as engaging in illegal activity that directly affects DOCA or performance of your job
- n. Making statements that are libel or slander
- o. Inability or unwillingness to get along with other employees;
- p. Fighting or horseplay;
- q. Violation of any Company rule, policy or practice whether written or unwritten.

An employee's overall record may be considered in determining what is appropriate disciplinary action. DOCA will determine the facts, whether discipline is warranted and what level of discipline, including discharge is warranted.

We believe our rules and expectations are clear. If, however, you have any questions concerning the application or intent of these rules, please consult your supervisor. Your cooperation in observing our work rules and standards for conduct will make disciplinary action unnecessary.

## **SOLICITATION AND DISTRIBUTION**

The orderly and efficient operation of our organization requires that each of us remain focused on our job tasks and support each other in the completion of our work. For this reason, we have developed rules regarding communications regarding non-work related causes and pursuits.

Solicitation is oral communication for commercial purposes, advancing views or requesting support for political campaigns, civil organizations, or any other cause. Distribution is the exchange of printed material such as handbills, letters, pamphlets, etc., to or between employees for any sale, candidate, cause, or any other reason.

Solicitation of employees on company premises by any individual or group during work time is expressly prohibited. Solicitation by employees during work time is also prohibited. Employees may not distribute printed handbills, letters, pamphlets, etc., for any cause, candidate, or product during work time or in any work area at any time.

Non-employees do not have access to Company premises for the purpose of solicitation or distribution, except that vendor representatives may, upon appointment, speak with a designated purchasing representative.

## **CONFIDENTIAL & PROPRIETARY INFORMATION**

DOCA's proprietary information and trade secrets are some of our most important assets. It represents a tremendous investment in time, effort, and money. Protection of this information is vital to maintaining our competitive edge and to safeguarding our future and our jobs. Its protection requires the active cooperation and participation of each of us. Therefore, employees are not to duplicate or disclose information or documents relating to proprietary information to persons outside DOCA unless such communication has been authorized.

Confidential and proprietary information and trade secrets includes:

- Technical information and know-how including, but not limited to information on all products, equipment, processes, services, systems, formulas, patterns, compilations, programs, devices and techniques.
- Planning information including, but not limited to information on new products/services, release dates, or marketing and promotion campaigns.
- Financial data including, but not limited to information on costs, investments, sales, profits, forecasts.
- Marketing strategies including, but not limited to promotion, pricing and customer lists.
- Quality and improvement programs.

Employees should be aware that the unauthorized release of DOCA's proprietary or confidential information, trade secrets or property constitutes a violation of this policy and may be a violation of state or federal law.

## **CONFLICTS OF INTEREST**

DOCA relies on the integrity and loyalty of every employee. Conflicts of interest are to be avoided at all times. Employees should avoid pursuing individual interests which conflict with the best interests of DOCA. Such conflicts arise when employees develop personal or financial relationships with DOCA's customers or competitors. If you have a possible conflict of interest, discuss the situation with your supervisor at the earliest opportunity.

## **OUTSIDE EMPLOYMENT**

Although DOCA has no desire to interfere with your outside interests, activities or investments, we recommend that you not engage in outside activities which could potentially lead to a conflict of interest. In order to avoid this situation, you must check with your Supervisor concerning any outside employment or when engaging in an activity which may present a conflict of interest. As a general rule outside employment must in no way detract from your work efficiency or duties as an employee of DOCA or conflict with the interest of DOCA or its employees.

## **ELECTRONIC COMMUNICATIONS**

This policy outlines DOCA's general guidelines regarding proper use of and access to DOCA's electronic communications systems. It also describes Company access to and disclosure of information created, sent, received or stored on our system.

### **Limitations on Use**

The electronic communications systems, including, but not limited to Internet access, software, e-mail, web-logs, text messages, and voice-mail, are owned by DOCA. These systems are provided for employee use to promote efficient work performance. Use of the systems is limited to employees and others expressly authorized by DOCA.

Occasional personal use of the systems is permitted. However, all use of these systems must be in keeping with our standards for confidentiality, courtesy, and professionalism in communications and must not adversely affect employee productivity. Broadcast, internally or externally, of unsolicited personal views on social, political, religious or other non-business related matters is not permitted. Examples of forbidden transmissions include: sexually-explicit messages, cartoons or jokes; gender-specific comments or unwelcome propositions; and, ethnic and racial slurs.

Any posting to a public forum, such as e-mails, web-logs or on-line journals, whether for personal use or if hosted by DOCA, must be consistent with DOCA's policies and standards including confidentiality, discrimination, harassment and courtesy and professionalism. Examples of conduct which may result in disciplinary action up to and including termination include: disclosing insider information, disclosing confidential company information or trade secrets, or information which creates a conflict of interest.

Use of the systems for personal commercial ventures or gain is prohibited.

Use of the systems to harass or to perpetuate gossip is prohibited.

Use of the systems to disseminate confidential information or to improperly access or use copyrighted information is prohibited.

### **Security and Company Access**

As Company equipment, use of the systems is monitored at management discretion. All computer records, files, software and e-mail and voice-mail messages created, sent, received or stored on DOCA system are considered Company records. This includes personal, password protected, web-based email accounts accessed using company property. Management retains unrestricted access to these records. Likewise, the content of all records may be disclosed by management at its discretion. Therefore, the contents of records created, sent, received or stored on DOCA's systems are not private. Employees should be aware that even erased and deleted records may remain accessible in the systems for some time.

To help ensure the security of our systems:

1. No software shall be loaded on any system without approval of the network administrator or your supervisor.
2. Downloading of data from the Internet must have prior approval from the network administrator.
3. Removal of electronic data or equipment from the premises requires approval from your supervisor.

Passwords are maintained for security purposes. All system passwords and encryption keys must be made available to management on request. Employees are prohibited from the unauthorized use of the passwords or encryption keys of other employees.

### **Violations**

Violation of this policy may result in disciplinary action, up to and including discharge.

## **SOCIAL MEDIA AND SOCIAL NETWORKING POLICY**

DOCA views social networking as a strictly personal activity unless your job description includes engaging in social networking for the specific purpose of promoting DOCA. The following guidelines apply to employees who choose to engage in social networking and/or social media:

- Any posting to a public forum, such as e-mails, web-logs or on-line journals, whether for personal use or if hosted by DOCA, must be consistent with DOCA's policies and standards including confidentiality, discrimination, harassment and courtesy and professionalism. Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated.
- While we believe that work related complaints are best resolved by speaking with the person directly or by utilizing our open door atmosphere, if you decide to post complaints or criticism online, avoid statements, photographs, video or audio that could reasonably be construed as malicious, obscene, threatening, intimidating or that might constitute harassment. Remember, offensive, demeaning or abusive remarks are just as unacceptable online as they are offline.
- Social networking sites including but not limited to sites such as Facebook, Instagram and Twitter should not be accessed or used during work time, unless authorized by your supervisor or manager.
- If you have listed DOCA as your employer, you have associated yourself with DOCA. Do not represent yourself as a spokesperson of DOCA, unless authorized to do so.
- Do not post anything in the name of DOCA or in a manner that could be reasonably be attributed to DOCA without prior authorization from your supervisor or manager.
- Employees must maintain the confidentiality of DOCA's trade secrets, or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not disclose business-related confidential communications. This does not include information regarding the terms and conditions of employment such as staffing plans or hours of work.
- All media inquiries should be directed to the Executive Director. Do not speak to the media on DOCA's behalf without contacting the Executive Director. If you have questions or need further guidance, please contact the Executive Director.

Remember, you are responsible for anything you write or present online. DOCA trusts and expects you to exercise personal responsibility whenever you participate in social media or other online activities. Violations of this policy can result in disciplinary action up to and including termination.

These rules are not intended to restrict or interfere with your engagement in protected activity including your right to self-organize, form, join or assist labor organizations, to bargain collectively or from engaging in any other concerted activities for the purpose of collective bargaining or the mutual aid and protection of employees of DOCA.

The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or the Executive Director if you are uncertain.

## **SAFETY & HEALTH**

Safety and health is a primary concern of DOCA. Therefore, DOCA has established a safety and health program to provide a safe and healthful work environment for its employees.

Every employee must accept the responsibility to prevent injuries to themselves and fellow employees by prudently following the guidelines established in the safety program. In doing so, employees will benefit themselves, their families, and DOCA.

For a full explanation of our safety program, please refer to our Safety Manual.

Failure to observe the following safety, health and injury reporting requirements may result in disciplinary action up to and including termination. The following rules are not all-inclusive, but are representative of minimum safety conduct and standards expected of all employees of DOCA.

Apply the principles of injury prevention while performing your job duties by:

1. Operating only equipment which you are fully qualified and authorized to use.
2. Following safe operating procedures for all equipment. Using the safeguards provided for your protection. Never operating machinery when safety features have been removed or are not functioning properly.
3. Refraining from fighting, horseplay or distracting fellow workers.
4. Not wearing torn or loose clothing or jewelry which could become entangled in operating machinery.
5. Using protective equipment and clothing as specified for the job task.
6. Observing all hazard and warning signs.
7. Reporting immediately any hazardous conditions and/or unsafe work practices to any supervisor.



8. Keeping aisles, walkways and working areas orderly, clean, and clear of tripping and slipping hazards. This includes picking up loose products or materials that can create hazards, or contribute to injuries.
9. Walking, not running, on Company premises.
10. Not riding as a passenger on vehicles which are not provided with passenger seats (i.e., forklifts, etc.).
11. Keeping emergency equipment in your work area (such as fire extinguishers, fire alarms, exit doors, and first aid kits), clear of obstacles and readily accessible.
12. Knowing and observing emergency action procedures during emergencies.
13. Actively participating in DOCA's safety and health program.

### **Employee Incident & Injury Reporting Requirements**

The following steps are to be followed in the event you are involved in an incident or injury:

1. Report any incident to your supervisor and follow DOCA's Emergency Action Plan, if applicable.
2. Report any work related illness or injury as soon as possible once the effects of the injury or illness become known.
3. Participate in any investigation as requested.

If you require professional medical attention as a result of an injury:

1. Inform your supervisor immediately.
2. If an injury or illness, for which you have received medical attention, requires you to be absent from work, notify your supervisor and provide written work restriction information. By doing this, your supervisor can obtain information from the treating physician to determine the availability of work within medical restrictions, and anticipate if you will be away from your regular job.
3. Whenever you visit your attending physician or a referred physician, provide your supervisor with written work restriction information.

DOCA prohibits retaliation against any employee that reports concerns about our health and safety practices, including workplace injuries and illnesses.

## **FITNESS FOR DUTY**

All employees are expected and required to report for work on time and in appropriate condition to meet job responsibilities in a safe and effective manner.

If you are unable to devote your full attention and abilities to your duties, please notify your supervisor immediately. Reporting to work, or working, when you are not fit for duty creates an unnecessary risk of injuries, accidents or costly errors and is a basis for disciplinary action.

## **DRUG & ALCOHOL POLICY**

DOCA is strongly committed to:

- providing a safe and productive working environment for our employees;
- producing products of the highest possible quality; and,
- providing excellent service to our customers.

We expect and require the support of our employees in meeting our commitments to safety, quality and service. We recognize that employees who are unable to do their best work in a safe manner, due to the effects of alcohol or drug use, interfere with these commitments.

### **Rules**

Each employee is expected and required to report for work on time and in appropriate mental and physical condition to work safely and effectively.

### **Illegal and Controlled Substances**

The manufacture, purchase, distribution, use, sale, transfer or possession of any illegal, intoxicating or unauthorized controlled substance on Company premises, in Company vehicles or while conducting Company business off Company premises is prohibited. Reporting for work, working or engaging in any activity on DOCA's behalf under the influence of or with an illegal, intoxicating or unauthorized controlled substance in your system is prohibited. The term "under the influence" means having a verified positive test.

This policy also applies to prescription drugs, not used in accordance with the healthcare provider's instructions, or prescriptions authorized for other individuals.

Employees taking any substance, including over the counter medication and prescriptions that includes a warning label (dizziness, drowsiness, or any other impairments) must discuss

the use of the medicine with their doctor in light of the requirements of their job and also disclose to the Executive Director or representative that you are using a medicine with a warning label. You do not need to disclose the name of the medicine you are taking or the reason for using the medicine. If the Executive Director is unavailable, you must report it to your supervisor or manager. It is your responsibility to confer with your physician to determine whether any prescribed drug or other medication or substance may impair job performance. Employees are also required to provide a medical authorization to work, upon request.

If the use of your prescription impairs your ability to safely perform your job, DOCA may, but is not required to, transfer you to another position which would limit the danger to yourself or others, or place you on medical leave.

This policy also applies to marijuana. While its use may be authorized under state laws, marijuana is illegal under federal law and therefore is considered an illegal and/or unauthorized controlled substance for purposes of this policy. Accordingly, having any detectable level of marijuana in your system while working is prohibited and will result in a violation of this policy, even if lawfully used outside of work.

### **Alcohol**

The unauthorized manufacture, purchase, distribution, use, sale, transfer or possession of alcohol on Company premises, in Company vehicles or while conducting Company business off Company premises is prohibited.

Reporting for work, working or engaging in any activity on behalf of DOCA under the influence of alcohol is prohibited. Under the influence means any detectable level in your system. However, there may be company functions where alcohol will be served. Alcohol will only be served with prior approval from management and consumption must be in moderation. Consumption will be strictly monitored and controlled.

Employees must report any conviction under a criminal drug or alcohol statute for violations occurring on or off Company premises while conducting Company business. The report of such conviction must be made within five days of the conviction.

Violation of these rules will subject an employee to disciplinary action up to and including discharge.

### **Testing**

**Drug** testing may be required in the following situations:

1. Pre-employment, following a conditional offer of employment;

2. When there is reasonable suspicion, as determined by DOCA, that an employee may be in violation of this policy;
3. When an employee has been determined by DOCA to have caused or contributed to a serious accident or injury, and DOCA determines that drugs/alcohol could reasonably be considered a contributing factor;
4. On a random basis, or
5. Blanket testing of specific locations or work group (such as a department or shift).

**Alcohol** testing may be required when there is reasonable suspicion, as determined by DOCA, that an employee is under the influence of alcohol. This includes if DOCA has reason to believe alcohol was involved in a work related accident or injury.

Each employee is required to submit to drug or alcohol testing as directed, to complete related paperwork and to participate and cooperate fully in specimen collection procedures. Refusal or failure to submit to testing is considered a failed test and may result in disciplinary action, up to and including termination. The presence of chemicals – or any other adulterant – in the sample that mask the presence of illegal substances will be considered a refusal to submit to testing. Furthermore, attempting to provide or providing a sample that is not your own or intentionally diluting a sample will be considered a refusal to submit to testing.

The time you spend being tested is considered hours worked and therefore is compensable at your regular rate. Time off while awaiting confirmation or retesting will be paid pending a final confirmation of a negative test.

### Discipline

Disciplinary action may be imposed for violation of this policy, including when there is a positive test for the presence of any illegal, intoxicating, unauthorized controlled substance (including the use of prescriptions not in accordance with instructions or prescriptions authorized for others) or alcohol. If eligible for continued employment, an employee will be required to sign and follow as a condition of continuing employment, a “Last Chance” Agreement.

It is DOCA’s policy that drug and alcohol test results be protected; only management and designated employees who need to know the results to perform their responsibilities will be given access to test result information.

### Treatment

If you think you may have a problem with drugs or alcohol, we encourage you to share your concerns with the Executive Director, who will assist you in the process of obtaining an evaluation. No employee coming forward voluntarily for such help before it impacts your

performance, will be subject to disciplinary action solely as a result of seeking assistance. If you are referred for treatment requiring time away from work, you may be asked to sign and follow a "Return to Work Agreement."

## **SMOKE-FREE WORKPLACE**

DOCA strives to provide a healthful, safe, and comfortable working environment for all employees and visitors. Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes, by employees and visitors is prohibited on Company premises except in designated areas.

Pursuant to state law any designated area cannot be within 10 feet of any building entrance, exit, open window or air ventilation intake. Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes is also prohibited in all Company vehicles that are not exclusively operated by one individual.

Smoking and the use of all tobacco products, including chewing tobacco, vaping and e-cigarettes should be limited to rest and meal periods.

## **WEAPONS**

To help ensure the safety and security of employees and guests, all unauthorized weapons are prohibited on Company property. Additionally, employees are prohibited from carrying unauthorized weapons of any kind while away from the property on Company business.

Company property includes, but is not necessarily limited to buildings and lots, offices, desks, lockers and Company vehicles. Unauthorized weapons are also prohibited in personal vehicles parked on Company property.

Requests for temporary authorization should be directed to the Executive Director.

## **SEARCHES**

DOCA reserves the right to conduct searches on Company property. Any search must be approved by either the Executive Director.

Examples of situations which may necessitate a search include security, safety and policy compliance issues.

Company property includes, but is not necessarily limited to buildings and lots, offices, desks, lockers and Company vehicles. Personal property, including lunch boxes, purses and personal vehicles are also subject to search when brought onto Company property.

All employees are expected to cooperate fully with any approved search conducted by DOCA.

## **WORKPLACE VIOLENCE POLICY**

It is the goal of DOCA to provide a safe, pleasant and secure workplace for all employees. We believe all employees play a role in ensuring a safer workplace. If you have a concern about workplace safety affecting you, other employees, or customers, please contact your manager or the Executive Director immediately.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public will not be tolerated. This prohibition includes, but is not limited to, all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of violence or acts of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear violent behavior or threats near your workstation, do not try to intercede or see what is happening. Use your best judgment in protecting yourself. If it would not put you at greater risk, alert others to the danger of violence.

DOCA will promptly and thoroughly investigate all reports of threats of violence, acts of violence, and suspicious individuals or activities. The identity of an individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, DOCA may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of violence, acts of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. Additionally, acts or threats of violence to yourself or others may result in DOCA taking appropriate action with local authorities.

## **OTHER IMPORTANT INFORMATION**

### **CELL PHONES**

In order to maintain employee productivity, DOCA prohibits the use of personal cellular phones during work time and in work areas. Cell phones may be used on breaks, away from the work area.

Employees with camera capable cell phones must not use the camera during work time or in private areas where DOCA or other employees have a reasonable expectation of privacy. This includes but is not limited to bathrooms and changing areas.

Whether using a Company provided phone or your own personal cellular phone, DOCA expects its employees to remember safety when using their cellular phones for business purposes. It is required that employees comply with traffic regulation, laws and ordinances and use safety belts in the operation of motor vehicles while engaged in Company business. Your safety and the safety of the public are important to us.

All employees are expected to pull over to the side of the road before using their cellular phone, even if the phone is equipped with hands free technology. The use of any hand held mobile communication device is prohibited while driving. Exceptions may be made for certain positions, such as employees who routinely drive as a part of their position with DOCA. Your supervisor will notify you if you qualify for an exception.

Even if you qualify for an exception, all employees should limit the use of any mobile communication device to essential communication and remember that safety is our priority.

While in possession of company cellular phones, it is required that you take appropriate precautions to prevent theft or vandalism of the equipment issued to you. When leaving your vehicle, it is best to take the cellular phone with you to minimize the threat of theft.

### **DRESS CODE**

When you are working, you are representing DOCA. Our standards for personal appearance are an important part of our success. Dress, grooming, and personal ornamentation must be appropriate for your job. While casual attire is acceptable, a professional image and a safe workplace must be maintained at all times.

If you have questions regarding the application of our personal appearance standards, please ask your supervisor or manager.

## **PERSONNEL RECORDS**

The Executive Director maintains confidential files for each employee. These files contain documentation regarding all aspects of an employee's tenure with DOCA, such as employment application, change of status records, commendations, performance letters or reviews, corrective action warnings and educational attainment records. Your Personnel file is available for your inspection. Contact the Executive Director if you would like to review your confidential file.

You are responsible for notifying the Executive Director of changes in address, telephone number, and/or family status (births, marriage, divorce etc.) as income tax status and group insurance may be affected by these changes.

## **SEVERE WEATHER CONDITIONS/NATURAL DISASTERS**

During severe weather conditions, employees are generally expected to report to work unless doing so would risk personal safety or DOCA declares an emergency closing.

During such weather conditions you are responsible for contacting the office regarding opening or closing hours. You are also expected to advise your manager prior to the beginning of your shift in the event that you will be late to work or unable to report to work.

Exempt status employees who arrive at the office within 1 hour of their regular start time will receive pay as though they began work at their scheduled start time. If an employee arrives after the one-hour allotted "grace period," the employee will be paid for the actual hours worked.

Employees who are unable to report because of weather conditions will be granted an authorized unpaid absence and may be given a chance to make up missed time, if work schedules and conditions permit. Available paid time, such as vacation, may also be used.

## **LAYOFFS AND REDUCTIONS IN FORCE**

It is our goal to provide stable employment to our employees through efficient operations. Layoffs may occur, however, when changes affect our business needs.

If a layoff becomes necessary, we will retain those employees we determine to be best qualified to perform the available work. If we conclude that qualifications, including past performance, skills and ability are relatively equal, we will give preference to employees with the most seniority with our Company.



## **RESIGNATION OF EMPLOYMENT**

If you decide to leave DOCA, please advise your Supervisor or the Executive Director at least 2 weeks prior to the date of your departure. Proper notice allows DOCA sufficient time to prepare your final paycheck and secure a replacement.

Exit interviews with the Executive Director are normally scheduled for departing employees. The purpose of the exit interview is to review eligibility for benefit continuation and conversion, to ensure that all the required forms are completed and to collect any Company property in the employee's possession (e.g. keys, cell phones).

## **OREGON EQUAL PAY ACT**

Requirements: Effective October 2017, employers are prohibited from inquiring about an applicant's salary history. Effective January 1, 2019, employees who perform comparable work cannot be paid different pay rates based on race, color, religion, sex, sexual orientation, national origin, marital status, veteran status, disability or age.

For more detailed information please review

<http://www.oregon.gov/boli/TA/Pages/Equal%20Pay%20Law.aspx>

## **OREGON SAVES**

Final rules approved by Board April 18, 2017 for Oregon plan ("OregonSaves") OregonSaves, established under HB 2960, is scheduled to launch July 2017, with a pilot group of willing employers. The first pilot group consists of 12 employers with a total of about 200 employees; the second wave includes approximately 30 employers and 5,000 employees. Registration for all other employers that do not offer a "qualified plan" would be phased in from late 2017 to mid-2020, depending on size. Employers that do offer a plan would file for an exemption during this same time frame. Any employer that employs someone in Oregon (i.e., subject to Oregon state income tax withholding) must either register or file an exemption regardless of where the employer is based. Thus, for example, OregonSaves would apply to an employer based in Texas who employs someone in Oregon; however, only the Oregon employees would be covered.

According to the final rules approved by the Board April 18, 2017 employers would automatically enroll Oregon employees in the state-run Roth IRA at a 5% default contribution rate, with automatic escalation applied beginning in 2019 at 1% per year up to 10%. Employees may, of course, opt out or elect a different contribution rate. Investment options will be limited to a target date fund (the default fund for accounts over \$1,000), a capital preservation fund (the default fund until accounts reach \$1,000), and likely a growth

fund. Employees will have just one account managed by the state, even when working at multiple jobs or after a job change. Ascensus has been selected as the plan's record keeper and expects to open its web portal for the pilot group by May 15. Administration and investment management fees of no more than 1.05 percent would be charged against accounts. The Board reserves the right to increase fees in the future as necessary to offset program costs.

**What might this mean to you?**

Unless the Board determines the Program would be subject to ERISA and thus declines to implement it, plan sponsors (with Oregon employees) would need to file for an exemption every three years on the Program web portal. The deadline to file the initial exemption depends on the employer size based on the most recent Oregon Quarterly Tax Report (Form OQ):

100 or more employees: Nov. 15, 2017

50 – 99 employees: May 15, 2018

20 – 49 employees: Dec. 15, 2018

10 – 19 employees: May 15, 2019

1 – 4 employees: May 15, 2020

[www.oregonsaves.com](http://www.oregonsaves.com)

## **CONCLUSION**

DOCA strives to provide a supportive, team-oriented work environment. We value each employee's contribution to the success of our organization. We encourage you to share your thoughts, suggestions, complaints, compliments with any member of our management team. Our doors are always open.

The continued success of DOCA depends upon the commitment of all employees to support our customer service standards, values and mission. The information in this Handbook outlines best business practices to ensure success for you and for DOCA.

Once again, DOCA welcomes you to our team. We look forward to a prosperous and rewarding future together.

## ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the *Employee Handbook*. I agree to conform to the rules, policies and procedures of DOCA. I understand that neither spoken nor written representations, including this Handbook, create any express or implied contract of employment between DOCA and me. I agree that unless otherwise specified in a formally executed written contract, signed by the Board of Directors, my employment is voluntary or at-will so that I have the right to terminate my employment at any time for any reason and that DOCA has the same right, except as prohibited by law.

I understand and agree that the provisions of this Handbook may be amended or revised at any time, without notice, at DOCA's discretion, and that this Handbook is not an exhaustive statement of Company rules, policies or procedures.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Complete and return to \_\_\_\_\_ by \_\_\_\_\_.

## **AMENDMENT 1: DOWNTOWN & MISSION STEWARDSHIP**

DOCA represents a broad set of stakeholders including downtown business and property owners, employees, customers and clients of downtown businesses, prospective customers and clients, tourists and visitors, Oregon City residents, and partner organizations and governments. DOCA relies on a strong public image to gain support for its programs, maintain financial sustainability, and to continuously improve public perception about the district as a place to visit and to invest. These policies are called out separately from the rest of the *Employee Handbook* because they are vitally important to our nonprofit mission. All employees must sign acknowledgement of this amendment.

### **THE DOWNTOWN DISTRICT**

According to our bylaws, the boundaries of the downtown district include all areas zoned Mixed Use Downtown and Willamette Falls Downtown District except areas northeast of I-205 or northwest of the End of the Trail Interpretive Center. This is generally all properties abutting Main Street, Railroad Avenue, and McLoughlin Avenue from the mill site to 18th Street and properties abutting Washington Street from 14th Street to the Interpretive Center.

### **PARKING**

Employees cannot park in time restricted on-street public parking when on shift except when necessary to make deliveries or for other very short-term needs. Speak with your supervisor if you have questions about where to park while at work. Additionally, parking illegally at any time in the downtown district is grounds for discipline and possible termination. Illegal parking includes any instance in which you might be cited by Code Enforcement for a violation or violating a private parking lot's parking policies. Known instances of parking tickets or reports from private lot owners will become part of your employee record.

### **CLEAN AND SAFE DOWNTOWN**

Everyone has a role in ensuring that downtown is clean and safe. We set an example for our stakeholders. Whenever you are on shift and walking in the district, pick up litter and place it in the nearest trash receptacle. If something requires more than just casual attention, report it to DOCA Clean Team staff if they are on duty, otherwise fill out the cleaning and maintenance log. Since it is our duty to help promote a clean and safe downtown, littering including cigarettes at any time on shift or off shift is prohibited and is grounds for discipline.

DOCA partners with the City of Oregon City Police to report any observations of illegal activity. If you notice new graffiti, drug paraphernalia, evidence of trespass, individuals

behaving dangerously, or any other instance of illegal activity, report it. Call 9-1-1 for all emergencies, for non-emergencies that require police attention call the non-emergency line.

## **WORKING WITH VOLUNTEERS**

Volunteers support every aspect of DOCA's mission. Whether it is serving on the board or a committee, working at an event, helping with office work, as an intern, or in any other capacity, volunteers are to be respected as employees.

Volunteers are required to agree to the policies in a Volunteer Handbook which include similar policies as in the *Employee Handbook* especially for conflict of interest, harassment and discrimination, standard of conduct, and drug free workplace. If you suspect harassment, discrimination, or conflict of interest, report it as you would for a paid DOCA employee. If you have any questions about policies that apply to volunteers, speak to a human resources manager or a volunteer coordinator.

## **CONDUCT WHILE REPRESENTING DOCA**

At all times, employees must exercise professional conduct when in downtown or while interacting with downtown stakeholders. This includes while patronizing downtown businesses or visiting downtown for other reasons while not on shift. Extra care needs to be taken when consuming alcohol and to avoid use of obscene, profane, or abusive language. Reports of harassment or discrimination while in downtown will be investigated using the same procedures for internal complaints. Poor conduct will result in discipline and possible termination.

Employees should not wear uniforms or nametags when not on shift. Wearing other DOCA branded merchandise that is available to the public is encouraged, however you are considered representing DOCA while doing so.

## **EMPLOYEE ACKNOWLEDGEMENT OF AMENDMENT 1**

I sign in acknowledgment of the above amendment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## **AMENDMENT 2. MUNICIPAL ELEVATOR**

The following amendment to the *Employee Handbook* is for all employees that work shifts at the Municipal Elevator. Operating the Municipal Elevator is a major program for DOCA. Due to its unique operational needs there are some exemptions to standard policies and emphasis on others.

All employees that are assigned to shifts at the elevator must sign this Amendment and associated waivers. If you currently are not assigned to shifts at the elevator but are later assigned to the elevator, you must sign this Amendment and associated waivers.

### **BREAKS**

#### **REST PERIODS AND RESTROOM BREAKS**

The elevator facility is not open unless an Elevator Guide is present. Depending on the length of your shift, you may have one or two breaks as outlined in the section below. Breaks are intended to coincide with times that elevator foot traffic is typically lower. Refer to the *Municipal Elevator Policies and Procedures Manual* for instructions if it is absolutely necessary to leave your station outside of your allowed rest break.

#### **MEAL BREAKS**

Employees that work shifts at least 6 hours in length are allowed a 30-minute meal break. For non-exempt DOCA employees, meal breaks are unpaid. Since the elevator is only open when an employee is present and not on break, Elevator Guides are allowed paid meal breaks but must remain on-duty. Elevator Guides are required to sign Oregon's "Notice to Employees Regarding Meal and Rest Periods" form which will be kept in your employee file. Elevator Guides cannot leave the premises and must bring their meal with them. Refer to the *Municipal Elevator Policies and Procedures Manual* for additional information.

### **ATTENDANCE & LEAVE**

#### **TARDINESS**

On-time attendance is critical to elevator operations. If you are scheduled for an opening shift, tardiness means that you will not be able to perform all opening duties or it may mean that the elevator will not be open on time. If you are scheduled for a later shift, tardiness will require your colleague to work longer than their scheduled shift. Tardiness is a serious offense. Repeat tardiness is unacceptable and may result in termination.

**SICK LEAVE NOTICE**

If you need to use sick leave you must provide notice as soon as you know you will need to miss your shift but at least two hours before your shift. If you become ill while at work and wish to leave prior to the end of your shift, please contact your supervisor who will make every attempt to have the remainder of your shift covered.

**MISSED SHIFTS**

Your supervisor publishes a schedule at least two weeks prior to the current work week. If absolutely necessary, you may trade shifts with other colleagues with supervisor approval. Unless a justifiable emergency prevents you from providing notice, missing a shift without providing proper notice may result in termination.

**INCLEMENT WEATHER**

The elevator may be open during inclement weather that makes getting to work unsafe. If you are scheduled for a shift that has not been cancelled and cannot get to work due to road conditions or otherwise, notify your supervisor as soon as you know that you are unable to commute safely. DOCA may make arrangements to help you get to work if your shift is unable to be covered by another employee.

**GROOMING, PERSONAL HYGIENE, DRESS CODE & UNIFORMS**

Elevator Guides are DOCA's most visible employees and are ambassadors for the city. All guides must adhere to the adopted Elevator Guide dress code. Additionally, the standard for personal hygiene and grooming is more stringent than for other employees. Fragrance and other personal odors must be neutral and non-offensive.

DOCA will provide non-standard wardrobe items such as shirts with embroidered or printed logos, name tags, hats or accessories, and items selected specifically as part of the uniform appearance. You are expected to provide basics including but not limited to footwear and pants that meet the adopted dress code. During cold or inclement weather, there may be exceptions to the dress code authorized by the Elevator Manager or Executive Director.

You are expected to care for your uniform and other branded items. You will be provided enough articles to allow for proper care for your average number of shifts per week. DOCA will replace worn out items that have been cared for according to manufacturer's instructions. Employees will be required to reimburse DOCA for lost or damaged items.



You are expected to wear your name tag and be in uniform whenever you are within the elevator facility. If you are not in dress code, you may not be in the building except as a commuter or as a tourist.

## **SHIFT COVERAGE**

You are expected to remain on shift regardless if you are exceeding your normal shift length, number of hours per week, or accruing overtime if the employee that is scheduled for the next shift is not present or on time. If the next scheduled employee has not arrived for their shift you should contact your supervisor. You may be required to cover that shift. Your supervisor will try to find a replacement if possible.

## **MANUALS AND POLICIES**

Operating the elevator requires strict adherence to policies and procedures. Applicable policies include but are not limited to the *Municipal Elevator Policies & Procedures Manual*. Employees must adhere to all policies. If you are unsure about what policies apply to you, ask your supervisor or the Executive Director.

## **EMPLOYEE ACKNOWLEDGEMENT OF AMENDMENT 2**

I sign in acknowledgment of the above amendment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_