



EMPLOYEE HANDBOOK

2022-23

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PREFACE

The material covered in this Employee Handbook is intended to inform employees about general district information, rules and regulations and is not intended to either enlarge or diminish any Board policy, administrative regulation or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, collective bargaining agreement or changes in state or federal law.

- **One of your first responsibilities as an employee is to become familiar with this handbook by carefully reading and retaining it for future reference.**
- **Direct any questions you may have to your supervisor or to the Human Resources Department.**

No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

Equal employment opportunity and treatment shall be practiced by the district regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation¹, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The following individual has been designated to coordinate compliance with these legal requirements, including Title VI, Title VII, Title IX and other civil rights or discrimination issues, the Americans with Disabilities Act, Health Insurance Portability and Accountability Act (HIPAA) and Section 504 of the Rehabilitation Act of 1973, and may be contacted through the Human Resources Office for additional information and/or compliance issues: Aimee VanNice, Director of Human Resources.

BOARD MEMBER POSITIONS and ZONE DESCRIPTIONS

The Oregon Legislature delegates to the board responsibility for the conduct and governance of Educational Service Districts (ESDs). Board members, as elected by residents of this district, are as follows:

Maria Sanchez

Zone 1

Morrow, Ione, Ukiah, Pilot Rock, and Umatilla

Kelly Bissinger

Zone 2

Hermiston

Verneda Wagner

Zone 3

Helix, Milton-Freewater, Athena-Weston, Stanfield, and Echo

Steve Muller

Zone 4

Pendleton

Merle Comfort

Zone 5

La Grande, Imbler, Cove, and Elgin

Dale Bingham

Zone 6

Baker, Pine Eagle, Burnt River, North Powder, and Union

Joe McElligott

Zone 7

At Large in Baker, Union, Umatilla and Morrow counties

Mark S. Mulvihill, Ed.D

Superintendent, InterMountain ESD

Regular Board meetings are generally held on the third Wednesday of each month. Meetings begin at 4:00 PM at the Pendleton IMESD building. All regular and special meetings of the Board are open to the public unless otherwise provided by law. Please contact the Superintendent's Office for board meeting specifics.

All staff members are invited to attend Board meetings. All formal communications or reports to the Board are to be submitted through your supervisor and/or administrator to the Superintendent in accordance with the established lines of authority as approved by the Board.

All official Board communications, policies and information of staff interest will be communicated to staff through the Superintendent to supervisors and administrators.

I. AGENCY INFORMATION

IMESD serves students in Eastern Oregon and maintains its headquarters in Pendleton, OR. IMESD is authorized to provide educational support services through legislative mandate, resolutions from local school district boards and contracts.

IMESD serves 18 school districts in Umatilla, Morrow, Union and Baker counties. These 18 districts are scattered over more than 10,000 square miles. In addition to the core services provided to its member districts, the IMESD also provides extensive services throughout eastern Oregon through entrepreneurial services, cooperative purchasing, print shop, technology, communications, business services, assessment, special education and other services as contracted with individual districts.

IMESD is organized into four core service areas: Special Education, Instructional Services, Administrative & Other Services, and Technology Support.

IMESD's Local Service Plan outlines each program and the services provided to local school districts. The Local Service Plan can be found on the IMESD website, www.IMESD.k12.or.us/local-service-plan.

Policy Manual

A district board policy manual is available for review by employees online. Employees will be notified of policy changes through communication from their department directors and the Human Resources Office. Employees are expected to be familiar and comply with district board policies and administrative rules.

InterMountain IMESD Resources

- **IMESD School Directory**

A school directory is published annually. The directory lists school districts, building information and staff in Umatilla, Morrow, Union, and Baker counties and beyond - including the IMESD. Copies are distributed to staff and local school buildings.

- **IMESD Website**

The IMESD website may be accessed at www.IMESD.k12.or.us.

- **SharePoint**

Internal IMESD communications may be accessed through The Hub at <https://imesdk12orus.sharepoint.com/>

II. EMPLOYEE INFORMATION

Equal Employment Opportunity/American Disabilities Act (EEO/ADA)

The IMESD is an Equal Opportunity Employer. The IMESD will not discriminate against an individual on the basis of perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veterans' status, genetic information or mental or physical disability. Reasonable accommodation will be made for qualified individuals with a disability as required by the Americans with Disabilities Act. Requests for reasonable accommodation should be made to the appropriate supervisor, department director, or Human Resources Assistant. Concerns regarding the IMESD's possible non-compliance with the Americans with Disabilities Act should be directed to the Human Resources Office.

Employee Associations

All employees (except substitutes and temporary staff) are assigned to one of five employee groups: Administrative, Classified, Support Staff-Special Projects, Technical and Licensed (those required to have a license issued by the Teacher Standards and Practices Commission, Board of Examiners or other State Licensing Board).

Association Collective Bargaining Agreements and the Meet, Confer & Consult Agreement

The IMESD Board negotiates an agreement with the bargaining unit representing the Licensed & Classified employee groups. In addition, a Meet, Confer & Consult Agreement is developed between the Board and the Support/Special Project employees, Professional/Technical Staff and Administrators. These documents are binding on the IMESD, the associations and the individual employees.

Probationary Period for Employees

Licensed employees will follow the State Statute for Probationary periods. All other employees shall serve a **six (6) month** probationary period after the initial hire date. During the probationary period the employer may dismiss the employee for any reason deemed sufficient by the Superintendent. Upon successful completion of the probationary period, determined by formal evaluation of the employee's performance, the employee shall have all the rights and privileges granted to other employees.

Job Descriptions

Job descriptions are written for each established position. Copies of all job descriptions are available online on the Human Resources Department webpage and in the Human Resources Office. The department director or designee will review an employee's job assignment with him or her and provide a written copy of the job description upon hire and when a change of assignment occurs.

Personnel File

A personnel file is maintained for each employee. It contains documents relating to employment, evaluation, discipline, training, assignment, etc. The personnel files shall be open for inspection by the employee and others officially designated by the Board or employee in accordance with regulations and agreements adopted by the Board of Directors.

Building Hours

The IMESD building in Pendleton is accessible to staff Monday through Friday from 7:30 AM to 4:30 PM.

Work Schedule

Supervisors determine individual work schedules. Employees' work schedule(s) may be changed at the discretion of the director/supervisor to meet work requirements. Changes will be announced as far in advance as possible.

Work Calendars

Work calendars may be developed for employees by their supervisors. The work calendar should specify the number of workdays, holidays, vacation days, and non-contract/non-workdays as appropriate.

Lunch

Normal lunch break at the IMESD office is from 12:00 noon to 1:00 p.m. Lunch breaks should be staggered to ensure adequate department coverage. For employees based in schools, lunch breaks depend on the particular building policy and schedule. **IMESD adheres to Oregon wage and hour laws, and all applicable regulations outlined by the Bureau of Labor and Industries (BOLI).** ** Meal periods of not less than 30 minutes must be provided to non-exempt employees who work six or more hours.

Rest Breaks

The IMESD adheres to Oregon wage and hour laws, and all applicable regulations outlined by the Bureau of Labor and Industries (BOLI). Non-Exempt employee of IMESD will have a scheduled rest periods (breaks) of not less than 10 minutes for every segment of four hours or major portion thereof worked in one work period.

Emergency Closure

During the winter months it may become necessary to close the office due to extreme weather conditions or other emergency situations. The decision to close the office for emergency reasons will be made by the Superintendent or designee. If an emergency closure occurs, that announcement will be made on local radio stations and posted on the IMESD website. If an official closure notice is not heard, it should be assumed that the office is open, and employees should report for work as usual. Any decision to close the office during the day (after being open in the morning) will be made based upon current conditions.

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a service that is free to all employees or anyone that is dependent on the employee's income. The benefit provides services to assist people to privately resolve problems that may interfere with work, family, and other important areas of life.

EAP provides counseling, work-life balance, and wellness resources. Employees can access EAP's confidential service 24 hours a day by dialing 1-866-750-1327. If you would like more information about the Employee Assistance Program (EAP), please contact the Human Resources Office.

Copyright

Machines and equipment for reproducing materials to conduct business are available to staff in both schools and IMESD buildings.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audiotape, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff and students.

All reproduction of copyrighted materials shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

III. COMPENSATION

Payday

Payday is the 25th of each month. Payroll checks will be mailed out on payday and those employees utilizing direct deposit will have checks deposited directly to their accounts with funds available on payday. Employee payroll statements will be mailed to those employees with direct deposit.

Direct Deposit

Employees may have their payroll check deposited directly to their designated checking accounts each month. Employee accounts are credited on payday – **check with your bank for details**. Contact the Human Resources Office for more information on direct deposit. **Also, notify the Business Office if you change your account.** Employees are encouraged to participate in the direct deposit of their payroll checks. Direct deposit will commence the second month after the employee signs up. A payroll check in paper form is issued the first month.

Address Updates

Employees are responsible for maintaining a current mailing address in the Human Resources Office. Changes and updates to employee addresses may be made by submitting a new W-4 form.

Lost Payroll Check

In the event a payroll check is lost or stolen, the Business Office should be notified immediately. The employee will pay charges incurred by the IMESD for stopping payment on a payroll check. If the IMESD is unable to stop payment on a lost or stolen check, the employee will be responsible for the loss. Questions should be directed to the Business Office. You may contact the payroll specialist by calling 541-966-3116.

Salary Advance

Salary advances should not be used as a method of borrowing. However, if an emergency should arise and a salary advance is needed, the employee must make his/her request to their department director in writing. If the department director approves the request, it will be submitted to the Chief Financial Officer for final approval. Salary advances will be limited to one per fiscal year for each employee.

Pay Increases

Employees should check their appropriate collective bargaining agreement and district board policy for details.

Work Week

The work week for the IMESD begins at midnight on Sunday and concludes seven days later at midnight on Saturday.

Overtime Pay

Employees who qualify as **non-exempt** under the definition established by the Fair Labor Standards Act (FLSA) shall receive time and a half for any hours worked over 40 hours in a work week. Hours worked in excess of 8 in a day are not paid at time and a half unless they result in more than 40 hours in the work week. An employee must physically work in excess of 40 hours from midnight on Sunday through midnight on Saturday. Paid leave taken during this period does not count as hours physically worked. Any overtime worked must be pre-approved by the employee's supervisor.

Flex/Comp Time for Classified Employees

Classified Employees required to work more hours in a day than regularly scheduled, will make every attempt to flex their schedule within that week to remain within 40 hours. If the classified employees schedule does not allow for flexing, **upon the authorization of the supervisor**, the employee is entitled to compensatory time off at not less than time and a half for overtime hours worked over 40 hours in a week. Compensatory time shall be allowed to accrue to no more than 40 hours, at which time it must be taken or paid as overtime at time and a half. Compensatory time earned and taken shall be recorded and initialed by the supervisor on the time sheet. Disciplinary action may be taken if a classified employee elects to come in early, stay late, or come in on weekends without pre-approval. Compensatory time should be taken within a 7-day period of the time earned unless the supervisor approves special arrangements.

IV. PAID AND UNPAID LEAVE

Leaves of Absence

Leaves of absence are interpreted based on the applicable negotiated agreement and Board policy. **Questions regarding interpretation of leave will be handled through the Human Resources Office.**

Sick Leave/Sick Time

Employees are eligible to use sick leave when they are unable to work due to illness, injury or for doctor appointments. Sick leave is accrued at a rate of one day (converted to hours) per month of employment. All employees are granted the annual accumulation of sick leave at the beginning of the fiscal year (July 1). Sick Leave/Sick Time will run concurrently.

When employees are going to be absent from work, they should inform their supervisor according to department procedures before the start of their normal workday, if possible and enter their leave into the EAC (Employee Access Center). If the time loss extends beyond five consecutive days, the employee may be required to submit a physician's release form before they return to work.

Family Medical Leave (FMLA) (OFLA)

In accordance with federal law, staff members employed by the district for the previous 12 months and who have worked at least 1,250 hours during the year preceding the start of the leave may be eligible for FMLA leave. Staff members employed by the district at least 180 calendar days prior to the first day of the family medical leave of absence and who have worked an average of 25 or more hours per week may be eligible for OFLA leave. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave under OFLA. Contact the Human Resources Office for additional information regarding Family Medical Leave (FMLA/OFLA). Reference IMESD Board Policy “Family Medical Leave” – Policy GCBDA/GDBD.

Intermittent Leave and Alternate Duty

The IMESD may transfer an employee on intermittent leave or a reduced work schedule into an alternate position with the same pay, with the same or different duties to accommodate the leave provided certain criteria are met.

Additionally, the district may transfer an employee recovering from a serious health condition to an alternate position that accommodates the serious health condition provided certain criteria are met.

Personal Leave

Personal leave can be used for any personal or legal business, household or family matter. Request for leave is to be submitted in accordance with your department’s procedure. Employees should refer to their appropriate collective bargaining agreement or district board policy for leave definition and details.

Bereavement Leave

The IMESD allows employees to take leave for bereavement. Request for leave is to be submitted in accordance with your department’s procedure. In an emergency situation, a verbal request to the immediate supervisor is sufficient. Employees should refer to their appropriate collective bargaining agreement or district board policy for leave definition and details.

Unpaid Leave/Leave without Pay

An employee may request leave without pay contingent upon approval by the department director. Employees should refer to their appropriate collective bargaining agreement or district board policy for leave definition or contact the Human Resources Office with questions.

Jury or Witness Duty

Leave is available for employees to serve on a jury or in response to a subpoena for a court matter related to employment. Employees will be paid their regular salary for time served during the employee’s normal work schedule. Pay received from the court for Jury Duty must be turned over to the IMESD Business Office. The employee may retain the mileage and meal reimbursement.

Professional Leave

The IMESD encourages employees to further their training and continue their professional development. Employees interested in professional leave should refer to their appropriate collective bargaining agreement and district board policy for details.

V. PAYROLL DEDUCTIONS

Involuntary Payroll Deductions

Social Security (FICA)

Social Security payroll taxes are collected under authority of the Federal Insurance Contributions Act (FICA). Federal law requires employers to withhold a FICA tax from wages paid to employees.

Federal and State Income Tax

Federal and state income taxes are required by law to be withheld on every paycheck. The amount of the employee's withholding is calculated on the employee's gross salary, marital status and number of exemptions claimed on the W-4 forms. ***It is recommended that employees update their W-4 forms annually.***

The marital status and number of exemptions claimed is on file in the Payroll Office. An employee wishing to change either of these categories may obtain a new W-4 from the Payroll Office or the Human Resources Office. The form must be completed and submitted to the Payroll Office before the monthly payroll cutoff date to be effective on that paycheck's calculations.

Workers' Compensation/Work-Related Injury

If time from work is lost due to a work-related injury, sick leave shall be charged at 100% of the first 3 days of your absence. When an employee experiences an occupational injury or illness, **the employee must notify his/her supervisor immediately. The employee must ALSO NOTIFY the Human Resources Office within 24 hours to complete an incident/accident report and other relevant paperwork.**

Public Employees Retirement System/PERS & OPSRP

<http://www.oregon.gov/PERS/>

Following an initial six-month waiting period, employees in qualifying positions become members of the Oregon Public Employees Retirement System PERS/OPSRP. Members of the system contribute six percent of their salary to the system. The six percent is deducted from the member's paycheck and sent to PERS by the IMESD. For further information regarding PERS, you may refer to the *PERS Member Handbook* available on the PERS website. Employees must work a minimum of 600 hours per year to maintain their PERS eligibility.

Voluntary Payroll Deductions

Voluntary payroll deductions are available to employees. Forms and information on voluntary payroll deductions can be obtained from the Payroll Office or the Human Resources Office. These forms must be submitted to the Business Office by the payroll cut-off date for deductions to be included in the next paycheck. Notice will be given to employees in compliance with rules of the insurance carrier and current relevant collective bargaining agreement regarding domestic partner benefits.

Oregon Educators Benefit Board- <http://oregon.gov/OHA/OEBB/index.shtml>

Oregon Educators Benefit Board (OEBB) is the insurance carrier for IMESD employee medical, dental, and vision insurance benefits. Eligible employees may add family members to their insurance plan once each year or when a qualifying status change occurs. Family members can be dropped from coverage at any time. During Open Enrollment employees may make appropriate changes to their insurance policy.

VI. POLICIES AND PRACTICES

Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying

Hazing, harassment, intimidation or bullying, menacing and cyberbullying of or by students, staff or third parties toward staff is strictly prohibited and shall not be tolerated by the district. Staff who are found to be in violation of this policy will be subject to discipline up to and including dismissal. Staff may also be referred to law enforcement officials and staff will be reported to the Teacher Standards and Practices Commission (TSPC).

An employee who has knowledge of conduct in violation of Board policy JFCF – “Hazing/Harassment/Intimidation/ Bullying/Menacing/Cyberbullying/Teen Dating Violence/Domestic Violence – Student” shall immediately report his/her concerns to their supervisor, the Human Resources Office or another administrator/director.

Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, cyberbullying or teen dating violence of a student may be subject to remedial action, up to and including dismissal.

HB 2062 Sexual Conduct

The IMESD is committed to providing a workplace free of all forms of abuse, assault, harassment, and coercive conduct, including sexual misconduct. All employees of the district have an obligation to know what sexual misconduct is, to discourage it at all times and to report it to supervisors. Refer to Board Policy JHFF. All reports of sexual misconduct should be reported to Aimee VanNice HR Director and Title IX Coordinator.

Workplace Violence

Threats, threatening behavior or acts of violence against employees, guests or other individuals will not be tolerated. Explosives, firearms or other dangerous weapons are prohibited on property owned, leased, or rented by the IMESD. Employees should report threats or other aggressive behavior to their supervisor, the Human Resources Office or another administrator. IMESD staff in danger due to domestic violence situations that may affect their work environment, or the safety of

co-workers should alert their supervisor or the Human Resources Office in order to address the issue.

Reporting Workplace Wrongdoing

If an employee has questions, problems or complaints regarding workplace wrongdoing, he or she must report it to his/her supervisor immediately. If the employee feels uncomfortable doing so, or if the supervisor is the source of the problem, condones the problem, or ignores the problem, report to the department director. If neither of these alternatives is satisfactory, the employee may direct questions, problems, complaints or reports to the Human Resources Office or may call the Employee Protection Line as described in the next section.

Employee Protection Line

In an effort to provide employees every possible avenue for reporting workplace wrongdoing, the IMESD has established an Employee Protection Line. This phone number can be used by employees to report harassment, discrimination, drug and alcohol abuse, fraud, theft, violence, safety violations, misrepresentation of worker's compensation claims and more. An employee can report without giving his/her name or identifying himself/herself in any way; however, the employee must give enough information to ensure that concerns can be addressed. **The Employee Protection Line is reached by dialing toll-free 1-800-576-5262 then entering the IMESD organization code number #10071.** Your call goes directly to the EPL office out of state that serves as an independent third party. The call is immediately transcribed and sent to the IMESD Human Resources Office to decide the appropriate course of action.

Child Abuse Reporting

Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom he/she has come in contact has suffered abuse or neglect, by any adult or by a student, shall immediately make an oral report by telephone or otherwise to the local office of the Oregon Department of Human Services, to the designee of the department or to a law enforcement agency within the county where the person making the report is located at the time of contact. The immediate supervisor, department director or building principal (if applicable) should also be immediately informed.

Oregon law recognizes these types of abuse;

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report a suspected child abuse or to comply with the confidentiality of records requirements is a violation punishable by law and by district disciplinary action up to and including dismissal.

A staff member who, based on reasonable grounds, participates in the good faith making of a child abuse report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law. A substantiated report of abuse by an employee shall be documented in the employee's personnel file.

Intentionally making a false report of abuse of a child is a Class A violation.

Mother Friendly Policy

The IMESD is committed to being a mother-friendly workplace. The IMESD provides a room for nursing mothers and will provide the employee a paid 30-minute rest period to breast feed or express milk during each four-hour work period, or the major part of a four-hour work period. The Mother Friendly Room at the IMESD main building is #113.

Communicable Disease/Bloodborne Pathogens / Infection Control Procedures

The IMESD provides for the reasonable protection against the risk of exposure to communicable disease to all staff while engaged in the performance of their duties. Protection is provided through immunization and exclusion in accordance with Oregon law, local health department or in the Communicable Disease Guidance published by the Oregon Department of Education and the Oregon Health Authority. Infection control procedures, including provisions for handling and disposing of potentially infectious materials, have also been established through Board policy and administrative regulations for staff and student protection.

All staff shall comply with measures adopted by the district and with all rules set by the Oregon Health Authority and the local health department.

Staff members have a responsibility to report to the district when infected with a communicable disease unless otherwise stated by law.

Salary Schedule

A salary schedule is developed for typical IMESD positions. Employees should refer to their appropriate collective bargaining agreement or district board policy for details.

Performance Management and Goal Setting

Performance management and goal setting are annual activities for each IMESD employee to create a more efficient operation, to strengthen the communication and understanding between employee and supervisor and to provide a forum in which to discuss an employee's growth in skill, responsibility, consistency and adaptability. The process begins in the summer/fall and extends throughout the year. The cycle culminates in a written document to be filed in the employee's personnel file and also disbursed to the employee.

Professional Licenses and Certification

Licenses and professional certification are required for some positions. It is the employee's responsibility to maintain a current license/certificate. Any employee who allows a required license to lapse may have their employment suspended or terminated by the IMESD in accordance with Oregon state law.

Employee Gifts

Employees are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the IMESD employee.

Dress Code

Employees will dress in professional attire. However, in certain working environments there may be exceptions. The IMESD reserves the right to discuss this issue with individual employees when their dress appears inappropriate or offensive or disruptive to the work environment.

Absences

Staff members unable to report to work for any reason must notify the contact person (determined by your immediate supervisor) as soon as possible. Employees that require substitutes to cover in their absence must notify the contact person (determined by your immediate supervisor) to ensure that appropriate substitute arrangements may be made. Substitutes are assigned on a daily basis unless a longer duration is specified.

Substitute coverage for absences during work hours due to illness or emergency will be arranged as needed upon notification.

Paid and unpaid leaves are provided in accordance with collective bargaining agreements, established Board policy and law.

Discipline

Discipline for most employees is a matter of self-control. If situations arise that require the intervention of a department director, district board policy and collective bargaining agreements will guide the action to be taken. Violations of IMESD rules and policies are handled using a progressive discipline system. This system matches the consequences with the severity of the offense, typically beginning with an oral reprimand and progressing up to discharge for serious or repeated violations. However, the process may begin at any level of the sequence depending on the nature of the offense. All steps following the oral reprimand will be documented in the employee's personnel file.

Performance Problems

When employees are unable to accomplish their job due to lack of specific skills, a plan of directed goals or a plan of assistance for improvement may be initiated to help the employee. The plan will identify the specific unsatisfactory performance and will specify corrective activities for the employee. The written plan will be discussed with the employee. The employee will be encouraged to make suggestions regarding the plan before it is completed. The employee may invite an association representative to participate in plan initiation meetings and help assess progress in meeting the plan goals.

Resignation

A letter of resignation is expected from all employees resigning from the IMESD. Classified employees are expected to give two weeks' notice. Oregon law requires sixty days' notice from TSPC licensed employees. Thirty days' notice is expected from all other employees. If an employee retires and wants to continue working, he or she should contact the Human Resources Office to get information on the process prior to submitting a resignation for retirement.

Conflict of Interest

No employee shall engage in or have financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict of interest with his or her duties and

responsibilities in the IMESD. Nor shall any employee engage in any type of private business during scheduled work time.

Electronic Equipment

The IMESD's electronic hardware and software (computers, voicemail, email, etc.) are business resources owned by the District and should be used appropriately by employees. Employees do not have a right of privacy regarding information or data stored, accessed, or transferred utilizing IMESD electronic resources and may be subject to monitoring. All communications and stored information that is transmitted, received, or contained in the District's network and information systems are the District's property and are to be used for authorized purposes only. The District reserves the right to access and disclose, as appropriate, all information and data contained on District-owned resources.

Care/Use of IMESD Property

All staff members are encouraged to exercise continuous and vigilant care of all IMESD-owned property. Incidents of theft or willful destruction of IMESD property through vandalism or malicious mischief should be reported immediately to the department director.

Certain IMESD-owned equipment, including laptops, may be assigned to staff, but may not be used for personal use.

In the event of loss or damage, a fee may be assessed by the IMESD according to the repair or replacement costs.

Personal Electronic Devices and Social Media – IMESD Policy “GCAB”

Staff possession or use of personal electronic devices on IMESD property, in IMESD facilities during the workday and while the staff is on duty in attendance at IMESD-sponsored activities may be permitted, subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent. At no time, whether on or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students. Please refer to Policy GCAB for specific guidelines and details.

A “personal electronic device (PED)” is a device, not issued by the IMESD, and is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers.

Staff Technology Responsibilities

Any technology or device (personal or District-owned) connected to the District network or configured to access District resources is subject to public record law, including personal email accounts. It is every user's affirmative obligation to keep personal and District information separate. Employees are responsible for the security of their electronic equipment (personal or District-owned), passwords, and accounts. Employees should always keep their passwords secure and never share their credentials. Any device (personal or District-owned) should be password protected and locked when left unattended. It is the responsibility of the primary user of any personal device connected to the IMESD network or IMESD resources, to immediately inform IT in

the event of the device being lost, stolen, missing, infected with a virus/malware, hacked, or otherwise compromised.

Any technology connected to IMESD's wired or wireless networks, used to conduct IMESD business or used while acting in an IMESD capacity may be subject to monitoring, which may include remotely collecting or erasing data on the device at any time.

Staff Cybersecurity Responsibilities

Every employee who uses a District-owned device, accesses District technology resources, and/or accesses District information/data has cybersecurity responsibilities. These responsibilities include, but are not limited to: maintain data confidentiality, protect and secure personal and District-owned devices, detect phishing and other email scams, manage passwords properly, transfer data securely, follow all established IMESD policies and practices, and report identified or suspected cybersecurity issues to the Information Technology Department. Cybersecurity is everyone's responsibility. IMESD's employees are the front-line defense against cyber threats to the agency.

FISCAL

Purchasing Procedure

A purchase order must be developed when purchasing an item(s) costing \$250.00 or greater. No obligation may be incurred by staff without supervisor approval. Purchase orders will be processed by the Business Office and disbursed following supervisor approval.

Cell Phones

Cell phones are available to staff who are determined to need access to a cell phone during the workday for work-related reasons. Please contact your department director for more information.

Credit Cards

Charging personal items on an IMESD credit card violates the terms and conditions of the credit card agreement. It is also considered using government funds for personal use. If an employee makes charges against the credit card which are not properly identified or not allowed by IMESD the employee incurring the charges shall reimburse IMESD by direct payment (cash) or by salary deduction.

If an IMESD credit card is used for personal charges, the employee will lose the privilege of using the card. It does not matter if the use resulted from an emergency or a simple mistake, the employee will forfeit his/her card. Misuse of the card could also result in discipline, up to and including dismissal.

Fraud

It is your responsibility as a government employee to report any instance of fraud or misuse of public funds. If it is not prudent to contact your immediate supervisor, contact the Business Office, Human Resources Office or other appropriate administrative staff. Employees may also call the Employee Protection Line (EPL) to report workplace wrongdoing by dialing toll-free 1-800-576-5262 then entering the IMESD organization code number #10071.

Reimbursement Policy

Reimbursement checks are processed every other week and must be approved and submitted to the Business Office by noon on Tuesday in order to be processed that week.

The Business Office will only reimburse for mileage, per diem, and other reimbursable expenses if such reimbursements are less than 90 days old. Charges not submitted for reimbursement beyond **90 days** are the responsibility of the employee.

Meals While Traveling:

The IMESD reimburses meals at the following per diem rates:

Breakfast:	\$ 9
Lunch	\$ 12
Dinner	\$ 25

Meals may be reimbursed *only* when the employee is *traveling away overnight*.

Examples:

No Overnight Travel:

An employee who is required to travel to Salem for a meeting drives to Salem and then drives back in the same day—he or she is not eligible for any meal reimbursement.

Overnight Travel:

An employee who is required to travel to Salem on March 9th for a business meeting March 10th. The employee can claim the dinner per diem on March 9th and the breakfast and lunch per diems on March 10th. *They cannot claim the dinner per diem for March 10th, the night they drive home.*

Other Per Diem Changes:

Please be aware of the following:

- If the employee wants to be reimbursed at the regular per diem rate, *a physical receipt will NOT be necessary.*
- If the employee is traveling to a high-cost, out-of-state location the per diem rate can be increased with prior approval from the Business Office.

Mileage & Mileage Rates:

Mileage will be reimbursed from an employee's designated home base to their work destination. The employee's physical residence will be the starting point for the mileage calculation, only when the employee did not travel to their home base prior to their destination and the assigned destination is a temporary or itinerant work destination and outside the "metropolitan area" (see Metropolitan Area List below).

Metropolitan areas are important to the IRS because they establish a standard area where employees can claim reimbursable mileage from their home base. We have defined the metropolitan area to be no more than 15 miles.

Examples:

Mikayla is an employee of IMESD. Her personal residence is in Pendleton and her home base is at the Hermiston Punkin Center. When she drives to the Hermiston location, the IRS considers this commuting. Commuting is not reimbursable. If she travels from Hermiston Punkin Center to Umatilla High School, her mileage is reimbursable. Mileage from Umatilla High School back to her home is not reimbursable either, as this is part of the commute.

If Mikayla is temporarily assigned to Athena Elementary, she would claim mileage from her Pendleton residence to Athena. She would NOT claim mileage from Hermiston Punkin Center to Athena. If Mikayla is temporarily assigned to Heppner, she would claim mileage from her home base in Hermiston to Heppner. According to the IRS, we must reimburse from the shorter distance.

Mikayla is temporarily assigned to Stanfield High School, instead of Hermiston Punkin Center. She is not eligible for mileage from her home to Stanfield because although her home base is temporarily changed, she is still in the same Metropolitan Area. If Mikayla travels to Hermiston Punkin Center to Stanfield High School, the mileage between the two schools is reimbursable.

Traveling between places within a metropolitan area will be reimbursed as is described in the first example above, however, should there be a reassignment to another town in the same “metropolitan area” then that will not be reimbursable. As another example, Mikayla is temporarily assigned to Irrigon. If she travels to Irrigon from Pendleton she is commuting. She is not eligible for mileage as her additional travel is less than 15 miles and is in the same metropolitan area. If she works at the Hermiston Punkin Center first, her mileage from Hermiston to Irrigon is reimbursable.

Metropolitan Areas

The IMESD has delineated the following Metropolitan Areas in Umatilla and Morrow Counties:

Milton-Freewater + Athena + Weston

Helix + Athena + Weston

Pendleton + Pilot Rock

Ukiah

Echo + Stanfield + Hermiston

Hermiston + Umatilla + Irrigon

Boardman + Irrigon

Lexington + Heppner

Ione + Lexington

In Union and Baker Counties the metropolitan areas include:

Elgin + Imbler

La Grande + Imbler

La Grande + Union

La Grande + Hilgard

Union + Cove

North Powder + Haines

Baker + Haines
Unity
Richland + Halfway
Huntington

In Malheur Counties the metropolitan areas include:

Ontario + Nyssa
Nyssa + Adrian
Vale
Harper
Jordan Valley

Mileage Rates

The mileage rate will mirror the IRS reported rate. IMESD's mileage rate will fluctuate to avoid reimbursements being included as taxable wages.

IMESD Vehicle Policy

The district maintains a fleet of vehicles for use by staff for work-related in-town and out-of-town travel. These vehicles may be driven only by district employees having a valid driver's license and proof of insurance.

The district shall deny use of district-owned vehicles to any employee who: 1) has not been authorized by the district to drive fleet vehicles; 2) has a restricted or suspended driver license for a cause involving the unsafe operation of a motor vehicle or because of driving record; 3) has a record of more than two moving violations within the past three years; 4) has been convicted for operating a vehicle under the influence of drugs or intoxicants.

The district reserves the right to deny use of district owned vehicles to any employee who has been cited for operating a vehicle under the influence of drugs or intoxicants; or who has been involved in a motor-vehicle accident when driving a district-owned vehicle.

All drivers operating district-owned vehicles shall use seat belts and refrain from operating a cell phone with their hands while driving. Failure to do so is grounds for discipline, up to and including dismissal. The driver of any district-owned vehicle is responsible for determining that the proper number of seat belts are available for the passengers, and their use is required.

If you are involved in accident while driving an IMESD vehicle you must report it to the Human Resources Office at IMESD. Oregon law **ALSO** requires you to file a report to DMV within 72 hours of the accident. If you fail to report the accident to DMV, it may result in suspension of your driving privileges by DMV. If the police department files a police report, you are **STILL** required to file you own Accident Report with DMV. DMV does not determine fault in an accident, but does post the accident to the driving record of those drivers required to report unless the vehicle is parked. You can obtain an accident report from the local DMV or online at <http://oregon.gov/odot>.

Only drivers involved in an accident resulting in any of the following must file an Accident & Insurance Report with DMV.

- Damage to your vehicle is over \$2,500
- Injury (No matter how minor)

- Death
- Damage to any person's property over \$2,500
- Any vehicle has damaged over \$2,500 and any vehicle is towed from the scene as a result of damages.

VII. FACILITIES

Staff Rooms – InterMountain Sites

The IMESD often has visitors who are directed to our break/coffee/staff rooms for coffee. All sites should be kept neat and orderly at all times. This is a responsibility shared by everyone. Cans from the pop machines are to be returned to the appropriate area. Employees are responsible for keeping their personal cups and other dishes and utensils washed and off the countertops.

Meeting Rooms

The meeting rooms are available for work-related group meetings, in-services, etc. You may reserve any of the meeting rooms through the e-mail system. **After your meeting, PLEASE BE SURE TO CLEAN UP THE ROOM.**

Office Supplies

The Intermountain Cooperative may be able to give you the best price for office items you are seeking. The purchasing program allows sizable price reductions on many educational supplies and equipment. Please consult your supervisor or program administrative assistant for specific information regarding your program budget and account numbers.

You are strongly encouraged to contact the purchasing department prior to making purchases to determine the best price. Many times, the orders may be consolidated to assure the best possible price. The staff of the Intermountain Cooperative will assist you if you have questions.

Prohibited Use, Distribution Or Sale of Tobacco Products and Inhalants Delivery Systems.

In order to comply with state law the use, distribution or sale of tobacco products or inhalant delivery systems by staff and all others is prohibited on all district property and in district-owned buildings and vehicles and at district-sponsored events.

“Tobacco product” is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, spit tobacco also known as smokeless, dip, chew or snuff in any form. This does not include products that are USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

“Inhalant delivery system” means a device that can be used to deliver nicotine or cannabinoids in the form of a vapor or aerosol to a person inhaling from the device; or a component of a device or a substance in any form sold for the purpose of being vaporized or aerosolized by a device, whether the component or substance is sold or not sold separately. This does not include products that are

USFDA-approved for sale as a tobacco cessation product or for any other therapeutic purpose, if marketed and sold solely for the approved purpose.

Telephones

Many times the only contact the public has with the IMESD is via telephone, so calls should be answered in a courteous and helpful manner. **Make return calls in a reasonable amount of time.** The IMESD has a telephone system with integrated voicemail, and you are encouraged to acquaint yourself with its features. If you need further assistance with completing calls, using voice mail, or if your phone is not functioning properly, contact your program administrative assistant or IT helpdesk.

Parking

The IMESD has reserved parking sites for disabled persons. Employees are asked to avoid parking in the spots closest to the IMESD entrance so that visitors can park in these locations.

US Mail/Parcel Service/IMESD Courier Service

The IMESD operates a courier service offering pickup and delivery to all schools and district offices in Umatilla, Morrow, Baker, and Union Counties. For a complete schedule of routes, contact the IMESD Cooperative Purchasing Program or check the courier schedule, which is updated and distributed annually.

Use of Private Vehicles for IMESD Business

The Board discourages the use of private vehicles for IMESD business, including the transportation of students. Staff will use IMESD-owned vehicles whenever possible and should schedule activities and transportation far enough in advance to avoid any nonemergency use of private vehicles.

No staff member will use a private vehicle for IMESD business without approval in accordance with established IMESD regulations. Authorization to use a private vehicle must be obtained before actual use of the vehicle. Staff members who are authorized to use a private vehicle on IMESD business will be reimbursed on the IRS rate at the time the expense is incurred. No staff member will use a private vehicle to transport students for IMESD business.

When a personal car is driven on approved IMESD business, the owner's personal auto insurance is the primary coverage if there is an accident.

If an employee elects to use his/her personal vehicle instead of an IMESD provided vehicle to extend a meeting/conference, mileage will only be reimbursed one way with supervisory approval.

Computer and Network Support

The IMESD's Information Technology Department is available for assistance with computer operating questions. You may access these services by calling the Help Desk at ext. 3182 or by emailing helpdesk.it@IMESD.k12.or.us.

VIII. SAFETY AND SECURITY

IMESD employees' health and safety are critical aspects of providing quality service to our local districts. Accidents are costly from two perspectives: first, an injured employee cannot provide the same level of service as a healthy one; second, both health insurance and industrial accident insurance rates are affected by excessive losses. Both of these costs have a direct effect on the IMESD's ability to maintain current levels of service.

The IMESD has established a safety committee to assist in providing a safe work environment and discuss issues that may affect employee safety.

IMESD Safety Committee

The Safety Committee is responsible for the investigation of accidents, injuries, unsafe working conditions and for suggesting safety improvements.

Suggestions for improving the health and safety of employees may be made to any member of the Safety Committee. The committee meeting minutes are available in the main reception office.

Personal Property

Personal property is the responsibility of each employee. Security will be significantly improved by placing valuable items in locked areas and out of immediate sight. Office doors should be locked when not in use.

Building Security

When leaving the building or other work areas at the end of the day, employees are expected to turn out the lights and secure all doors and windows.

Staff are asked to refrain from keeping personal items of value in their desks or offices. Purses should never be left unsecured. The district will not be responsible for the loss or damage to personal property due to such causes as fire, theft, accident or vandalism.

Emergency Conditions

Employees should become familiar with the Emergency Procedures Plan at each workplace, detailing staff responsibilities in the event of emergencies. When an emergency requires immediate action at IMESD, employees should Dial 911, then the front desk at 3100.

The IMESD Emergency Plan covers a wide variety of emergencies, such as bomb threat, earthquake, fire, building lockdown and lockout, medical emergencies, weapons and active shooter.

If you have any questions, please visit with your supervisor or the Human Resources Office.

Health and Safety

The health and safety of all employees is important. Unsafe working conditions should be reported promptly to a supervisor and the Safety Committee.

Workers' Compensation/Work-Related Injury

An employee must notify his/her supervisor immediately if an employee experiences an occupational injury or illness. If time from work is lost due to a work-related injury, sick leave shall

be charged at 100% of the first 3 days of an employee absence. The employee must ALSO NOTIFY the Human Resources Office within 24 hours or the next scheduled workday, as appropriate, to complete an incident/accident report and other relevant paperwork.

An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated preexisting condition. Medical treatment includes managing or caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatment: visits to a health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

All work-related injuries/illnesses will be promptly investigated, and corrective measures implemented, as appropriate.

UPDATED August 2022