

Tillamook County Transportation District
Board of Directors
Regular Monthly Meeting



Dial-A-Ride
A Service of Tillamook County Transportation District



Thursday, June 23, 2022 at 6:00PM
Transportation Building
3600 Third Street, Tillamook, Oregon

Tillamook County Transportation District
 Normal Trial Balance
 From 5/1/2022 Through 5/31/2022

Account Code	Account Title	Debit Balance	Credit Balance
1001	General Checking Account	703,500.74	
1006	Payroll Checking	96,365.99	
1009	NW RIDES ACCOUNT	435,430.46	
1011	Prop. Mgmt. Checking	44,742.14	
1020	LGIP - General Account	1,055,250.47	
1030	LGIP - Capital Reserve	1,350,085.38	
1040	Petty Cash	200.00	
	Report Total	3,685,575.18	0.00
	Report Difference	3,685,575.18	

Handwritten notes:
 JW
 6-6-22
 6-15-22

Tillamook County Transportation District

Financial Statement

From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Resources						
Working Capital	3500	0.00	0.00	2,975,295.00	(2,975,295.00)	0.00%
Fares	4000	13,143.50	22,916.67	200,000.00	(26,411.98)	86.79%
Contract Revenue	4020	21,654.41	70,833.33	750,000.00	7,299.77	100.97%
Property Tax	4100	3,477.14	79,166.67	1,031,380.00	17,820.93	101.72%
Past Years Property Tax	4110	2,377.05	2,916.67	25,000.00	(3,123.11)	87.50%
State Timber Revenue	4120	63,496.63	25,000.00	325,000.00	(162,209.80)	50.08%
Mass Transit State Payroll Tax	4130	0.00	7,083.33	85,000.00	14,558.28	117.12%
STIF Formula	4135	0.00	0.00	352,308.00	37,673.00	110.69%
STIF Discretionary	4137	0.00	331,258.00	888,035.00	(614,032.00)	30.85%
Capital Grants	4210	0.00	0.00	1,009,536.00	(721,525.00)	28.52%
Grants - FTA 5311	4220	0.00	0.00	1,280,466.00	(434,885.00)	66.03%
NWOTA Partner Cont. Match	4225	12,000.00	9,820.00	163,121.00	(115,121.00)	29.42%
Grants - STF	4230	16,925.00	16,925.00	67,700.00	0.00	100.00%
Grants - 5311 (f)	4240	0.00	0.00	768,000.00	(525,287.00)	31.60%
Grants - 5310	4245	0.00	0.00	188,527.00	(117,091.00)	37.89%
Grants - 5305	4246	0.00	0.00	36,000.00	(34,876.00)	3.12%
Special Bus Operations	4300	0.00	125.00	1,500.00	(1,500.00)	0.00%
Miscellaneous Income	4400	15,028.93	875.00	10,500.00	93,180.23	987.43%
Sale of Assets - Income	4410	0.00	0.00	10,000.00	(3,500.00)	65.00%
Interest Income	4510	1,507.23	2,708.33	32,500.00	(20,881.36)	35.74%
OTIB TVC Loan 0071 Proceeds	4514	0.00	0.00	0.00	50,000.00	0.00%
Advertising Income	4520	0.00	83.33	1,000.00	(1,000.00)	0.00%
Lease Income	4900	2,000.00	2,000.00	24,000.00	(3,600.00)	85.00%
Lease Operational Exp Income	4910	1,178.32	833.33	10,000.00	2,384.71	123.84%

Monthly BOD Report w/YTD Budget & Variance

22-01-09
22-01-09
6-16-22
6-16-22

Tillamook County Transportation District

Financial Statement

From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Transfer From General Fund	4911	0.00	637,231.00	719,188.00	(81,957.00)	88.60%
Transfer from STF Fund	4916	0.00	50,039.00	46,439.00	3,600.00	107.75%
Transfer from NWOTA	4917	0.00	3,000.00	3,000.00	0.00	100.00%
Transfer from STIF Fund	4918	0.00	121,182.00	1,340,035.00	(1,218,853.00)	9.04%
Total Resources		<u>572,544.66</u>	<u>5,508,898.67</u>	<u>12,343,530.00</u>	<u>(6,834,631.33)</u>	<u>44.63%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	33,279.62	345,674.69	435,000.00	89,325.31	79.46%
Payroll: Dispatch	5020	7,839.01	91,287.55	175,000.00	83,712.45	52.16%
Payroll: Drivers	5030	97,968.56	961,636.42	1,500,000.00	538,363.58	64.10%
Payroll: Maintenance	5040	7,529.94	64,039.40	75,000.00	10,960.60	85.38%
Payroll Expense	5050	12,939.72	143,331.96	135,000.00	(8,331.96)	106.17%
Payroll Healthcare	5051	39,816.54	366,950.50	505,000.00	138,049.50	72.66%
Payroll Retirement	5052	9,608.32	68,864.83	80,500.00	11,635.17	85.54%
Payroll Veba	5053	3,056.58	30,428.16	49,500.00	19,071.84	61.47%
Workers Compensation Ins.	5055	0.00	29,666.92	47,000.00	17,333.08	63.12%
Total Personnel Services		<u>212,038.29</u>	<u>2,101,880.43</u>	<u>3,002,000.00</u>	<u>900,119.57</u>	<u>70.02%</u>
Materials and Services						
Professional Services	5100	18,970.39	156,111.54	112,750.00	(43,361.54)	138.45%
Administrative Support	5101	0.00	16,915.54	25,000.00	8,084.46	67.66%
Website Maintenance	5102	0.00	4,195.83	50,350.00	21,767.70	56.76%
Planning	5103	0.00	10,833.33	130,000.00	103,918.24	20.06%
Dues & Subscriptions	5120	0.00	7,462.91	8,500.00	1,037.09	87.79%
Office Equipment R&R	5140	225.22	2,297.28	4,000.00	1,702.72	57.43%

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Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District

Financial Statement

From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
5145 Computer R&M	3,153.05	2,875.00	39,655.35	39,500.00	(155.35)	100.39%
5150 Fees & Licenses	379.99	2,583.34	19,682.59	32,500.00	12,817.41	60.56%
5160 Insurance	0.00	3,333.33	136,150.00	120,000.00	(16,150.00)	113.45%
5170 Office Expense	1,679.93	1,250.00	18,863.22	15,000.00	(3,863.22)	125.75%
5175 Board Expense	1,324.80	1,083.33	8,809.67	13,000.00	4,190.33	67.76%
5180 Operational Expense	6,565.48	3,958.33	53,339.24	59,500.00	6,160.76	89.64%
5185 Drug & Alcohol Administration	530.00	208.33	2,240.00	2,500.00	260.00	89.60%
5190 Marketing	997.84	5,000.00	26,111.86	70,000.00	43,888.14	37.30%
5191 Website Re-Design	0.00	6,250.00	0.00	0.00	0.00	0.00%
5210 Telephone Expense	1,205.73	1,618.33	14,869.49	19,420.00	4,550.51	76.56%
5220 Travel & Training	3,585.74	1,625.00	13,802.55	19,500.00	5,697.45	70.78%
5240 Vehicle Expense	11,410.05	18,750.00	149,188.80	250,000.00	100,811.20	59.67%
5245 Diesel & Gasoline Fuel	39,911.92	20,833.33	312,096.14	330,000.00	17,903.86	94.57%
5260 Postage	125.00	166.67	1,926.57	2,000.00	73.43	96.32%
5266 Member Mileage Reimbursement	0.00	0.00	5,000.00	0.00	(5,000.00)	0.00%
5270 Mgmt/Labor Recreation Fund	0.00	0.00	3,500.00	4,708.00	1,208.00	74.34%
5280 Transit Center Lease	0.00	0.00	1,400.00	0.00	(1,400.00)	0.00%
5285 Transit Center Maint	284.66	1,500.00	15,517.27	18,000.00	2,482.73	86.20%
5291 COVID Expense	9,492.82	0.00	222,986.35	350,000.00	127,013.65	63.71%
5300 Property Operating Expense	1,960.67	2,125.00	19,968.97	26,000.00	6,031.03	76.80%
5330 Flex Lease: Fees	0.00	41.67	0.00	0.00	0.00	0.00%
5340 Property Maint. & Repair	5,030.10	2,083.33	33,320.60	25,000.00	(8,320.60)	133.28%
5346 Operations Facility Maint.	72.24	333.33	824.47	4,000.00	3,175.53	20.61%
Total Materials and Services	106,905.63	102,751.65	1,336,704.47	1,731,228.00	394,523.53	77.21%
Special Payments						

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Monthly BOD Report w/YTD Budget & Variance

Page: 3

Tillamook County Transportation District

Financial Statement

From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
STF Payments to Recipients	5200	0.00	17,660.52	17,661.00	0.48	99.99%
STIF Payments to Recipients	5201	0.00	6,000.00	6,000.00	0.00	100.00%
Total Special Payments		0.00	23,660.52	23,661.00	0.48	100.00%
Transfers						
Transfer to LGIP 5931	9100	0.00	400,000.00	400,000.00	0.00	100.00%
Transfer to Property Mgmt	9110	0.00	75,000.00	75,000.00	0.00	100.00%
Transfer to General Fund	9130	0.00	166,391.00	775,039.00	608,648.00	21.46%
Transfer to Vehicle Reserve	9150	0.00	6,500.00	10,000.00	3,500.00	65.00%
Transfer to NWOTA Fund	9160	0.00	163,561.00	852,223.00	688,662.00	19.19%
Reserve for Future Expenditure	9175	0.00	0.00	1,296,835.00	1,296,835.00	0.00%
Unappropriated Ending Fund Bal	9180	0.00	0.00	873,801.00	873,801.00	0.00%
Total Transfers		0.00	811,452.00	4,282,898.00	3,471,446.00	18.95%
Capital Outlay						
Debt Service						
PUD Loan Expense	5325	602.95	9,294.16	7,500.00	(1,794.16)	123.92%
OTIB TVC Loan 0071	5337	0.00	0.00	4,800.00	4,800.00	0.00%
OTIB Loan 0061	5338	0.00	26,810.44	30,000.00	3,189.56	89.36%
Total Debt Service		602.95	36,104.60	42,300.00	6,195.40	85.35%
Capital Purchases						
Building Repair & Renovation	5350	0.00	5,735.79	30,000.00	24,264.21	19.11%
Bus Replacement/Addition	6000	1,477.72	95,615.72	940,000.00	844,384.28	10.17%
Van Replacement/Addition	6010	94,357.00	283,071.00	390,000.00	106,929.00	72.58%
Computer Upgrade	6020	0.00	416.67	5,000.00	5,000.00	0.00%
Fuel Cell Triangulation Point	6021	0.00	0.00	6,000.00	6,000.00	0.00%
Bus Stop Signage/Shelters	6040	0.00	55,606.89	967,544.00	911,937.11	5.74%

Monthly BOD Report w/YTD Budget & Variance

Tillamook County Transportation District
Financial Statement
From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
6050	0.00	65,658.25	484,256.42	922,899.00	438,642.58	52.47%
Other Capital Projects	95,834.72	67,741.59	924,285.82	3,261,443.00	2,337,157.18	28.34%
Total Capital Purchases	96,437.67	68,766.59	960,390.42	3,303,743.00	2,343,352.58	29.07%
Total Capital Outlay	415,381.59	377,216.65	5,234,087.84	12,343,530.00	7,109,442.16	42.40%
Total Expenses						

Tillamook County Transportation District
Financial Statement

From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
Resources						
Working Capital	3500	0.00	0.00	450,000.00	(450,000.00)	0.00%
NWR Revenue	4026	373,644.46	3,922,244.25	4,000,000.00	(77,755.75)	98.05%
NWR Reserve	4027	0.00	52,341.75	1,000.00	51,341.75	5,234.17%
Interest Income	4510	0.00	0.00	400.00	(400.00)	0.00%
Total Resources		<u>373,644.46</u>	<u>3,974,586.00</u>	<u>4,451,400.00</u>	<u>(476,814.00)</u>	<u>89.29%</u>
Expenses						
Personnel Services						
Payroll: Administration	5010	28,675.33	291,671.91	350,000.00	58,328.09	83.33%
Payroll: Indirect	5041	1,560.16	12,638.30	10,000.00	(2,638.30)	126.38%
Payroll Expense	5050	2,208.04	23,786.33	22,000.00	(1,786.33)	108.11%
Payroll Healthcare	5051	9,859.70	102,625.67	140,000.00	37,374.33	73.30%
Payroll Retirement	5052	1,283.67	14,946.92	16,500.00	1,553.08	90.58%
Payroll Veiba	5053	986.30	10,064.80	13,000.00	2,935.20	77.42%
Workers Compensation Ins.	5055	0.00	554.75	500.00	(54.75)	110.95%
Total Personnel Services		<u>44,573.20</u>	<u>456,288.68</u>	<u>552,000.00</u>	<u>95,711.32</u>	<u>82.66%</u>
Materials and Services						
Professional Services	5100	0.00	4,167.00	10,000.00	5,833.00	41.67%
Office Equipment R&R	5140	225.22	2,533.77	2,500.00	(33.77)	101.35%
Computer R&M	5145	1,475.00	9,428.21	15,000.00	5,571.79	62.85%
Fees & Licenses	5150	24.99	88,712.29	163,000.00	74,287.71	54.42%
Insurance	5160	0.00	7,734.00	0.00	(7,734.00)	0.00%
Office Expense	5170	59.03	2,837.21	5,000.00	2,162.79	56.74%
Operational Expense	5180	0.00	339.60	1,500.00	1,160.40	22.64%

Monthly BOD Report w/YTD Budget & Variance

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Page: 1

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Tillamook County Transportation District
Financial Statement

From 5/1/2022 Through 5/31/2022

	Current Period Actual	Current Period Budget	Current Year Actual	Total Budget	Total Budget Variance	92%
5210 Telephone Expense	1,289.07	1,666.67	13,004.85	20,000.00	6,995.15	65.02%
5220 Travel & Training	0.00	125.00	1,631.18	1,500.00	(131.18)	108.74%
5260 Postage	109.95	83.33	455.99	1,000.00	544.01	45.59%
5265 Purchased Transportation	107,684.75	250,000.00	2,680,704.15	3,000,000.00	319,295.85	89.35%
5266 Member Mileage Reimbursement	37,233.44	15,000.00	157,233.44	180,000.00	22,766.56	87.35%
5267 Volunteer Mileage Reimburse	10,000.00	21,666.67	240,613.04	260,000.00	19,386.96	92.54%
5281 Office Rent	400.00	400.00	4,400.00	4,800.00	400.00	91.66%
5300 Property Operating Expense	304.07	250.00	3,203.51	3,000.00	(203.51)	106.78%
Total Materials and Services	158,805.52	293,275.00	3,216,998.24	3,667,300.00	450,301.76	87.72%
Transfers						
9180 Unappropriated Ending Fund Bal	0.00	0.00	0.00	207,100.00	207,100.00	0.00%
Total Transfers	0.00	0.00	0.00	207,100.00	207,100.00	0.00%
Capital Outlay						
Capital Purchases						
6022 Ecolane Investment	0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Capital Purchases	0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Capital Outlay	0.00	0.00	2,880.00	25,000.00	22,120.00	11.52%
Total Expenses	203,378.72	330,733.32	3,676,166.92	4,451,400.00	775,233.08	82.58%



Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 5/1/2022 Through 5/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
17103	5/2/2022	2,539.27	ARAMARK	UNIFORMS
17104	5/2/2022	17,101.58	CARSON OIL CO INC	APRIL 2022 FUEL
17105	5/2/2022	94.22	CENTURYLINK	APRIL 2022
17106	5/2/2022	426.05	Fred Meyer Customer Charges	APRIL 2022
17107	5/2/2022	2,523.51	KITTELSON & ASSOCIATES, INC.	APRIL 2022 COORDINATED PLAN GRANT 35137
17108	5/2/2022	1,012.00	KAYE-SMITH	25 YEAR CELEBRATION COIN
17109	5/2/2022	115.00	North Coast Lawn	APRIL 2022 LAWN MAINT.
17110	5/2/2022	1,075.00	NATHAN LEVIN	JUNE 2022
17111	5/2/2022	59.99	Office Depot Credit Plan	APRIL 2022
17112	5/2/2022	225.57	Pacific Office Automation	APRIL 2022 TCTD COPIES
17113	5/2/2022	65.97	PORTLAND GENERAL	APRIL 2022 SALEM ELECTRIC
17114	5/2/2022	400.00	PLANNING SOLUTIONS	TCTD KITCHEN, DISPATCH, TRANSIT GRANT 35193
17115	5/2/2022	25.00	Tillamook Chamber of Commerce	JUNE DAIRY PARADE SPONSOR
17116	5/2/2022	41.79	Tillamook PUD	APRIL 2022 LARGE BUS BARN
17116	5/2/2022	32.54	Tillamook PUD	APRIL 2022 SMALL BUS BARN
17116	5/2/2022	111.54	Tillamook PUD	APRIL 2022 TRANSIT CENTER
17117	5/6/2022	903.00	ADVANCED DIESEL SERVICE	APRIL 2022 Bus 301 Gasket
17118	5/6/2022	280.82	Batteries Northwest	APRIL 2022 BATTERIES
17119	5/6/2022	58.35	CINTAS	04/05/22 SHOP TOWELS, UNIFORMS
17119	5/6/2022	83.32	CINTAS	04/12/22 SHOP TOWELS,MATS AND UNIFORMS
17119	5/6/2022	66.87	CINTAS	04/19/22 SHOP UNIFORMS, TOWELS
17119	5/6/2022	83.32	CINTAS	04/26/22 SHOP TOWELS, UNIFORMS AND MATS
17120	5/6/2022	95.00	CLAYTON NORRBOM	CDL
17121	5/6/2022	479.00	Coast Printing & Stationery	APRIL 2022 BUS TICKETS
17122	5/6/2022	1,120.47	WAVE	APRIL 2022 PHONES
17123	5/6/2022	153.30	COMCAST	APRIL 2022
17124	5/6/2022	275.90	COUNTRY MEDIA	APRIL 2022
17125	5/6/2022	204.95	EB TOOLS LLC	APRIL 2022 SHOP TOOLS
17126	5/6/2022	6,836.71	FleetPride, Inc.	APRIL 2022 INVENTORY
17127	5/6/2022	2,435.49	LES SCHWAB WAREHOUSE CENTER	APRIL 2022 TIRES
17128	5/6/2022	384.03	LEWIS AUDIO VIDEO, INC.	TRAINING ROOM SETUP
17129	5/6/2022	3,041.30	DAVISON AUTO PARTS, INC.	APRIL 2022 SHOP INVENTORY
17130	5/6/2022	810.00	OR COAST BROADCAST CENTER	DRIVER RECRUITMENT/COVID
17131	5/6/2022	1,400.00	OTTER ROCK RADIO	APRIL 2022 RECRUITMENT
17132	5/6/2022	1,346.00	Prevailing Communications	BUS RADIOS/ANTENNA 208 209
17133	5/6/2022	280.71	Rosenberg Builders Supply	TOOLS AND CLEANING SUPPLIES
17134	5/6/2022	50.00	SUNFLOWER FLATS	APRIL 2022-EMPLOYEE RAYLENE PERAZA
17135	5/6/2022	98.57	TILLAMOOK CITY UTILITIES	APRIL 2022 TRANSIT
17136	5/6/2022	2,736.80	TRILLIUM SOLUTIONS, INC.	WEBSITE
17136	5/6/2022	1,325.90	TRILLIUM SOLUTIONS, INC.	WEBSITE
17136	5/6/2022	1,657.90	TRILLIUM SOLUTIONS, INC.	NWOTA MARKETING
17136	5/6/2022	3,307.31	TRILLIUM SOLUTIONS, INC.	NWOTA MARKETING
17137	5/6/2022	1,475.80	CARDMEMBER SERVICE	APRIL 2022
17138	...0/2022	50.00	Gary A. Hanenkrat	APRIL 2022
17139	...0/2022	50.00	JACKIE EDWARDS	APRIL 2022
17140	...0/2022	50.00	JUDY RIGGS	APRIL 2022
17141	...0/2022	50.00	Linda Adler	APRIL 2022
17141	...0/2022	(50.00)	Linda Adler	APRIL 2022
17142	...0/2022	50.00	MARTY HOLM	APRIL 2022
17143	...0/2022	50.00	MARY JOHNSON	APRIL 2022
17144	...0/2022	50.00	MELISSA CARLSON-SWANSON	APRIL 2022

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 5/1/2022 Through 5/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
17145	...0/2022	17,727.78	CARSON OIL CO INC	APRIL 2022 FUEL
17146	...0/2022	2,011.51	COUNTRY MEDIA	RECRUITMENT/COVID AND ADVERTISING
17147	...0/2022	1,651.95	O'REILLY AUTOMOTIVE STORES	APRIL 2022 SHOP INVENTORY
17148	...0/2022	95.00	JOHN CLINE	CDL
17149	...0/2022	800.00	KDEP-FM/KTIL-FM/KTIL-AM	April Recruitment/Covid
17150	...0/2022	392.95	VERIZON	APRIL 2022
17151	...3/2022	644.05	ABILA	MAY 2022 CLOUD STORAGE
17152	...3/2022	100.00	ALL CLEAR AUDIO AND GLASS LLC	MAY 2022 305 AND 308 CHIP REPAIR
17153	...3/2022	982.73	ARAMARK	UNIFORMS
17154	...3/2022	165.00	BIO-MED TESTING SERVICE, INC.	APRIL 2022 DRUG SCREENS
17155	...3/2022	45.31	CRYSTAL AND SIERRA SPRINGS	APRIL 2022 WATER
17156	...3/2022	136.44	DOUGLAS PILANT	DP MILEAGE AND MEALS 41722.42422.51022
17157	...3/2022	853.05	GenXsys Solutions, LLC	MAY 2022 COMPUTER SUPPORT
17157	...3/2022	2,400.00	GenXsys Solutions, LLC	MAY 2022
17158	...3/2022	95.00	Gretchen Aagaard-Shively	GA CDL 2022
17159	...3/2022	95.00	James LeNormand	JL CDL 2022
17160	...3/2022	722.50	JORDAN RAMIS, PC	LEGAL/ INVESTIGATION
17160	...3/2022	3,740.00	JORDAN RAMIS, PC	grant 35084/grant 35193
17161	...3/2022	166.92	Marie Mills Center, Inc	JANITORIAL SUPPLIES
17161	...3/2022	1,196.78	Marie Mills Center, Inc	JANITORIAL AT TRÁNSIT CENTER
17161	...3/2022	22.33	Marie Mills Center, Inc	JANITORIAL SUPPLIES
17162	...3/2022	138.75	Oregon State Police	MAY 2022 BACKGROUND
17163	...3/2022	90.65	Pacific Office Automation	MAY 2022 STAPLES FOR PRINTER
17164	...3/2022	225.22	Pacific Office Automation	MAY 2022 copier lease
17165	...3/2022	49.95	VANIR BROADBAND, INC.	MAY 2022
17166	...6/2022	435.00	ALL CLEAR AUDIO AND GLASS LLC	BUS 300 WINDSHIELD
17167	...6/2022	78.80	Batteries Northwest	MAY 2022 BATTERIES
17168	...6/2022	298.39	Advance Auto Parts	APRIL 2022
17169	...6/2022	18,691.67	CARSON OIL CO INC	MAY 2022
17170	...6/2022	66.87	CINTAS	MAY 2022
17170	...6/2022	66.87	CINTAS	MAY 2022
17170	...6/2022	83.32	CINTAS	MAY 2022
17171	...6/2022	50.00	Gary A. Hanenkrat	MAY 2022
17172	...6/2022	1,477.72	Gillespie Graphics	BUS 209 GRAPHICS
17173	...6/2022	932.60	GISI MARKETING GROUP	PC SHUTTLE MARKETING
17174	...6/2022	4,860.00	INNOVA LEGAL ADVISORS	MAY 2022 INCLUDING EMPLOYEE HANDBOOK
17175	...6/2022	50.00	JUDY RIGGS	MAY 2022
17176	...6/2022	1,095.47	KITTELSON & ASSOCIATES, INC.	PACIFIC CITY SHUTTLE BROCHURES
17176	...6/2022	983.28	KITTELSON & ASSOCIATES, INC.	COORDINATED PLAN GRANT 35137
17177	...6/2022	3,050.00	KNOWLEDGE IN MOBILITY	GRANT 35116 35117 PLANNING
17178	...6/2022	50.00	Linda Adler	MAY 2022
17179	...6/2022	50.00	MARTY HOLM	MAY 2022
17180	...6/2022	50.00	MARY JOHNSON	MAY 2022
17181	...6/2022	50.00	MELISSA CARLSON-SWANSON	MAY 2022
17181	...6/2022	50.00	MELISSA CARLSON-SWANSON	MAY 2022
17181	...6/2022	(50.00)	MELISSA CARLSON-SWANSON	MAY 2022
17181	...6/2022	(50.00)	MELISSA CARLSON-SWANSON	MAY 2022
17182	...6/2022	115.00	North Coast Lawn	MAY 2022 LANDSCAPING
17183	...6/2022	8.00	NEW AGE CAR WASH	APRIL VAN WASHES
17184	...6/2022	50.00	NICHOLE CROSSLEY	BOARD PHOTO
			PHOTOGRAPHY	
17185	...6/2022	159.76	Office Depot Credit Plan	MAY 2022 OFFICE SUPPLIES
17186	...6/2022	360.62	Pacific Office Automation	MAY 2022 COPIES
17187	...6/2022	94,357.00	Schetky Northwest Sales, Inc.	VAN 113 GRANT 34225

Tillamook County Transportation District

Check/Voucher Register

1001 - General Checking Account

From 5/1/2022 Through 5/31/2022

<u>Docume... Number</u>	<u>Docume... Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
17188	...6/2022	103.41	Tillamook PUD	MAY 2022 TRANSIT CENTER
17188	...6/2022	40.89	Tillamook PUD	MAY 2022 LARGE BUS BARN
17188	...6/2022	31.35	Tillamook PUD	MAY 2022 SMALL BUS BARN
17189	...6/2022	50.00	JACKIE EDWARDS	MAY 2022
17190	...6/2022	50.00	MELISSA CARLSON-SWANSON	MAY 2022
17191	...6/2022	84.24	TABATHA WELCH	may 2022
17192	...6/2022	84.24	TABATHA WELCH	MILEAGE/AUDITOR MEETING
Report Total		219,553.22		

Tillamook County Transportation District

Check/Voucher Register

1006 - Payroll Checking

From 5/1/2022 Through 5/31/2022

<u>Document Number</u>	<u>Document Date</u>	<u>Payee</u>
5707	5/3/2022	PACIFIC SOURCE
5708	5/3/2022	HRA VEBA TRUST
5709	5/1/2022	ATU LOCAL #757
5710	5/25/2022	APRIL MACOMSON
5711	5/25/2022	DEBORAH DIXON
5712	5/25/2022	RICK ROGERS
5713	5/26/2022	SPECIAL DISTRICTS INS. SERVICE

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 5/1/2022 Through 5/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
3532	5/2/2022	192.00	MEDIX AMBULANCE	NWR PHONES
3533	5/2/2022	168.97	Pacific Office Automation	APRIL 2022 NWR COPIES
3534	5/2/2022	29,257.76	TILLAMOOK CNTY TRANS. DIST.	APRIL 2022 PAYROLL AND BENEFITS
3535	5/5/2022	3,404.35	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3535	5/5/2022	2,741.25	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3535	5/5/2022	1,785.75	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3535	5/5/2022	2,000.95	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3536	5/5/2022	2,719.82	JANNA SMITH	VOLUNTEERS
3537	5/5/2022	2,483.80	JOHN REKART JR	VOLUNTEERS
3538	5/5/2022	217.62	JOY WINKELHAKE	VOLUNTEERS
3539	5/5/2022	1,920.50	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3539	5/5/2022	6,857.50	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3539	5/5/2022	6,056.50	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3540	5/5/2022	2,397.77	KANDIS LIDAY	VOLUNTEERS
3541	5/5/2022	791.42	LEANN CHUINARD	VOLUNTEERS
3542	5/5/2022	1,193.80	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3542	5/5/2022	5,513.20	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3542	5/5/2022	4,364.20	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3543	5/5/2022	5,733.00	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3543	5/5/2022	23,706.00	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3543	5/5/2022	22,881.00	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3543	5/5/2022	22,720.00	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3543	5/5/2022	23,764.00	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3544	5/5/2022	3,528.02	SEAN REKART	VOLUNTEERS
3545	5/5/2022	2,108.00	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3546	5/5/2022	10,151.75	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3547	5/5/2022	13,374.55	WAPATO SHORES	PROVIDER TRANSPORTATION
3547	5/5/2022	9,422.45	WAPATO SHORES	PROVIDER TRANSPORTATION
3547	5/5/2022	(13,374.55)	WAPATO SHORES	PROVIDER TRANSPORTATION
3547	5/5/2022	(9,422.45)	WAPATO SHORES	PROVIDER TRANSPORTATION
3548	5/5/2022	1,441.52	WILLIAM NERENBERG	VOLUNTEERS
3549	5/6/2022	1,094.92	WAVE	APRIL 2022 PHONES
3550	5/6/2022	691.77	TILLAMOOK CNTY TRANS. DIST.	APRIL 2022 RENT AND UTILITIES
3551	5/6/2022	285.04	CARDMEMBER SERVICE	APRIL 2022
3552	...0/2022	13,374.55	Ride Connection Bridge	PROVIDER TRANSPORTATION
3552	...0/2022	9,422.45	Ride Connection Bridge	PROVIDER TRANSPORTATION
3553	...0/2022	7,590.50	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3554	...0/2022	8,927.75	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3555	...0/2022	8,646.25	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3556	...3/2022	875.00	GenXsys Solutions, LLC	NWR COMPUTER MANAGMENT
3556	...3/2022	600.00	GenXsys Solutions, LLC	MAY 2022
3557	...3/2022	225.22	Pacific Office Automation	MAY 2022 copier lease
3558	...3/2022	12,101.57	TILLAMOOK CNTY TRANS. DIST.	APRIL 2022 NWR BENEFITS
3559	...6/2022	29,712.52	TILLAMOOK CNTY TRANS. DIST.	MAY 2022 PAYROLL
3560	...1/2022	2,553.05	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3560	...1/2022	2,488.90	AAA RIDE ASSIST	PROVIDER TRANSPORTATION
3561	...1/2022	6,454.75	COLUMBIA COUNTY RIDER	PROVIDER TRANSPORTATION
3562	...1/2022	6,680.50	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3562	...1/2022	8,541.75	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3562	...1/2022	6,830.25	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3562	...1/2022	7,265.25	COLUMBIA MEDICAL	PROVIDER TRANSPORTATION
3563	...1/2022	6,697.10	MEDIX AMBULANCE	PROVIDER TRANSPORTATION

Tillamook County Transportation District

Check/Voucher Register

1009 - NW RIDES ACCOUNT

From 5/1/2022 Through 5/31/2022

<u>Docume... Number</u>	<u>Docume... Date</u>	<u>Transaction Amount</u>	<u>Payee</u>	<u>Transaction Description</u>
3563	...1/2022	7,477.60	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3563	...1/2022	5,696.80	MEDIX AMBULANCE	PROVIDER TRANSPORTATION
3564	...1/2022	4,372.20	METRO WEST	PROVIDER TRANSPORTATION
3565	...1/2022	9,172.60	Ride Connection Bridge	PROVIDER TRANSPORTATION
3565	...1/2022	8,679.95	Ride Connection Bridge	PROVIDER TRANSPORTATION
3565	...1/2022	5,663.85	Ride Connection Bridge	PROVIDER TRANSPORTATION
3566	...1/2022	24,023.00	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3566	...1/2022	25,426.00	RYANS TRANSPORTATION SERVICE	PROVIDER TRANSPORTATION
3567	...1/2022	740.00	SUNSET EMPIRE TRANSIT	APRIL 2022 BUS PASSES
3568	...1/2022	9,730.00	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3569	...1/2022	8,403.00	TILLAMOOK CNTY TRANS. DIST.	PROVIDER TRANSPORTATION
3570	...1/2022	8,536.30	WILLAMETTE VALLEY TRANSPORT	PROVIDER TRANSPORTATION
3571	...1/2022	<u>14,860.68</u>	TILLAMOOK CNTY TRANS. DIST.	NWR MAY BENEFITS
Report Total		<u>463,941.52</u>		

Tillamook County Transportation District

Check/Voucher Register

1011 - Prop. Mgmt. Checking

From 5/1/2022 Through 5/31/2022

Docume... Number	Docume... Date	Transaction Amount	Payee	Transaction Description
4479	5/2/2022	840.00	JNB MECHANICAL, INC.	HVAC SERVICE
4480	5/2/2022	425.00	North Coast Lawn	APRIL 2022 LAWN MAINT.
4481	5/2/2022	2,098.56	Tillamook PUD	APRIL 2022 LOAN AND ELECTRIC
4482	5/2/2022	1,125.00	CHRISSEY'S CLEANING SERVICE	APRIL 2022
4483	5/6/2022	244.50	TILLAMOOK CITY UTILITIES	APRIL 2022 3RD ST
4484	5/6/2022	171.75	CITY SANITARY SERVICE	APRIL 2022 GARBAGE
4485	...0/2022	115.00	ZUERCHER PLUMBING	PLUMBING
4486	...3/2022	1,700.00	Coast Gutters. LLC	MAY 2022 3RDST GUTTER REPAIR
4487	...3/2022	523.87	Marie Mills Center, Inc	JANITORIAL AT 3RD ST
4488	...6/2022	1,200.00	CHRISSEY'S CLEANING SERVICE	MAY 2022
4489	...6/2022	1,200.00	CLOUD 9 PROFESSIONAL CLEANING	MAY 2022 CARPET CLEANING
4490	...6/2022	425.00	North Coast Lawn	MAY 2022 LANDSCAPING
4491	...6/2022	<u>2,195.14</u>	Tillamook PUD	MAY 2022 LOAN AND ELECTRIC
Report Total		<u>12,263.82</u>		

UMPQUA BANK: CLOSING DATE 05/23/2022

Date	Vendor	Description of Transaction	Amount
DOUG PILANT			
04/27/22	Virtual Postmail.com	Postage	\$25.00
04/27/22	Werner Beef and Brew	Admin staff recognition meal/team	\$19.00
04/29/22	Zoom	Annual Renewal Fees	\$1,288.50
			\$1,332.50
CATHY BOND			
04/28/22	Fieldprint Inc	Background Check/TCTD	\$12.50
04/01/22	Fieldprint Inc	Background Check/TCTD	\$12.50
04/29/22	Fieldprint Inc	Background Check/TCTD	\$12.50
05/02/22	Endicia	Postage	\$9.95
05/03/22	Language Line	NWR Phones	\$27.65
05/05/22	Adobe Acropo	Monthly Subscription	\$24.99
05/06/22	Fieldprint Inc	Background Check/TCTD	\$12.50
05/07/22	Language Line	NWR Phones	\$3.95
05/07/22	Language Line	NWR Phones	\$39.50
05/22/22	Iron Mountain	Shredding	\$107.64
05/23/22	USPS Stamps	Postage	\$100.00
05/23/22	Adobe Creative Cloud	Administrative Assistant/ Monthly Subscription	\$79.99
			\$443.67
KENDRA VOGT			
04/28/22	Franz Tillamook Bakery	Employee Appreciation/Retirement	\$14.65
04/28/22	Tillamook Meat	Employee Appreciation/Retirement	\$259.73
05/05/22	Fred Meyer	Employee Appreciation	\$100.00
05/11/22	Marriot Marqu San Francisco	Hotel - ADP Training	\$1,037.98
05/14/22	PDX Airport Parking	Parking - ADP Training	\$96.00
05/18/22	Tillamook Country Outlet	Office Supplies	\$49.50
			\$1,557.86
MIKE REED			
04/29/22	Amazon	Shop tools	\$311.84
05/09/22	Amazon	Shop Parts/Inventory	\$19.00
05/09/22	Amazon	Shop Parts/Inventory	\$10.99
05/11/22	Amazon	Shop Tools	\$22.00
05/11/22	Amazon	Shop Parts/Inventory	\$149.85
05/11/22	NPI Ram Mounts	Shop Parts/Inventory	\$459.47
05/17/22	Amazon	Shop Parts/Inventory	\$119.25
05/19/22	1A Auto Inc	Shop Parts/Inventory	\$214.95
05/20/22	Rosenbergs	Maintenance	\$20.18
05/24/22	Amazon	Office Supplies	\$30.92
			\$1,358.45
TABATHA WELCH			
04/27/22	Facebook	Recruitment/NWR	\$10.00
04/27/22	Werner Beef and Brew	Admin staff recognition meal/team	\$63.75
04/29/22	Facebook	Recruitment	\$10.00
05/01/22	Facebook	Recruitment/NWR	\$10.00
05/03/22	Facebook	Recruitment	\$15.00
05/05/22	USPS Stamps Endicia	Postage	\$100.00
05/05/22	Facebook	Recruitment	\$15.00
05/08/22	Amazon	Office Supplies	\$11.75
05/08/22	Facebook	Recruitment	\$3.05
05/09/22	Amazon	Office Supplies	\$70.99
05/08/22	Facebook	Recruitment	\$25.00
05/10/22	Main Street Pizza	Meeting/Meals/Admin staff	\$26.90
05/12/22	Uber	ADP Training	\$56.96
05/12/22	Uber	ADP Training	\$4.00
05/12/22	Facebook	Recruitment/PC Shuttle	\$35.00
05/11/22	Marriot San Francisco Marqu	ADP Training	\$1,184.45
05/15/22	Uber	ADP Training	\$7.87
05/15/22	Endicia	Postage	\$24.99
05/11/22	Tropisueno	ADP Training	\$57.41
05/14/22	Uber	ADP Training	\$52.52
05/14/22	Uber	ADP Training	\$27.13
05/14/22	Uber	ADP Training	\$4.06
05/14/22	HULU	Monthly Subscription	\$69.99
05/16/22	Amazon	Monthly Subscription	\$14.99
05/19/22	Garcia's Cocina	Board Meeting Dinner	\$76.80
05/19/22	USPS Stamps Endicia	Postage	\$100.00
05/19/22	PP Tillamook	Board Meeting Meal	\$11.50
05/19/22	Municipal Audit Payment	Audit Filing Fee	\$300.00
05/19/22	Sunflower Flats	Employee Appreciation	\$38.00
05/23/22	Emarcadero Resort Newport	SDAO Regional Training	\$140.74
05/23/22	Jack Sprats Bayfront	SDAO Dinner	\$34.80
			\$2,602.65
CLAYTON NORRBOM			
05/06/22	Werner Beef and Brew	Training Lunch	\$28.45
05/10/22	Tora Sushi Lounge	Training Lunch	\$51.85
05/18/22	Spirit Mountain	Training Lunch	\$20.00
05/23/22	Ben and Jeff's Burger	PC Shuttle/ Richard Swanson	\$35.50
			\$135.80
NATALIE ZUERCHER			
04/29/22	Fairview Quick Mart	Employee Appreciation/ Retirement	\$15.00
05/13/22	Fairview Quick Mart	Employee Appreciation/ Retirement	\$5.00
05/16/22	Stimulus Coffee and Bake	Marketing	\$25.00
05/19/22	Vistaprint	Marketing	\$40.24
			\$85.24
STATEMENT TRUE UP			
Charges total			\$7,516.17
Grand Total			

APPROVAL




DATE

6-10-2022

May 2022 Statement

Open Date: 04/26/2022 Closing Date: 05/25/2022


Visa® Company Card with Rewards
 TILLAMOOK CNTY TRANS (CPN 001469460)


Account:


Cardmember Service ☎ 1-866-552-8855
 BUS 30 ELN 5 8 15


New Balance	\$7,516.17
Minimum Payment Due	\$76.00
Payment Due Date	06/22/2022

Reward Points	
Earned This Statement	9,199
Reward Center Balance as of 05/24/2022	56,194
For details, see your rewards summary.	

Activity Summary		
Previous Balance	+	\$1,760.84
Payments	-	\$1,760.84 ^{CR}
Other Credits		\$0.00
Purchases	+	\$7,516.17
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$7,516.17
Past Due		\$0.00
Minimum Payment Due		\$76.00
Credit Line		\$10,000.00
Available Credit		\$2,483.83
Days in Billing Period		30

Payment Options:
 Mail payment coupon
with a check

 Pay online at
myaccountaccess.com

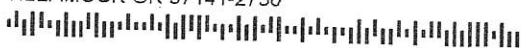
 Pay by phone
1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service CPN 001469460

24-Hour Cardmember Service: 1-866-552-8855

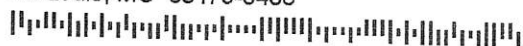
- ☎ to pay by phone
- ☎ to change your address

000036004 01 SP 000638201658200 P Y

 TILLAMOOK CNTY TRANS
 ACCOUNTS PAYABLE
 3600 3RD ST STE A
 TILLAMOOK OR 97141-2730


Account Number	
Payment Due Date	6/22/2022
New Balance	\$7,516.17
Minimum Payment Due	\$76.00

Amount Enclosed \$ _____

Cardmember Service
 P.O. Box 790408
 St. Louis, MO 63179-0408


Visa Business Rewards Company Card
Rewards Center Activity as of 05/24/2022

Rewards Center Activity*	0
Rewards Center Balance	56,194

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	5,833	16,867
Gas, Restaurants & Telecom Double Points	3,366	7,090
Total Earned	9,199	23,957

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

SKIP THE MAILBOX. Switch to e-statements and securely access your statements online. Get started at myaccountaccess.com/paperless

Transactions PILANT, DOUGLAS Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/27	04/27	3230	VIRTUALPOSTMAIL.COM 909-235-6245 CA	\$25.00	_____
04/29	04/27	9032	WERNER GOURMET MEAT SN TILLAMOOK OR	\$19.00	_____
05/02	04/29	3618	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$1,288.50	_____
Total for Account				\$1,332.50	

Transactions BOND, CATHY Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/28	04/28	0228	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
04/28	04/28	6407	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
04/29	04/29	0190	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
05/03	05/02	1429	ENDICIA 800-576-3279 CA	\$9.95	_____
05/04	05/03	1408	LANGUAGE LINE, INC. 800-7526096 CA	\$27.65	_____

Continued on Next Page



Transactions		BOND, CATHY		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/06	05/05	4502	ADOBE ACROPRO SUBS 408-536-6000 CA	\$24.99	_____
05/06	05/06	6141	FIELDPRINT INC 888-291-1369 PA	\$12.50	_____
05/09	05/07	5026	LANGUAGE LINE, INC. 800-7526096 CA	\$3.95	_____
05/09	05/07	8467	LANGUAGE LINE, INC. 800-7526096 CA	\$39.50	_____
05/23	05/22	3261	IRON MOUNTAIN 800-934-3453 MA	\$107.64	_____
05/24	05/23	0216	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
05/24	05/23	8014	ADOBE CREATIVE CLOUD 800-443-8158 CA	\$79.99	_____
Total for Account				\$443.67	

Transactions		NORRBOM, CLAYTON		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/09	05/06	3658	WERNER GOURMET MEAT SN TILLAMOOK OR	\$28.45	_____
05/11	05/10	0068	TORA SUSHI LOUNGE TILL TILLAMOOK OR	\$51.85	_____
05/20	05/18	4259	SPIRIT MTN NORTH BAR GRAND RONDE OR	\$20.00	_____
05/24	05/23	7069	SQ *BEN AND JEFF'S BUR Pacific City OR	\$35.50	_____
Total for Account				\$135.80	

Transactions		REED, MICHAEL		Credit Limit \$3500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/02	04/29	9047	AMAZON.COM*1Q25Q2N62 A AMZN.COM/BILL WA	\$311.84	_____
05/09	05/09	7800	AMZN Mktp US*134TV5PV2 Amzn.com/bill WA	\$19.00	_____
05/09	05/09	1447	AMZN Mktp US*138R40PL2 Amzn.com/bill WA	\$10.99	_____
05/12	05/11	7839	AMZN Mktp US*1361G0KT0 Amzn.com/bill WA	\$22.00	_____
05/12	05/11	7729	AMZN Mktp US*1L6IU5211 Amzn.com/bill WA	\$149.85	_____
05/13	05/11	7257	NPI/RAM MOUNTS 206-763-8361 WA	\$459.47	_____
05/17	05/17	0713	Amazon.com*1L8FW21T0 Amzn.com/bill WA	\$119.25	_____
05/19	05/19	5690	1A AUTO, INC. 888-844-3393 NH	\$214.95	_____
05/23	05/20	8434	ROSENBERG BUILDERS SUP TILLAMOOK OR	\$20.18	_____
05/25	05/24	3721	AMZN Mktp US*1R7CM41A0 Amzn.com/bill WA	\$30.92	_____
Total for Account				\$1,358.45	

Transactions		WELCH, TABATHA		Credit Limit \$2500	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					

Continued on Next Page

Transactions **WELCH, TABATHA** **Credit Limit \$2500**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
04/28	04/27	7437	FACEBK WZ4WPEXNP2 650-5434800 CA	\$10.00	_____
04/29	04/27	6957	WERNER GOURMET MEAT SN TILLAMOOK OR	\$63.75	_____
04/29	04/29	7647	FACEBK 8WMG7EPNP2 650-5434800 CA	\$10.00	_____
05/02	05/01	7756	FACEBK DGZ4EFKPP2 650-5434800 CA	\$10.00	_____
05/04	05/03	3829	FACEBK RFUSKETPP2 650-5434800 CA	\$15.00	_____
05/06	05/05	1092	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
05/06	05/05	7226	FACEBK 3HGSNEBPP2 650-5434800 CA	\$15.00	_____
05/09	05/08	4432	AMZN Mktp US*130MF9PN2 Amzn.com/bill WA	\$11.75	_____
05/09	05/08	7229	FACEBK P574REBPP2 650-5434800 CA	\$3.05	_____
05/09	05/09	8649	AMZN Mktp US*130K031S0 Amzn.com/bill WA	\$70.99	_____
05/09	05/08	0656	FACEBK 9PNEEEPNP2 650-5434800 CA	\$25.00	_____
05/11	05/10	1069	MAIN STREET PIZZA TILLAMOOK OR	\$26.90	_____
05/12	05/12	0022	UBER TRIP HELP.UBER.COM CA	\$56.96	_____
05/13	05/12	9960	UBER TRIP HELP.UBER.COM CA	\$4.00	_____
05/13	05/12	7449	FACEBK L2HJKEFPP2 650-5434800 CA	\$35.00	_____
05/16	05/11	3835	MARRIOTT SN FRAN MARQU 866-435-7627 CA	\$1,184.45	_____
05/16	05/15	1083	UBER TRIP HELP.UBER.COM CA	\$7.87	_____
05/16	05/15	3260	ENDICIA 800-576-3279 CA	\$24.99	_____
05/16	05/11	6879	TROPISUENO 415-2430299 CA	\$57.41	_____
05/16	05/14	7295	UBER TRIP HELP.UBER.COM CA	\$52.52	_____
05/16	05/14	0588	UBER TRIP HELP.UBER.COM CA	\$27.13	_____
05/16	05/14	9837	UBER TRIP HELP.UBER.COM CA	\$4.06	_____
05/16	05/14	5865	HLU*Hulu 1934589747 169 HULU.COM/BILL CA	\$69.99	_____
05/17	05/16	1949	Amazon Prime*1R8RM8M11 Amzn.com/bill WA	\$14.99	_____
05/20	05/19	9349	SQ *GARCIA'S COCINA Tillamook OR	\$76.80	_____
05/20	05/19	9092	USPS STAMPS ENDICIA 888-434-0055 DC	\$100.00	_____
05/20	05/19	4165	PP*TILLAMOOKDU TILLAMOOK OR	\$11.50	_____
05/20	05/19	5320	MUNICIPAL AUDIT PAYMEN 503-9860523 OR	\$300.00	_____
05/23	05/19	3550	TLF*SUNFLOWER FLATS FL 503-8424411 OR	\$38.00	_____
05/24	05/23	3228	EMBARCADERO RESORT AND NEWPORT OR	\$140.74	_____
05/25	05/23	4927	TST* Jack Sprats Bayfr Newport OR	\$34.80	_____
Total for Account				\$2,602.65	

Transactions **VOGT, KENDRA** **Credit Limit \$2500**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/29	04/28	0328	FRANZ FAMILY BAKERY 90 TILLAMOOK OR	\$14.65	_____
04/29	04/28	7688	TILLAMOOK MEAT INC TILLAMOOK OR	\$259.73	_____

Continued on Next Page

Transactions **VOGT,KENDRA** Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
05/06	05/05	9508	FRED-MEYER #0377 TILLAMOOK OR	\$100.00	_____
05/16	05/11	3843	MARRIOTT SN FRAN MARQU 866-435-7627 CA	\$1,037.98	_____
05/16	05/14	2025	PDX AIRPORT PARKING PORTLAND OR	\$96.00	_____
05/19	05/18	0221	TILLAMOOK CNTRY OUTLET BEAVERTON OR	\$49.50	_____
Total for Account				\$1,557.86	

Transactions **ZUERCHER,NATALIE** Credit Limit \$2500

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
05/02	04/29	0217	FAIRVIEW QUICK MART TILLAMOOK OR	\$15.00	_____
05/16	05/13	0253	FAIRVIEW QUICK MART TILLAMOOK OR	\$5.00	_____
05/18	05/16	5542	STIMULUS COFFEE & BAKE PACIFIC CITY OR	\$25.00	_____
05/19	05/19	5624	VISTAPRINT 866-207-4955 MA	\$40.24	_____
Total for Account				\$85.24	

Transactions **BILLING ACCOUNT ACTIVITY**

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
05/09	05/09	9	PAYMENT THANK YOU	\$285.04 _{CR}	_____
05/09	05/09	9	PAYMENT THANK YOU	\$1,475.80 _{CR}	_____
Total for Account				\$1,760.84_{CR}	

2022 Totals Year-to-Date	
Total Fees Charged in 2022	\$3.66
Total Interest Charged in 2022	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	12.99%	
**PURCHASES	\$7,516.17	\$0.00	YES	\$0.00	12.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	24.74%	



Tillamook County Transportation District
FY 2022-2023 TCTD Budget Committee Meeting
Tuesday, May 10, 2022- 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes

1. **Call to Order:**

Board Chair Johnson called the meeting to order at 6:02PM

2. **Roll Call:**

3. **TCTD Budget Committee Members Present:**

Mary Johnson, Board Chair (Zoom)
Linda Adler, Board Secretary (Zoom)
Gary Hanenkrat, Board Treasurer
Marty Holm, Director (Zoom)
Jackie Edwards, Director
Mis Carlson-Swanson, Director (Zoom)
Judy Riggs, Board Vice Chair (Zoom)
Pat Ryan, Budget Committee (Zoom)
Chris Kell, Budget Committee
Justin Aufdermayer, Budget Committee
Ron Rush, Budget Committee
Carole McAndrew, Budget Committee **ABSENT**
Richard Mounce, Budget Committee (Zoom)
Debra Van Wickle, Budget Committee **ABSENT**

TCTD Staff Members Present:

Doug Pilant, General Manager (Zoom)
Tabatha Welch, Budget Officer/Finance Supervisor
Cathy Bond, NW Brokerage Manager **ABSENT**
Natalie Zuercher, Administrative Assistant/Board Clerk
Mike Reed, Operations Superintendent **ABSENT**

Guests:

None

4. Election of TCTD Budget Committee Chair for FY 2022-2023:

Motion by Dir. Hanenkrat to appoint Marty Holm as Budget Committee chair for FY 2022-2023. *Motion Seconded* by Committee Member Aufdermauer.

Motion Passed Unanimously

5. Reading and acceptance of the Budget Officer's message:

Committee Chair Marty Holm read the budget officer's message for FY 2022-2023 into the record.

6. Line-by-line discussion of the FY 2022-2023 budget by fund:

(1A) LB20- General Fund Resources

Dir. Adler asked if there was revenue for the PC Shuttle. GM Pilant answered that these revenues are in miscellaneous income.

Committee Member Aufdermauer asked about contract revenue budgeted for this year should be increased over the previous year. FS Welch replied that due to covid revenues had been down in prior years and we expected these revenues to increase with additional NW Rides ridership.

(2A) LB30A TCTD Administration- General Fund

Committee Member Aufdermauer asked if there are salary audit's done to reach the numbers located within the budget. Committee Chair Holm explained the district conducts periodic salary surveys every few years. FS Welch explained administrative staffing has been low due to not being fully staffed.

Dir. Adler asked if the Administrative Salaries should be rolled back. Committee Member Aufdermauer said he wasn't suggesting that to happen. Dir. Adler said they seem high. Committee Chair Holm replied salaries and health care insurance and the salary CPI goes up each year.

(3A) LB-30A TCTD Operations- General Fund

Board Chair Johnson asked why VEBA and health care are going down in reference to the personal services line. FS Welch explained these line items were being adjusted to reflect current expenses.

Dir. Adler asked why is there Ecolane training. FS Welch explained we are bringing in Ecolane Trainers to train onsite.

(4A) LB-30A TCTD Maintenance- General Fund

FS Welch explained personnel services have been increased due to increased staffing to perform more maintenance work inhouse.

Committee Member Rush asked why payroll is going up for healthcare. FS Welch replied that is a result of now having full-time employees in the maintenance department.

Committee Member Kell asked if we are comfortable with the amounts provided for fuel and propane. FS Welch said its open for discussion with the board. Committee Chair Holm added that we have been conservative on this making sure we don't short this piece on the budget. Dir. Adler replied that the numbers doubled from 2019 and 2021 but she is comfortable with it.

Committee Member Aufdermauer asked why vehicle expenses had been significantly reduced.

FS Welch explained we now have a vehicle mechanic.

Committee Member Aufdermauer asked if we have taken into consideration the increase in vehicle parts with this portion of the budget. FS Welch replied that GM Pilant and OS Reed have had discussions on supplies. GM Pilant explained that historically vehicle expenses included both labor for outsourcing parts. Now that we have a fulltime mechanic we are budgeting the same for parts but less for outside labor.

Committee Member Aufdermauer asked about the process that takes place when changing a budget line. FS Welch replied that this is a committee decision.

(6A) LB-30B Requirements Not Allocated- General Fund

FS Welch explained this year planning is being moved to unallocated since all the planning projects are grant funded.

Dir. Adler asked that unallocated Line 19 be more specific. FS Welch replied that this line is the total of all non-allocated budget total lines.

(7B) LB-11 Property Management- Enterprise Fund

No discussion.

(8B) LB-11 Capital Reserve Fund

No discussion.

(9B) LB-11 Vehicle Purchase Reserve

No discussion.

(10B) LB-11 Bus Wash Maintenance Reserve

No discussion.

(11B) LB-10 Special Transportation Fund

No discussion.

(12B) LB-10 Northwest Oregon Transit Alliance- Special Fund

No discussion.

(13B) LB-10 NW Rides- Special Fund

Committee Member Aufdermauer asked if TCTD is the fiscal agent for NW Rides. GM Pilant replied that TCTD has a contract with CARE Oregon to operate the NW Rides brokerage. Committee Member Aufdermauer asked how this works. GM Pilant explained the program operates as a DBE and the District created this fund to account for the brokerage transactions separately. Committee Chair Holm added that TCTD is a provider of NW Rides services and manages the whole program now.

(14B) LB-10 Statewide Transit Improvement Fund

No discussion.

7. Approval of the TCTD FY 20212-2023 budget as presented or amended:

MOTION by Committee Member Rush to approve the FY 2022-2023 Tillamook County Transportation District budget as presented and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing. *Motion seconded* by Dir. Edwards.

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Aufdermauer that the Tillamook County Transportation District Budget Committee approves the 2022-2023 fiscal year budget in the amount of \$15,029,549. *Motion seconded* by Dir. Edwards.

MOTION PASSED UNANIMOUSLY

MOTION by Committee Member Rush that the Tillamook County Transportation District Budget Committee approves taxes for the 2022-2023 fiscal year at the rate

of \$0.20 per \$1,000 (\$1,074,124) of assessed value for operating purposes in the General Fund. *Motion seconded* by Dir. Hanenkrat.

MOTION PASSED UNANIMOUSLY

8. Committee Member Comments/ Concerns

Dir. Adler: Thanked Tabatha for her work.

Dir. Riggs: Great job Tabatha, this was easy to read.

CM Kell: This is the most understandable format I've ever seen.

CC Holm: It's nice to see everyone and the committee.

CM Rush: Appreciates what the district does.

GM Pilant: Thanked Tabatha for taking on the budget by herself without any input and I am proud of her.

FS Welch: Thank you for being here, thank you Justin it's nice to have you here.

9. Adjournment:

Committee Chair Marty Holm adjourned the meeting at 6:56PM.

These minutes approved on this 19th day of May, 2022.

Attest:

Mary Johnson, Board Chair

Douglas Pilant, General Manager

Tillamook County Transportation District
Board of Directors Special Meeting and Executive Session
Thursday, June 14, 2022 – 6:00PM
Transportation Building
3600 Third Street, Tillamook, OR
Meeting Minutes



1. Call to Order: Board Chair Mary Johnson called the meeting to order at 6:11 pm.
2. Pledge of Allegiance
3. Roll Call:
 - Present**
 - TCTD Board of Directors**
 - Mary Johnson, Board Chair
 - Judy Riggs, Vice Chair (Zoom)
 - Jackie Edwards, Director
 - Linda Adler, Secretary (Zoom)
 - Marty Holm, Director
 - Gary Hanenkrat, Treasurer
 - TCTD Staff**
 - Natalie Zuercher, Admin Assistant/ Board Clerk
 - Mike Reed, Operations Superintendent
 - Guests**
 - Heidi Mason, TCTD Legal Team (Zoom)
4. Announcements and Changes to Agenda:
5. Public & Guest Comments:
6. Executive Session: ORS 192.660(2)(A) Consider the Employment of a Public Officer, Employee, Staff Member, or Individual Agent.
 - a. TCTD Board went into executive session at 6:12 PM and returned at 7:24 PM.

7. **Motion** by Dir. Holm to appoint Mike Reed as Interim General Manager for up to 6 Months. *Motion Seconded* by Dir. Edwards.

Motion Passed

By Directors Hanenkrat, Carlson-Swanson, Adler,
Holm, Edwards, and Board Chair Johnson.

Nay: Dir. Riggs

8. Comments/Concerns:

Dir Holm: Budget Hearing still needs to take place with the board meeting next Thursday.

OS Reed: Discussed approving the employee handbook next board meeting agenda as well as finding things we need to patch up within the district.

OS Reed: Thank you Heidi Mason with your guidance on going through all these changes this past week.

Dir. Adler: We are here to help you Mike as well as support you, we want you to succeed.

Dir. Hanenkrat: We will do what we do next board meeting and leave it at that.

Adjournment: Board Chair Johnson adjourned the meeting at 7:41 pm.

These minutes approved this 23rd day of June 2022.

ATTEST:

Mary Johnson, Board Chair

Mike Reed, General Manager

Tillamook County Transportation District

Personnel Policies & Employee Handbook



*Adopted January 21, 2016
(Rev'd July 1, 2022)*

TABLE OF CONTENTS

Revision 07-2022

POLICY 1. PERSONNEL POLICIES AND PROCEDURES	1
A. PURPOSE OF PERSONNEL POLICIES	1
B. INTRODUCTION	1
C. PERSONNEL ADMINISTRATION GENERALLY.....	2
D. WRITTEN DEPARTMENTAL RULES AND STANDARD OPERATING PROCEDURES.....	2
E. CHAIN OF AUTHORITY	2
POLICY 2. NON-DISCRIMINATION AND HARASSMENT.....	3
A. EQUAL EMPLOYMENT OPPORTUNITY	3
B. HARASSMENT	3
C. REASONABLE ACCOMMODATION	6
D. IMMIGRATION AND NATIONALITY PROGRAM.....	7
POLICY 3. APPOINTMENTS, QUALIFICATIONS AND SEPARATION	7
A. JOB ANNOUNCEMENT.....	7
B. APPLICATIONS	8
C. ELIGIBILITY	8
D. SELECTION.....	8
E. ORIENTATION.....	8
F. INTRODUCTORY PERIOD.....	9
G. EMPLOYEE STATUS.....	9
H. VOLUNTEERS.....	10
I. EMPLOYMENT OF RELATIVES OR PERSONS IN THE SAME HOUSEHOLD.....	10
J. PHYSICAL EXAMINATIONS.....	10
K. DRIVING RECORD	10
L. LAYOFFS	11
M. VOLUNTARY RESIGNATIONS.....	11
N. PERSONNEL RECORDS.....	11

POLICY 4. PAYROLL, SCHEDULING AND OVERTIME PRACTICES	13
A. WORK WEEK AND WORKING HOURS	13
B. WAGE COMPENSATION	13
C. OVERTIME	14
D. REST PERIODS AND MEAL PERIODS	14
E. PAYDAY	14
F. PAYROLL DEDUCTIONS	14
G. MEDICAL AND LIFE INSURANCE.....	15
H. TIME RECORDS.....	16
I. PAY UPON SEPARATION	16
POLICY 5. EMPLOYEE TRAVEL AUTHORIZATION AND REIMBURSEMENT	16
A. GENERAL EXPECTATIONS.....	16
B. DOCUMENTATION OBJECTIVES.....	16
C. APPROVAL	17
D. TRAVEL SETTLEMENT	17
E. GUIDELINES	17
POLICY 6. TIME OFF	18
A. VACATION BENEFITS.....	18
B. HOLIDAYS.....	20
C. SICK LEAVE	20
D. FAMILY AND MEDICAL LEAVE OF ABSENCE.....	23
E. PAID BEREAVEMENT LEAVE.....	29
F. JURY DUTY	29
G. UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT.....	29
H. UNPAID LEAVE OF ABSENCE	32
POLICY 7. SAFETY AND ACCIDENTS	32
A. SAFETY POLICY STATEMENT	32
B. UNSAFE CONDITIONS	33
C. ACCIDENT REPORTING	33
D. EMPLOYEE INJURY REPORT	33
E. WORKERS' COMPENSATION INSURANCE.....	33
F. WORKERS' COMPENSATION PAYMENTS.....	33

G. RETURN-TO-WORK POLICY	33
H. VIOLENCE IN THE WORKPLACE	34
POLICY 8. WHAT THE DISTRICT EXPECTS FROM YOU	37
A. TEAMWORK AND EXCELLENCE	37
B. BUSINESS CONDUCT	37
C. CODE OF ETHICS FOR DISTRICT EMPLOYEES	37
D. POLITICAL ACTIVITIES OF DISTRICT EMPLOYEES.....	38
E. INTERNET USE AND SOCIAL MEDIA	38
F. COST CONSCIOUSNESS.....	39
G. USE OF EQUIPMENT/SUPPLIES.....	39
H. ATTENDANCE AND PUNCTUALITY	39
I. PERSONAL APPEARANCE.....	39
J. APPEARANCE OF WORK AREAS	40
K. PERSONAL TELEPHONE CALLS, FAXES, and COPIES	40
L. SMOKING	40
M. OUTSIDE EMPLOYMENT.....	40
N. DRUG AND ALCOHOL.....	41
POLICY 9. PERFORMANCE EVALUATION.....	44
A. EMPLOYEE PERFORMANCE REVIEWS	44
B. THE EVALUATION PROCESS	44
POLICY 10. PROBLEM RESOLUTION.....	46
A. DISTRICT POLICY	46
B. STEPS TO SOLUTION.....	46
C. RETALIATION	47
D. WHISTLEBLOWER RIGHTS AND RESPONSIBILITIES	48
POLICY 11. DISCIPLINE.....	49
A. DISCIPLINE GENERALLY	49
B. CORRECTIVE ACTION- GENERAL GUIDELINES.....	49
C. APPLICATION OF PROGRESSIVE PROCEDURES.....	50
D. DEPRIVATION PROCEDURE.....	51
E. EXECUTIVE SESSIONS TO CONSIDER DISCIPLINARY MATTERS	52
PERSONNEL POLICIES AND PROCEDURES CERTIFICATE OF RECEIPT.....	1

POLICY 1. PERSONNEL POLICIES AND PROCEDURES

A. PURPOSE OF PERSONNEL POLICIES

These policies provide rules and regulations for all employees of the Tillamook County Transportation DISTRICT (which is referred to as “the District” throughout these policies) relative to matters of personnel administration, except that the General Manager serves at the pleasure of the Board of Directors (hereinafter referred to as the Board) and is the Board representative in relation to application and administration of these policies to all other District employees. These rules and regulations are intended to set a general framework for effective personnel administration. In all cases, these policies should be construed with this in mind and should be understood as guiding the General Manager and not limiting in any way the prerogatives of the Board in its relationship with the General Manager.

B. INTRODUCTION

This manual contains statements of personnel policies and procedures. It is designed to inform supervisory and staff personnel of the working guidelines for the day-to-day administration of the District, to provide employees an understanding of what is expected of them, and to promote consistent, fair and uniform treatment of District employees.

The District reserves the right to change these policies and procedures at any time. These policies and procedures do not and are not intended to confer any property right in continued employment, to constitute an express or implied contract, or to give rise to a binding past practice under any collective bargaining agreement. These policies are intended to provide guidelines and procedures, not contractual rights. In the event a policy in this manual conflicts with a provision of a collective bargaining agreement, the collective bargaining agreement shall prevail.

Unless otherwise provided by an applicable collective bargaining agreement, employment with the District is “at will.” Employees and the District reserve the right to end the employment relationship, with or without cause, at any time. Further, except as might be approved in writing by the Board, no employee or representative of the District has the authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to Board-approved policies.

Each employee can assist in keeping the District personnel program up to date by notifying the General Manager whenever problems are encountered or improvements can be made. When the need for a new or revised policy presents itself, a recommendation should be submitted to the Board for consideration.

The Board may vary or modify any District personnel policy, on a case-by-case basis, if it is found that strict application of the policy is impractical or if it would result in hardship. Exceptions granted in any instance will not be binding in the future.

The District makes every effort to ensure that this handbook complies with all applicable laws. However, in the event that any provision in this handbook conflicts with any local, state or federal law, the applicable law will control.

C. PERSONNEL ADMINISTRATION GENERALLY

The Board and the General Manager shall have authority over all matters of personnel administration through adoption and interpretation of the District budget, pay plans, collective bargaining agreements, motions, and ordinances and resolutions adopting and/or amending the personnel rules and regulations.

The General Manager is charged with responsibility for the implementation and application of the policies.

The General Manager may specifically delegate in writing the authority for the enforcement of rules and policies.

The General Manager shall be responsible for ensuring the effective implementation of these rules and may further establish, amend, or otherwise modify administrative rules and regulations pursuant to Board policies. The General Manager shall advise the Board on any changes concerning these rules and regulations. The Board delegates to the General Manager broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Board.

Labor negotiations (including the settlement of any grievance even if that grievance has been denied by the Board or a committee thereof) must, in every instance, be approved by the Board before the District may be bound.

D. WRITTEN DEPARTMENTAL RULES AND STANDARD OPERATING PROCEDURES

The General Manager may establish such additional written rules and operating procedures deemed necessary for the efficient administration of the District. Such rules must be consistent with the general policies, procedures, rules, or regulations established by the District. Copies of the applicable departmental rules shall be made available to all employees in the department and shall be maintained in the Tillamook County Transportation District's office.

E. CHAIN OF AUTHORITY

If a situation develops that requires an immediate action or decision, and the General Manager is unavailable and/or unreachable, the Board Chairman will temporarily assume the authority and responsibility of General Manager to assure safety and continuity of TCTD operations.

POLICY 2. NON-DISCRIMINATION AND HARASSMENT

A. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the District to comply with federal, state and local laws on equal employment opportunity. It is also the District's policy to employ, retain, promote, discipline, discharge, and otherwise treat all employees and job applicants on the basis of merit, qualifications and competence without regard to any status or characteristic protected under applicable law, including, but not limited to sex, sexual orientation, predisposing genetic information, race, color, religion, national origin, ancestry, age, marital status, political affiliation, veteran status, or disability.

The General Manager is the coordinator for the District's procedures for the implementation of this policy. It is the intent and desire of the District that equal employment opportunity will be provided in employment, promotions, wages, benefits and all other privileges, terms and conditions of employment.

B. HARASSMENT

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

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

Discrimination, harassment, sexual assault, and retaliation are not acceptable.

Any employee who has questions or concerns about this policy should talk with our primary contact Finance Supervisor or as an alternative you may contact the General Manager.

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

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

3. Prohibited Conduct. Sexual harassment, sexual assault, and harassment on the basis of any other protected characteristic is strictly prohibited.

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

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

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

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

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls

or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

4. Reporting an Incident of Harassment, Sexual Assault, Discrimination or Retaliation. TCTD encourages good faith reporting of all perceived incidents of discrimination, harassment, sexual assault or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Finance Supervisor or General Manager. See the complaint procedure described below.

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

Following receipt of a complaint or concern management may follow-up as reasonably appropriate under the circumstances to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences.

5. Internal Complaint Procedure and Investigation. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Finance Supervisor if you are unable to reach the primary contact please reach out to General Manager. We encourage all employees to document incidents involving discrimination, harassment, sexual assault or retaliation as soon as possible, including details about the event(s), associated date(s), and potential witnesses.

TCTD encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

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

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

Misconduct constituting harassment, sexual assault, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action as described in Policy 11 of the Personnel Policies & Employee Handbook.

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

6. Time Limitations. Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement, the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

7. Employment Agreements. Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

TCTD will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

C. REASONABLE ACCOMMODATION

The District will afford reasonable accommodation to qualified applicants and employees with a known disability, unless to provide such accommodation creates an undue hardship on the District's operations.

1. Invitation to Self-Identify Physical and Mental Disabilities. Any employee who is a disabled person may voluntarily inform their supervisor of any physical or mental disability and may suggest methods of reasonable accommodation. This information is confidential and will be used only to evaluate reasonable accommodation alternatives to permit you to perform the essential functions of the job in a safe and efficient manner. Refusal to volunteer this information will not subject an employee to any adverse treatment or penalty.

2. Job Performance. Any employee who believes that he/she is having difficulty in continuing to meet the performance requirements of the job due to a physical or mental disability is encouraged to advise their supervisor regarding the nature of the disability, the work limitations covered by the disability and any suggested reasonable accommodation.”

3. GINA. The District complies with the Genetic Information Nondiscrimination Act (GINA), which prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members.

D. IMMIGRATION AND NATIONALITY PROGRAM

The District recognizes that it has a responsibility to comply with the provisions of the Immigration Reform and Control Act of 1986 by employing only citizens of the United States of America and lawfully authorized alien workers. The District further recognizes that it is an unfair immigration-related employment practice to discriminate against an individual, other than an unauthorized alien, based on national origin or citizenship status.

The District’s policy is to provide equal opportunity to all persons in matters affecting employment with the District, including full compliance with the Immigration Reform and Control Act of 1986. The District shall not discriminate against any individual, other than an unauthorized alien, based on national origin or citizen status.

POLICY 3. APPOINTMENTS, QUALIFICATIONS AND SEPARATION

The creation of any new positions must be approved by the Board.

A. JOB ANNOUNCEMENT

Job announcements will be made for any vacant position within the District by the General Manager to the Tillamook County Transportation District. The announcement shall specify title and salary range of the position, the nature of duties performed, qualification requirements, the time and place to apply, and may include the selection process to be used. Job announcements shall be posted with the State Employment office, on appropriate bulletin boards, and may be published in District publications and appropriate newspapers or

newsletters. Job announcements will be posted a minimum of 5 working days prior to the closing date. The District reserves the right to fill vacancies from within prior to the external posting of a position.

B. APPLICATIONS

Appointment to positions is through an open competitive process and will be based on merit and qualification. Promotional appointments may be made exclusively from current employees if it is determined that a sufficient number of employees are interested and qualified to compete through an internal selection process.

Applications shall be available in the Tillamook County Transportation District's office. Applicants will complete the application form and any supplemental materials required by the District for positions within the time period specified in the job announcement.

Applicants for employment shall furnish complete information requested as to education, special training, experience and skills, as well as a chronological history of employment, references, and other information deemed pertinent by the District. The General Manager makes all appointments to positions authorized by the Board.

C. ELIGIBILITY

At the time of application, all applicants must meet the minimum qualifications for the position or demonstrate a reasonable assurance of meeting the minimum qualifications by the time of appointment.

Applicants offered conditional employment for non-administrative positions are required to submit to fingerprinting for a criminal background check. Individuals who refuse to be fingerprinted or who make material false statements as to the non-conviction of a crime shall not be eligible for employment or continued employment. If hired conditionally, such employment will be terminated. *See TCTD's Criminal History Check Policy.*

D. SELECTION

Selection criteria and procedures will be based solely on job-related knowledge, skills, abilities, experience, education, training, and, when appropriate, prior demonstrated performance, aptitude, and character. The General Manager shall design selection criteria based on the classification specifications and job requirements. Based on the results of the selection process, applicants will be selected by the supervisor for an employment interview. Wherever possible, two or more employees will form an interview or selection panel.

E. ORIENTATION

Upon appointment, the General Manager or designee shall be responsible for orientation of new employees. Orientation shall include, but shall not be limited to, an introduction to the

organization and services of the District, work rules, personnel policies and procedures, safety training, completion of payroll forms, and introduction to other District personnel.

F. INTRODUCTORY PERIOD

New and rehired employees shall serve an introductory period of no less than six (6) months commencing with their first day of employment. Upon promotion, the introductory period is six (6) months unless otherwise specified in the position or at the time of the promotion opportunity.

The introductory period is part of the selection process used to confirm the initial employment decision and to reject those whose performance is not satisfactory. During this evaluation period, the employee and the District will have an opportunity to determine whether further employment with the District is appropriate.

The District can extend the duration of the introductory period up to an additional six (6) months if, in its discretion, it determines that such an extension is appropriate. Either the employee or the District may end the employment relationship at any time during or after the introductory period, with or without cause or advance notice. Successful completion of the introductory period does not change an employee's at-will status. An employee who successfully completes the introductory period will be notified in writing that he or she has become a regular full-time or a regular part-time employee of the District. No employee will be deemed a "regular" and no longer an introductory employee until the District has so determined and notified the employee in writing.

G. EMPLOYEE STATUS

1. Regular Full-Time Employees. An employee who regularly works a minimum of 32 hours a week on a continuing basis, and who has completed the introductory period, is considered a regular full-time employee.

2. Regular Part-Time Employees. An employee who regularly works less than 32 hours a week is considered a regular part-time employee once the introductory period is successfully completed.

3. Temporary Employees. Temporary employees are defined as those employees holding jobs of limited duration arising out of special projects, abnormal workloads, or emergencies. Temporary employees are ineligible for employer-paid benefits with the exception of paid sick leave.

4. Duration of Employment. All employees except temporary employees are hired for an unspecified duration. The District does not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and the District. Accordingly, either the employee or the District can end the employment

relationship at any time, in accordance with District procedures. Discipline and discharge may occur subject to District policies and procedures.

H. VOLUNTEERS

The District values its volunteers; however, they are not employees of the District. Volunteers receive only those benefits expressly conferred in writing or by applicable law. Workers' compensation insurance will be provided to volunteers. The service of a volunteer may be discontinued at any time for any reason. Volunteers must abide by all applicable rules, policies and practices as described in the District's Volunteer Handbook. Volunteers serve at the pleasure of the District and either may end the volunteer arrangement at any time.

I. EMPLOYMENT OF RELATIVES OR PERSONS IN THE SAME HOUSEHOLD

Relatives or persons in the same household of an employee may be hired by the District only if the individuals concerned do not work in a direct supervisory relationship. "Relatives" are defined as immediate family of the employee or of the spouse; parents, children, grandparents, stepchildren, siblings and members of the employee's household. Present employees who marry will be permitted to continue work only if they do not work in a direct supervisory relationship with one another. Employees will be allowed to accept a transfer including a demotion to an available and suitable position to avoid direct supervision by a relative or a person within the same household.

J. PHYSICAL EXAMINATIONS

An offer of employment may be contingent upon an applicant's successful completion of a medical examination to determine if the applicant is able to perform the essential functions of the job, with or without reasonable accommodation and without direct threat to the health or safety of the applicant or other persons. If required, this examination will be provided by the District at District expense. Any information gathered will be treated as a confidential medical record. The scope of the post-offer medical examination may not be limited to ability to perform essential job functions and may include other exams as permitted by applicable law.

K. DRIVING RECORD

Employees who may be required to drive as part of their employment with the District, including administrative employees who use the staff car, must possess a valid Oregon driver's license, comply with any operator's license restriction, and be insurable by the District's insurance carrier. All employees who may be required to drive on District business may at any time have their driving record checked by the District. If the record indicates violations, the employee may be subject to appropriate warnings or disciplinary action, up to and including termination. As a condition of continued employment, each employee who operates District vehicles must maintain a personal driving record that is within risk criteria, if any, established by the District's insurer, as described in greater detail

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

Employees who may be required to drive shall notify the General Manager of any change in license status and all traffic violations. Failure to report a traffic violation or change in license status to the General Manager is viewed as a violation of District policy. The District monitors driving records as a component of risk management in order to identify needs for driver improvement. This section is applicable to qualified individuals with disabilities only when driving is an essential function of their job.

The District provides a staff car to be used for conducting off-site District business. When the staff car is available, employees are encouraged to use it in lieu of their personal vehicles.

L. LAYOFFS

Should a reduction in the District work force become necessary, the following procedures shall apply:

Layoffs may be implemented on a District-wide basis or in one or more departments, work groups, or job classifications, depending on the needs of the District. Once it is determined what the scope of the layoff will be, employees generally will be laid off in the following order:

Temporary employees; introductory employees; part-time employees; and regular employees, according to knowledge, skills, and abilities as determined by the District in its sole discretion.

In lieu of layoff, the District may reduce the hours of work of District personnel. The District will make available medical and dental insurance to laid-off employees as required by COBRA.

M. VOLUNTARY RESIGNATIONS

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

N. PERSONNEL RECORDS

1. Maintenance of File. The General Manager or designee will maintain personnel records of District employees. If there is a change of name, address, telephone number, marital status, or number of dependents, employees must promptly notify the General Manager.

2. Removal. Documents shall not be removed from a personnel file, except

pursuant to a determination by the General Manager that each particular document is not accurate, or is no longer relevant or timely to any personnel or performance matter. Any document which is removed shall be maintained in a separate file containing all such documents, not indexed under the name of any employee.

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

4. Personnel Files. This policy defines circumstances under which an employee may examine his/her personnel records; and an individual who is not an employee of the District may examine an employee's personnel record. This policy and procedure applies to all District employees.

- a. No material of a negative or derogatory nature shall be placed in an employee's file unless the employee has had an opportunity to review the material, which shall be noted on the documents.
- b. Employees may be allowed to include in their personnel file any material deemed relevant to job qualifications or performance, in the judgment of the District. Employees may inspect and review their personnel files, excluding confidential reports from previous employers.
- c. Employees may protest, or comment upon, in writing, any materials placed in their personnel file. Such protest/comments shall be placed in the personnel file.

5. Procedure for Access by Employee.

- a. Employees wishing to inspect/review their personnel file shall make an appointment in advance with the General Manager or designee.
- b. An employee may receive a copy of such records. The employee may be charged a reasonable fee for providing this service.

6. Access to Personnel Files - Persons Other Than Employee.

- a. Personnel files are exempt from disclosure under the provisions of ORS 192.502(2) if disclosure would constitute an unreasonable invasion of

privacy. Records of discipline may be exempt from public disclosure.

- b. Any person seeking disclosure of material that could constitute an unreasonable invasion of any employee's privacy shall have the burden of showing that public disclosure would not constitute such an unreasonable invasion of privacy, by clear and convincing evidence.
- c. No information in any employee's personnel file will be released until the employee is notified and has a reasonable opportunity to comment on the request. In all cases, the District must determine whether or not particular personnel records of any District employee are subject to public disclosure. An employee's expectation of confidentiality and privacy is, in each case, subject to the requirements of Oregon's public records law and applicable federal law. This decision shall be made by the Board by resolution following deliberation in executive session.
- d. Information regarding an employee's address, telephone number, work history, performance or salary will not be given over the telephone. Only employment dates and job title may be released verbally.
- e. Verification of employment or other confidential information must be in writing, signed by the employee, authorizing release of specific information. Work reference requests, for both present and terminated employees, must be in writing and signed by the employee, authorizing release of information.

POLICY 4. PAYROLL, SCHEDULING AND OVERTIME PRACTICES

A. WORK WEEK AND WORKING HOURS

The District's work week starts and ends at 12:00 AM on Sunday and 11:59 PM on Saturday. Full-time employees are normally scheduled for forty (40) hours of work per workweek; however this should not be considered as a guarantee of any specific amount of work being made available. The General Manager and employees are expected to complete their job duties in a timely fashion within their normal work week to the greatest extent possible. The hours of employment shall be fixed by the General Manager.

B. WAGE COMPENSATION

1. Wage Policy. The District maintains a pay plan covering all positions in the District and showing the minimum and maximum rates of pay. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable work in other public and in private employment, including consideration of conditions of work and basic pay, current costs of living, the local economy, wage adjustments in the community, suggestions of the General Manager, and the District's financial condition.

2. Wage Scale Review. An increase/decrease of the non-union wage scale may

be recommended by the Board annually during the budget cycle based upon the Portland CPI and the financial means of the District.

3. Non-Union Employees. Non-union employees will be reviewed annually. Wage increases must be approved by the General Manager within the salary range and budget approved by the Board. Non-union employee compensation will be determined based on one or more of the following *bona fide* factors:

- A seniority system
- A merit system
- A system that measures earnings by quantity or quality of production
- Workplace location
- Travel, if travel is necessary and regular for the position
- Education
- Training
- Experience

4. Union Employees. Union employees are eligible for wage increases in accordance to the current union contract.

C. OVERTIME

Employees who are non-exempt under the Fair Labor Standards Act and state law will be paid for all hours worked in excess of 40 hours in a work week at the rate of time and one-half their regular rate of pay unless a collective bargaining agreement provides otherwise.

D. REST PERIODS AND MEAL PERIODS

The District provides meal, rest, and lactation periods in compliance with the Fair Labor Standards Act and Oregon Bureau of Labor and Industries requirements. Please see your supervisor for details.

E. PAYDAY

The District's paydays are bi-weekly on Friday.

F. PAYROLL DEDUCTIONS

1. Required Deductions. Federal and state laws require the following deductions from every paycheck:

- a. Federal Income Tax.
- b. State Withholding Tax.
- c. Social Security Taxes.

- d. Medicare.
- e. State Accident Insurance-Employee Surcharge.
- f. Court ordered child support payments or garnishments.

2. Other Deductions. Other deductions may be made from the employee’s paycheck as permitted by applicable law, including, but not limited to, the following:

- a. Deductions authorized in writing by the employee, recorded in the District’s books, and for the benefit of the employee.
- b. Insurance contributions.
- c. 457 Deferred Compensation contributions.

3. Deferred Compensation. Any District employee may elect to enroll in a deferred compensation plan approved by the District. Deferred compensation accounts will be established on behalf of any employee who makes contributions to the plan in accordance with plan requirements. Contributions to the plan may begin upon hire according to the 457 plan. Employees are eligible for a District match to a 401(a) account in their name after six months of employment. The District will match up to 8% of gross wages, the employee’s 457 deferred compensation contribution.

G. MEDICAL AND LIFE INSURANCE

The District provides group medical, dental, vision, prescription and life insurance for eligible full-time employees or eligible part-time employees. Coverage for eligible employees begins the first of the month following date of hire. Information regarding eligibility and specific benefits is available. Spouse/Dependent health insurance coverage to qualifying employees is covered by the District at a rate set by the Board. Eligible employees may enroll their eligible dependents in family medical benefits. Eligible dependents generally include the employee’s spouse, Oregon registered domestic partner, children under age 26 (including stepchildren, adopted children, and foster children), and children age 26 or over and incapable of self-support because of developmental disability or physical handicap that began before their 26th birthday. Please contact HR for additional information about eligible dependents.

The preceding is a summary of benefits currently made available to eligible employees. In many cases, the benefits in this section are provided under the terms of a plan, and employees should consult the plan’s summary plan description for details. In a situation where the terms of this handbook conflict with a plan’s summary plan description, the summary plan description will control.

H. TIME RECORDS

Time cards must serve as an accurate record of the time for which each employee works and is paid wages and overtime. Each employee is expected to accurately record all time spent working on District business. Employees must also review their time records for accuracy before approving them in the District's human resource information system. Time worked typically means all time an employee is required to be on the District's premises, on duty or at a prescribed work place. It includes all time spent performing job activities or performing an activity preparing an employee for work as required by his/her job. Personal time spent in District offices outside regular working hours should not be recorded. Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

The District encourages every employee to immediately report any pay or benefit inaccuracies to the General Manager or designee. The District's policy is to accurately pay for all time worked and calculate earned time and benefits properly, and will not tolerate retaliation against those who report pay or benefit inaccuracies in good faith. Introductory or regular employees shall record all time worked for the District. An employee of the District may not volunteer service to the District and not record the time worked unless the volunteer hours worked **DO NOT INVOLVE THE SAME TYPE OF SERVICE** that the person is employed to perform for the District, and the services are provided with an intent to better the community and without expectation of pay. All volunteer activities by employees that benefit TCTD must be approved by the General Manager in advance and in writing.

I. PAY UPON SEPARATION

The District pays final wages in compliance with applicable law. The District pays out accrued but unused vacation upon termination for any reason.

POLICY 5. EMPLOYEE TRAVEL AUTHORIZATION AND REIMBURSEMENT

A. GENERAL EXPECTATIONS

All employees of the District are expected to use good judgment regarding the expenditure of funds for travel expenses. Only through teamwork can the costs of travel on District business be minimized.

B. DOCUMENTATION OBJECTIVES

The procedures for documenting the expenses involved with employee travel on District related business activities are designed to provide public accountability in two areas:

1. Pre-approval of all travel requests to insure that the travel is appropriate to the needs of the District and that budgeted funds are available for specific travel requests.

2. A complete accounting of the actual expenses for the travel to insure that the expenses reported for reimbursement are appropriate and provide appropriate documentation.

C. APPROVAL

The Tillamook County Transportation District shall authorize registration, travel and attendance expenditures in advance within the budgeted amounts adopted by the Board. Prior to submittal for Tillamook County Transportation District approval, the request must be approved by the supervisor.

D. TRAVEL SETTLEMENT

Within one week after travel has been completed, the employee must turn in receipts for lodging and all other expenses to be paid or reimbursed. Failure to do so may delay, reduce, or eliminate any reimbursement.

E. GUIDELINES

The following general guidelines apply to the reimbursement of employee travel expenses.

1. Transportation. The District will pay the actual cost of transportation, taxi fares, telephone calls and similar items incidental and necessary to the performance of official business while on travel status. If the employee's personal vehicle is used, the District will reimburse the employee at the current IRS mileage rate for the actual mileage required for the trip. Parking and other related expenses must be documented by receipt.

2. Lodging. Hotel and motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where employees are sharing a room. As a cost saving incentive, if an employee chooses to make other arrangements for lodging, a payment of \$75 per night to the employee may be allowed in lieu of paying the actual accommodation costs. Any cancellation fees are the responsibility of the employee.

3. Meal Reimbursement. As determined by the General Manager, partial day or full day meal reimbursement may be allowed when the employee is away from District facilities on District business during normal meal times. Reimbursement for meals will follow the GSA Meals & Incidental Expenses (M&IE) guidelines available at www.gsa.gov. Individual meals may be reimbursed after the fact with a detailed receipt, not to exceed the M&IE guidelines, except in circumstances authorized by the General Manager.

As a general guideline, meal reimbursement will not be approved when an employee attends a conference or other event in which a meal is provided. If an employee cannot enjoy the provided meal due to dietary restrictions, the employee should request an exception to this general guideline in advance.

4. Telephone. Expenses for telephone communications may be reimbursable only if they are directly related to District business and are supported by actual receipts. Personal telephone calls charged to the District or to your room and paid by the District must be reimbursed.

5. Registration and Tuition Fees. Expenses for registrations and/or tuition fees are allowable expenses, and a copy of the registration must be attached to the Request for Expenses form.

6. Accompanied Travel. Shared room guest accommodations are allowed provided there is no additional cost beyond the single room rate. Any additional charge is a personal expense to be paid directly to the hotel by the employee and/or guest. All expenses for guests who accompany the employee on a trip are not reimbursable.

7. Alcoholic Beverages. Any expenditures for alcoholic beverages are not allowed and reimbursement will be required if any are charged to the District.

8. Travel Advances. On a case by case basis, the General Manager can authorize an advancement of known travel costs such as meals, rental cars, shuttle/bus/cab fares, parking, and mileage in advance of travel with supervisor approval. Staff must properly document all expected expenses and reconcile using a travel report within 30 days of their return. All costs must be verified by receipt or mileage log. Overages must be promptly repaid to the District, while authorized additional expenses will be reimbursed to the employee.

POLICY 6. TIME OFF

A. VACATION BENEFITS

Vacation benefits are intended to provide eligible employees with a period of paid rest and relaxation away from work. Accordingly, employees are encouraged to schedule vacations each year, and to use all earned vacation benefits.

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

The District provides vacation benefits to its regular part-time and full-time employees. Vacation leave for employees will be figured by multiplying their hours worked (for purposes of this Vacation policy only: regular + holiday + vacation + sick leave hours; not overtime hours) by the appropriate factor as described below:

ADMINISTRATIVE STAFF

Year of Service	Accrual Factor multiplied by hours worked each month	Benefit equivalent based on 40 Hours/Week
First Year	.039	10 days
Second Year	.047	12 days
Third Year	.054	14 days
Fourth Year	.062	16 days
Fifth Year	.070	18 days
Sixth Year (Maximum)	.077	20 days

Vacation time will start accruing from hire date. *However, an employee must work for TCTD for a period of six (6) months before being eligible to use vacation time.* Vacation credits shall not accrue during any unpaid leave of absence unless otherwise required by law. Accrued vacation hours shall become available the first day of the month following accrual.

Employees may accrue a maximum of 240 hours of vacation leave time. If, when the accrual reaches the maximum level and vacation leave has not been scheduled, the employee may be directed to take the time off, or the hours may be reduced by issuing a check to the employee in compensation for a portion of the hours accrued, as determined by the General Manager.

Vacation accruals used will be paid at the employee's current hourly rate. Vacation time must be requested in January in order to be handled on a seniority basis. If vacation time is requested after the month of January, requests will be handled on a first come, first served basis. Vacation leave is to be scheduled and approved by the General Manager at least 30 days in advance of the desired start of leave.

1. Use of Vacation Leave. An employee may take vacation leave with pay up to (8) hours per day or the amount of hours they are normally scheduled to work. No employee will be allowed to take more than 40 hours vacation leave in any one work week.

Vacation Pay. When an employee is separated from employment with the District for any reason, she/he shall receive payment for accrued but unused vacation leave. In the case of death, payment for accrued but unused vacation leave shall be paid in the same manner that salary due to the decedent is paid.

Vacation Pay will be compensated based upon the straight-time hourly rate in effect at the time of vacation or separation from District employment.

B. HOLIDAYS

Part-time employees on a pro-rated basis and regular full-time employees will receive a day off with pay (eight hours) on each of these recognized holidays:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

1. Veterans Day. Employees who served on active duty in the Armed Forces for at least 6 months and received a discharge under honorable conditions or were deployed or served on active duty in a reserve or National Guard unit for at least 6 months are eligible to take Veterans Day off. The time off shall be unpaid unless the employee elects to use available vacation to cover the time. Requests for the day off shall be made at least 21 days in advance, and the requests shall be granted unless the time off creates an undue hardship for the District or would cause a significant economic or operational disruption. In such case, the District will allow the veteran to take another day off before the Veterans Day holiday. Employees may be required to provide documents demonstrating eligibility for Veterans Day off.

2. Office Personnel. If a holiday falls on a Sunday, it will be observed on the following Monday. If a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

3. Drivers. Drivers will receive holiday pay in accordance with any applicable labor agreement.

4. All Employees. Employees who are off work on a leave of absence shall not receive holiday pay. Employees who are off work due to sickness or vacation shall be paid for the holiday in lieu of using vacation or sick leave.

5. Holiday Work. Administrative employees who are required to work on any recognized holiday shall be paid one and one-half (1 ½) times their regular hourly rate for such work in addition to holiday pay.

C. SICK LEAVE

The District provides eligible employees with sick leave in accordance with the Oregon Paid Sick Leave Law and administrative rules.

1. Notification of Inability to Work. Employees must notify Human Resources Specialist for any foreseeable, planned sick leave at least 10 calendar days prior to the date the leave will begin or as soon as practicable, by submitting an Employee Leave Request form to Human Resources. Employees must also make a reasonable effort to schedule sick time in a manner that is not unduly only minimally disruptive to the business and operations. Employees must inform Human Resources of any change in the expected duration of sick leave as soon as is practicable.

When the need for leave is unforeseeable, employees must contact their supervisors before the start of their scheduled work shift or as soon as practicable, and must submit an Employee Leave Request form to Human Resources within three days of returning to work. Employees must also abide by any department call-in rules. The consequences the District may discipline and employee for failing to provide proper notice or for failing to make a reasonable effort to schedule leave in a manner that is not unduly only minimally disruptive to the business and operations are that the District may deny the use and legal protections of sick time.

If the employee must use sick leave for an unforeseeable purpose during the course of a workday, she/he must notify the General Manager before leaving work. If sick leave is taken to care for a dependent, the District expects that every effort will be made for other care arrangements as soon as possible, except where leave for dependent care purposes is provided for by family leave laws, and the employee is eligible for such leave.

2. Accrual. In order to minimize the economic hardships that may result from an unexpected short-term personal or dependent illness or injury, the District provides regular full-time employees with accumulated sick leave of eight (8) hours per month. Part-time, temporary and substitute employees accrue .045 hours of sick leave for each hour worked. Unused sick leave benefits accumulate and carry over from year to year. The District caps sick leave accruals at a maximum of sixty (60) days. Employees are not paid for unused sick leave upon employment termination.

Accrued sick leave hours are available upon accrual, except that new employees may not begin using sick time until their 91st calendar day of employment.

3. Payment of Sick Leave. Employees using sick time pursuant to this policy will be paid for sick time at the base rate of pay the employee would have earned during the leave or scheduled shift, plus any night time shift differentials earned during that time. Employees will not be paid for lost overtime. Generally, sick time pay will be included in the paycheck for the next payroll period after sick time is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined above. A report of sick time accrued and used will appear on each paystub.

4. Use of Sick Leave. Employees may use accrued sick leave for the following reasons:

- a. For the diagnosis, care or treatment of the employee, or the employee's covered family member, for mental or physical illness, injury or health condition and includes preventative medical care such as prenatal visits and routine medical and dental visits.
 - "Family member" means the eligible employee's grandparent, grandchild, spouse, or Oregon-registered same-gender domestic partner, and the domestic partner's child or parent; the employee's stepchild, parent-in-law or a person with whom the employee was or is in a relationship of in loco parentis; and the employee's biological, adoptive or foster parent or child.
- b. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law (ORS 659A.272) and requires leave for any of the purposes in that law.
- c. For any purpose allowed under the Oregon Family Leave Act, including bereavement leave.
- d. If the employee's place of business is closed, or the employee's child's school or place of care is closed, by order of a public official due to a public health emergency.
- e. To care for a covered family member whose presence in the community would jeopardize the health of others, as determined by a lawful public health official or a licensed health care provider who is primarily responsible for providing health care to the family member.
- f. If the District is required by law to exclude the employee from work for health reasons.

An employee may take sick leave with pay up to the number of hours they would have worked and not more than 40 hours in one work week.

Employees may use sick leave in one hour increments to cover all or part of a shift. Unless otherwise allowed by District policy, employees absent from work for a qualifying sick leave purpose must use accrued sick time hours for that reason and on each subsequent day of absence until all accrued sick time has been used.

An employee shall not be eligible for sick leave pay on a designated District holiday, any day the employee has scheduled as a vacation day, or when Workers' Compensation wage loss is received.

A demonstrated ability to work regularly is a requirement of continued employment. This expectation will govern decisions on employees who are absent repeatedly. Excessive unprotected absences and/or abuse of sick leave may result in disciplinary action.

5. Verification of Sick Leave. If an employee takes more than three consecutively scheduled workdays as sick leave, the District may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking. If the District suspects sick time abuse, including but not limited to repeated use of unscheduled sick time on or adjacent to weekends, holidays, vacations and paydays, the District may require documentation from a healthcare provider on a more frequent basis. If an employee fails to provide the required documentation, the District may withhold pay for the sick time used until the required documentation is provided.

6. Exhaustion of Sick Leave. If, at any time, it is determined by medical authority that the employee is permanently incapable of returning to all the regular duties for which she/he was employed, the District will engage in the interactive process as required by law.

7. Use of Unpaid Leave. Employees may request unpaid leave when all other paid leave has been used. The General Manager may approve unpaid leave at his or her discretion.

8. Medical Certification. An employee may be required to provide medical certification that they are physically prepared to return to work.

9. Transfer of Sick or Vacation Leave. Employees who have exhausted their sick and vacation leave benefits may receive a donation of sick leave and vacation leave from administrative employees if they require extended time off for illness or injury. In such event, the District's only involvement shall be to transfer an employee's leave credit in accordance with the employee's request and add it to the sick leave balance of another employee. Employees may donate up to 10% of their accrued sick leave balance. No employee may donate more than 40 hours per year to other employees. All donations must be made anonymously and the employee will have the option of declining the donation. Holiday hours may not be donated.

10. No Discrimination or Retaliation. The District will not take retaliatory personnel action or discriminate against employees for using or requesting protected sick time. Employees are encouraged to discuss any concerns regarding sick time with the General Manager or designee.

11. Concurrent Use. Sick leave runs concurrently with Oregon Family Medical Leave and other leave where allowed by law.

D. FAMILY AND MEDICAL LEAVE OF ABSENCE

Unpaid leave of absence for up to 12 weeks is provided to eligible employees for certain family or medical reasons. This section describes family medical leave under Oregon state laws. An official notice explaining your rights and responsibilities under the

Oregon Family Leave Act (“OFLA”) is posted in the lunch/ break room.

1. Eligibility. Under the Oregon Family Leave Act (“OFLA”), employees must have been employed by the District for at least 180 days and worked an average of 25 hours per week in the previous 180 days to qualify for state family leave. Employees taking leave to care for a newborn, adopted or newly-placed foster child only have to meet the 180-day employment requirement (regardless of the number of hours worked). Employees taking leave arising out of a spouse’s or registered domestic partner’s active duty or call to active duty under OFLA, have to work an average of 20 hours per week to qualify for such leave.

2. Qualifying Purposes. Employees may request family and medical leave:

- a. To care for the employee’s child after birth, or placement for adoption or foster care (“parental leave”).
- b. To care for the employee’s spouse, child or parent, parent-in-law, grandparents, grandchildren, registered same-sex domestic partner and parents or child of an employee’s registered same-sex domestic partner with a serious health condition (“family member leave”).
- c. For a serious health condition that prevents the employee from performing his or her job.
- d. To care for a child (under the age of 18 or an adult dependent child substantially limited by a physical or mental impairment) who is ill and requires home care, and does not have a serious health condition, provided another family member is not willing and able to care for the child (“sick child leave”).
- e. For up to 14 regularly-scheduled work days per deployment arising out of the employee’s spouse’s or registered domestic partner’s active duty or call to active duty in the Armed Forces, National Guard or Reserves.
- f. For up to two weeks of leave per death of a family member, up to a maximum of twelve weeks per leave year, for dealing with the death of a family member attending the funeral (or alternative) of the family member, making arrangements necessitated by the death of a family member, or grieving the death of a family member (“bereavement leave”).

In addition to the basic 12-week family leave entitlement, eligible OFLA employees may also qualify for additional family medical leave in the following circumstances.

- g. Up to 12 weeks leave for incapacity related to pregnancy, prenatal medical care, or childbirth.

- h. Up to 12 weeks of sick child leave for those employees who take 12 full weeks of parental leave, provided the child does not have a serious health condition.

3. General Provisions.

- a. Notice. Employees are required to give the District at least 30 days' advance notice of the need for leave when the need is foreseeable. If the reason for the leave is unforeseeable, absent unusual circumstances, you must provide notice as soon as practicable.

Employees are responsible and must provide sufficient information for the District to determine if the leave may qualify for family medical leave protection and the anticipated timing and duration of the leave. Employees also must inform the District if the requested leave is for a reason for which OFLA leave was previously taken or certified.

The consequences for failing to provide adequate notice for OFLA leave are that the District may reduce the period of unused OFLA by the number of days the employee took leave without notice (not to exceed three weeks per leave year).

Employees must make reasonable efforts to schedule treatment for serious health conditions and/or leave for planned treatment in a manner that does not unduly disrupt business operations.

- b. Rolling Twelve-Month Leave Period. The leave calculation year for family medical leave is 12 months measured backward from the first day family leave is taken by the employee (12-month "rolling backward" method). Each time the employee uses family leave, the employee's remaining entitlement would be the balance of the 12 workweeks which has not been used during the immediately preceding 12 months.
- c. Paid, Other Leave to Run Concurrently. Leave granted under state workers' compensation laws will be treated in accordance with the above laws and will run concurrently with family medical leave covered by OFLA; however if the worker's compensation claim is accepted, any leave for that worker's compensation accepted claim will not count as OFLA, unless the employee's workers' compensation claim is denied, or if the employee rejects a light-duty offer.

Paid leaves and unpaid leaves (e.g., personal leave) run concurrently with unpaid family medical leave where allowed by law. Any accumulated paid leave, such as vacation funeral and sick leave, must be substituted for unpaid family medical leave and taken before the remainder of family medical leave is taken as unpaid leave. Sick leave may also be used for any leave covered by OFLA.

- d. Medical Certification. The District will require a timely, complete and sufficient medical certification of serious health conditions. The employee will be required to provide the certification within 15 days of the request. The District will require returning employees to provide a fitness-for-duty certification to return to work. Second and third opinions, and periodic recertifications in connection with, and supporting the need for leave may be required.

Under Oregon law, employees who use sick child leave on all or any part of three separate days in a 12-month leave period may be required to provide medical documentation from the child's doctor to verify that the child was ill and required home care for all subsequent uses of sick child leave in the 12-month period.

The consequences for failing to provide a timely, sufficient and complete medical certification supporting the need for the absence(s) are that the leave may be delayed or denied and not be protected by family medical leave laws.

- e. Certification of spousal/domestic partner military deployment. The District will require certification of spousal or registered domestic partner deployment leave. The employee must respond to such a request within 15 days of the request. Failure to provide a timely, complete and sufficient certification may result in denial or delay of continuation of leave.
- f. Intermittent/Reduced Schedule Leave When Medically Necessary. Generally, intermittent or reduced schedule leave is not available for family leave used for birth, adoption or foster placement. In other situations where intermittent or reduced schedule leave is available and foreseeable, employees may be temporarily transferred to available alternative positions that better accommodate intermittent or reduced schedule leave. Any such transfer covered by OFLA will be with the employee's consent.
- g. Reinstatement. Generally, employees returning from leave will be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms, unless their former position has been eliminated for bona-fide business reasons where the employee may have no reinstatement rights.

Under Oregon law, reinstatement following Oregon family medical leave is generally to the employee's former position, unless the position has been eliminated, in which case the employee may be entitled to reinstatement to an available, equivalent job.

- h. Continuation of Benefits. Employees on leave covered by OFLA are entitled to have their health benefits continued. The District will recover

premiums paid on behalf of an employee who does not return to work for reasons other than a serious health condition of the employee or family member, or other circumstances beyond the control of the employee.

- i. Status Report and Call-In. While on family medical leave, employees must provide the District with periodic reports of status and intent to return to work, and must comply with the District's call-in rules.

4. Working for another Employer. District policy prohibits employees on a paid or unpaid leave of absence, including a family medical leave of absence, from working for another employer or company, without prior written authorization. Please contact your General Manager or designee for applications and/or specific details.

5. Leave for Victims of Crime. An employee who has been the victim of a crime, or whose immediate family member has been the victim of a crime, may be entitled to a leave of absence to attend criminal proceedings under the terms of this policy and applicable law. An immediate family member is defined as: a spouse, domestic partner, father, mother, sibling, child, stepchild, and grandparent.

An employee who has worked for at least 180 days and who has averaged 25 hours or more per week in the 180 days prior to the request for leave, may be eligible to take an unpaid leave of absence to attend criminal proceedings related to a crime in which the employee or a member of the employee's immediate family was a victim. Employees must provide reasonable notice of their intention to take leave under this policy, discuss the approximate length of the leave with their supervisor, and provide copies of scheduling notices upon request.

The absence from work must be in order to attend judicial proceedings related to a crime as described above, and employees must provide official documentation of the scheduled proceeding. If advance notice is not possible, appropriate official documentation must be provided within a reasonable time after the absence. Such absences will be unpaid; however, available vacation may be used to substitute for the unpaid time. If the employee's leave would create an undue hardship on the District, the leave may be limited and the employee may request that the court take the employee's work schedule into account when scheduling the proceedings.

6. Domestic Violence, Harassment, Sexual Assault, or Stalking Leave. An eligible employee who is a victim of domestic violence, harassment, sexual assault or stalking may take time off from work, without risk of discrimination or retaliation, for the following reasons:

- a. To seek legal or law enforcement remedies to ensure the employee's (or his/her minor child's) health and safety. This includes preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking.

- b. To seek medical treatment or to recover for injuries caused by domestic violence, sexual assault, or stalking.
- c. To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, harassment, or sexual assault.
- d. To obtain counseling related to an experience of domestic violence, harassment, sexual assault, or stalking.
- e. To relocate or secure his/her existing home to ensure the employee's (or his/her child's) health and safety.

The employee must give the District reasonable advance notice of the intention to take time off for any of the above purposes, unless reasonable notice is not feasible. The District may require an employee requesting domestic violence leave to provide one of the following to the District:

- a. A police report indicating that the employee was a victim of domestic violence, harassment, sexual assault or stalking.
- b. A court order protecting or separating the employee from the perpetrator of an act of domestic violence, harassment, sexual assault, or stalking, or other evidence from the court or prosecuting attorney that the employee appeared in court.
- c. Documentation from a medical professional, domestic violence advocate, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence ,harassment sexual assault, or stalking.

The District is committed to protecting the confidentiality, to the extent possible, of an employee who requests time off as a result of domestic violence, criminal harassment, sexual assault, or stalking.

You may use unused, accrued vacation or sick leave for these purposes. A domestic violence or sexual assault leave shall not exceed or extend the amount of time off permitted under any applicable federal or state family and medical leave laws, if any, and is not in addition to what, if any leave, is already permitted by such laws.

Independent of any leave rights you may have, the District will provide employees a reasonable workplace safety accommodation in response to actual or threatened domestic violence, sexual assault, stalking or criminal harassment. Safety accommodations may include transfer, reassignment, a modified schedule, changed work station or phone number, or other measures to address safety. Please contact your General Manager or designee in the event you wish to discuss an accommodation.

E. PAID BEREAVEMENT LEAVE

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

F. JURY DUTY

Employees shall be granted leave with pay at the regular rate any time they are required to report for jury duty or are under subpoena to testify at a proceeding, provided that the employee must turn in any witness or jury duty pay directly to the District. If a summons for jury duty is received, the employee shall notify the supervisor. Arrangements will be made to reassign work and time off will be granted. If applicable, jurors will pay the District payments for jury duty except mileage when using their personal vehicle and will be paid regular wages. Employees are expected to report for work when not selected for a jury on any day, or when jury duty requires only part of a day. An employee released from the court before 2:30 p.m. is required to report to work as usual.

G. UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

1. Overview. This policy covers leave and re-employment for employees in the uniformed services. It also contains non-discrimination and non-retaliation provisions related to uniformed service. Regular employees requiring a leave of absence for service in the uniformed services shall, under certain defined conditions, be provided leave, continue their benefits during their leave, and be re-employed at the end of leave.

This policy is intended to be in full conformance with all federal, state and local laws regarding the rights of military personnel and re-employment of veterans. Nothing in this policy shall diminish rights under the applicable federal, state, or local laws.

2. Definitions. The following definitions shall apply to this policy:

a. "Service in uniformed service" means performance of duty on a voluntary or involuntary basis in a uniformed service, including:

Active Duty
Active Duty for Training
Initial Active Duty for Training
Inactive Duty Training
Full-time National Guard Duty
Fitness for Duty Examination

b. "Employee" for purposes of this policy is defined as all employees except those hired for a brief, non-recurrent period where there is no reasonable

expectation that their employment would continue indefinitely or for a significant period.

3. General. This policy applies to all employees of the District.

4. Compensation and Benefits for an Employee on Uniformed Services Leave. The District shall excuse the employee for the uniformed services leave. During the leave, the District will not compensate the individual, but the individual may elect to utilize vacation pay accrued before commencement of the leave and maintain his or her health care insurance coverage through COBRA at no more than 102% of the full premium under the plan.

5. Required Notice of an Employee's Need for Uniformed Services Leave.

- a. Employees (or the uniformed services in which the employee is to serve) must provide written or verbal notification to the District of their obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or otherwise unreasonable or impossible.
- b. Unless otherwise required by applicable law, an employee's failure to provide notice may result in loss of re-employment rights and benefits and other employment benefits under law.

6. An Employee's Obligation to Report for Work or Request for Re-employment.

- a. Employees must report back to work or request re-employment within the following time limits (extended by two years in case of disability):

Service for 1 - 30 Days Uniformed Service or a Fitness for Duty Exam: employee must report to work on the first regularly scheduled work day after return plus eight hours to rest.

Service for 31 - 180 Days: employee must submit an application for re-employment within 14 days after completion of service.

Service for 181 Days or Longer: employee must submit an application for re-employment within 90 days after completion of service.

- b. Employees may be required to provide documentation to verify their rights to re-employment including separation papers.
- c. Employees who fail to report to work or apply for re-employment within the required time periods will be considered absent and unexcused.

7. Re-employment Rights.

- a. An employee returning from uniformed services of 90 days or less who has met the requirements for re-employment will be reinstated to the job the employee would have had if continuously employed with the employer without interruption for uniformed service, as long as the person is qualified to perform the job.
- b. An employee returning from uniformed services of 91 days or longer will be reinstated to the job the employee would have had if continuously employed with the employer without interruption for uniformed services or a position of like seniority status and pay, as long as the person is qualified to perform the duties.
- c. Re-employment is not required in the following circumstances:
 - i. Circumstances have changed to make re-employment impossible or unreasonable.
 - ii. The employee has a disability incurred or aggravated during uniformed service and it would be an undue hardship on the District to re-employ the person.
 - iii. The employment the employee left for uniformed services was for a brief, non-recurrent period and there was no reasonable expectation such employment would continue indefinitely or for a significant period.
 - iv. The employee failed to give advance written or verbal notice of the need for uniformed service leave, as required by this policy and the law.
 - v. The cumulative length of the uniformed services leave and all previous absences from a position with the District exceeds five years. Some periods of uniformed service are excluded by law from the five-year calculation.
 - vi. The employee was separated from uniformed services with a dishonorable or bad conduct discharge or other such designation regarding character of service as permitted by law.

8. Non-discrimination and Non-retaliation. The District will not discriminate in employment or take any adverse employment action against any person because the person has taken an action to enforce a legally protected right under the laws protecting those in uniformed services.

H. UNPAID LEAVE OF ABSENCE

1. General. Administrative employees who have been continuously employed with the District for at least one (1) year may request a personal leave of absence without pay for a reasonable period of time. Such leaves of absence are granted in the sole discretion of the District and will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the District.

2. Requests. Requests must be submitted in writing and must be approved in writing by the employee's supervisor before the leave begins. Requests for extensions of leaves must be submitted in writing and approved in writing by the supervisor before the extension begins. It is the employee's responsibility to report to work at the end of the approved leave. Unless otherwise required by law, an employee who fails to report to work on the day after the leave expires will be considered to have voluntarily resigned.

3. Status of Employee Benefits During Personal Leave. The District will not pay for group health or dental insurance premiums during any portion of an unpaid leave of absence (except when the leave qualifies for family medical leave and benefit continuation is provided by the Family Medical Leave Policy. Accordingly, the premiums for such coverage are the complete responsibility of the employee. In order to keep the insurance in force, premiums for the entire period of the leave must be paid before the employee begins the leave (except as provided by Family Medical Leave laws). Vacation time and sick leave will not accrue during personal leave of absence.

POLICY 7. SAFETY AND ACCIDENTS

A. SAFETY POLICY STATEMENT

Nothing is of greater concern to the District than the safety of its employees and the public. For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the District's safety and accident policy. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the attention of a supervisor. For example, employees shall:

1. Use the safety equipment which has been provided for use.
2. Not operate equipment while impaired by medication, drugs or alcohol.
3. Operate only the equipment on which they have received training.
4. Warn co-workers and management of unsafe conditions or practices. Accept with appreciation the warning of a co-worker or supervisor as an expression of concern for their own wellbeing.

5. Report dangerous or unsafe conditions observed at work.
6. Refrain from horseplay at all times.

B. UNSAFE CONDITIONS

1. Employee Responsibility. Every employee is responsible for safety as a specific job assignment. To achieve the District goal of providing a safe work place, everyone must be aware of safety at all times. Employees shall report immediately any unsafe or hazardous condition directly to a supervisor, if it cannot be corrected safely and independently. Every effort will be made to remedy safety problems as quickly as possible. Each employee must be capable of promoting public and employee trust and confidence.

2. Management Responsibility. Each department supervisor shall frequently review the need for implementing safety practices, policy or procedures warranted by existing or potential hazards. Each accident and “near miss” is cause for review. A copy of such policies shall be delivered to all department employees. Supervisors will periodically involve employees in the process. The need for periodic training shall be considered, and arranged as determined by the supervisor.

3. Managing Unsafe Conditions. It is every employee’s responsibility to observe and identify conditions which could pose a hazard to employees or to the general public.

After identifying the problem, employees at the scene are expected to:

- a. Safely eliminate the hazard, and obtain necessary assistance;
- b. Safely control the hazard by enclosure or guard;
- c. Employ avoidance procedures; and
- d. Use personal protective equipment as appropriate.

C. ACCIDENT REPORTING

Accidents involving District vehicles or personal vehicles being operated on District business must be reported in detail as soon after the occurrence as possible. All accident reports should be submitted to the Tillamook County Transportation District.

1. Vehicular Accidents. Accidents involving District owned vehicles or personal vehicles being operated on District business must also be reported to a police agency for investigation consistent with applicable law.

2. Other Accidents. Accidents involving damage to equipment or property, or personal injury, must also be reported to the General Manager. The General Manager will determine the need for further investigation.

D. EMPLOYEE INJURY REPORT

In case of an accident involving personal injury to an employee, regardless of how serious, the employee should notify the General Manager as soon as possible. Failure to report accidents can result in a violation of conditions of insurance coverage and state laws, leading to difficulties in processing insurance and benefit claims. Injured workers must fill out a Worker's Compensation Report form and submit it as soon as possible to the General Manager. All injuries must be reported in a timely manner to avoid risk of claim denial. The General Manager will provide advice and assistance to any person filling out a Workers' Compensation Report.

If an injury results in the death of an employee, the General Manager shall be notified immediately. The General Manager shall notify the State Workers' Compensation Department and the District's insurance carrier by phone. The General Manager will then process a claim report form. The appropriate entries shall be made in the OSHA 200 Report log.

E. WORKERS' COMPENSATION INSURANCE

If an employee is injured on the job, the injured worker may be entitled to benefits under the state workers' compensation law. The District carries workers' compensation coverage and will assist employees in obtaining all benefits to which they are legally entitled.

F. WORKERS' COMPENSATION PAYMENTS

If an employee receives compensation from the District's carrier for an on-the-job injury, the employee must photocopy each check before cashing it and furnish a copy of the check to the General Manager or designee. The District pays the difference between time loss benefits paid and the employee's net wage (less) taxes.

G. RETURN-TO-WORK POLICY

The following procedures must be followed by employees who wish to return to work following an on-the-job injury which has resulted in the employee's being off work.

1. All requests to return to work must be made in writing, dated and signed by the employee.

2. All requests to return to work must be accompanied by a dated, written release signed by the employee's attending physician. This release must clearly specify whether you are released for your former job or are restricted in any way.

3. Requests to return to work must be made no later than the 7th regular work day following the date of your physician's signature on the written release. Except where, in our opinion, extenuating circumstances exist or otherwise required by applicable law, failure to make a timely request terminates your right to reinstatement or re-employment. Failure to seek a written release upon your becoming able to return to work may constitute abandonment of your right to reinstatement or re-employment.

4. Requests to return to work may be brought in personally or mailed to the District. All requests to return to work must be directed to the employee's supervisor. The supervisor is responsible for notifying Human Resources. Requests brought in personally will be deemed made the date on which the written request is given to the supervisor. Mailed requests will be deemed made on the date of receipt. All requests will be date stamped upon receipt.

5. If your former job or a suitable alternative is not available at the time of your request, you must contact your supervisor in person or by telephone once a week to renew your request. If a period of 10 days elapses without such a contact, you will be considered to have abandoned your right to be returned to work.

6. All job offers will be made by telephone. It is your obligation to keep the District advised of any changes in your telephone number.

7. Consistent with applicable law, if you are offered a suitable position in response to your request to return to work and you refuse to accept it, you will be considered to have voluntarily terminated your employment and abandoned your right to reinstatement or re-employment.

H. VIOLENCE IN THE WORKPLACE

1. Statement of Policy. The District recognizes the need for a violence-free work environment for all employees and the public. The District will not tolerate violence in the workplace and is committed to maintaining an environment clear of all forms of violence, including verbal or physical threats as well as forms of intimidation such as sexual harassment or abusive language. Employees are expected to report all threats and violence, physical or verbal, to their supervisors.

2. Definitions.

- a. Assault. The actual offer to use force with the apparent present ability, if not prevented, to execute that attempt, which creates a reasonable fear of imminent peril.
- b. Battery. The unlawful touching of another person.
- c. Law Enforcement Personnel. Any city police officer, deputy sheriff or member of the Oregon State Police.

- d. Perpetrator.
 - i. An employee inflicting acts or threats of violence on him/herself, or another employee.
 - ii. A third party engaging in violent acts or threats against him/herself, an employee, or another third party.
 - iii. An employee inflicting acts or threats of violence on a third party.
 - e. Third Party. Any visitor to a District workplace, including a former employee.
 - f. Violent Act. An act by a third party or an employee that may range from verbal or physical threats or intimidation to assault or battery.
 - g. Workplace. All property (including parking lots) owned by the District and any non-District property where work is being performed by District employees in an official capacity for the District.
3. General.
- a. In the workplace, an employee witnessing violence directed against another should observe the situation and attempt to get information such as the name and description of the perpetrator, but only if it can be done without endangering the employee or others.
 - b. When applicable, the District and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts.
 - c. No employee or third party, excluding law enforcement personnel, is permitted to bring weapons or firearms into the workplace on onto District property for any reason.
4. Implementation.
- a. Managing a Potentially Violent Situation.
 - i. District employees are expected to assist the general public and fellow employees in a courteous manner.
 - ii. If, for example, a person becomes angry, the employee should courteously attempt to calm the person down. If that does not work, the employee should contact Dispatch or call 911 for assistance.

- b. A Person Threatening Bodily Harm. If the employee feels that he/she or another person is threatened, that is, in danger of imminent bodily harm:
 - i. The employee should attempt to leave the scene, if it can be done safely.
 - ii. If the employee's supervisor is unaware of the situation, the employee should notify their supervisor as soon as it can be done safely.
 - iii. Either the employee or the supervisor may determine if law enforcement should be notified.
 - iv. The General Manager shall be notified as soon as possible by the supervisor of the employee who feels threatened, witnesses, or has knowledge of a violent act.
 - v. If law enforcement has not been notified earlier, the General Manager may decide to call the police or take other actions related to the incident.
- c. Reporting Incidents.
 - i. The employee shall complete an incident report and forward the report to the General Manager within 24 hours of a violent act.
 - ii. For an act involving the threat of bodily injury, the employee is responsible in making sure the General Manager is contacted, as soon as it can be done safely.
 - iii. Any District employee having knowledge of a violent act involving any other District employee (as victim or perpetrator) must report it. Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the episode. The employee may report the incident to the General Manager or the Board.
 - iv. The person complaining may ask for anonymity during all or part of an investigation. However, anonymity will be maintained at the discretion of those investigating and resolving the complaint. There is no right to or guarantee of anonymity.
- d. Resolution and Investigation.
 - i. To the extent practicable, investigations and resolutions shall be conducted using the same procedures as are in the District's policy on Harassment.

- ii. In cases where the perpetrator is not a District employee or in any other case the District deems advisable, the District may request the investigation be conducted by law enforcement personnel.
- iii. As needed, the investigating party may alter the procedures of the investigation.

5. Workplace Security. Recommendations for improved safety often come from suggestions from employees. These suggestions are encouraged.

POLICY 8. WHAT THE DISTRICT EXPECTS FROM YOU

A. TEAMWORK AND EXCELLENCE

This section has been arranged to present a general overview of some of the District's expectations of its employees. Every employee should keep in mind that he/she is a part of a team of public employees, and public satisfaction with the District depends upon good service.

B. BUSINESS CONDUCT

The District strives to maintain a high standard of business ethics. All employees are expected to follow acceptable business and professional principles in matters of business and personal conduct; to accept responsibility for the appropriateness of their own conduct; and to exhibit a high degree of personal and professional integrity at all times. Certain behaviors are clearly unacceptable at any time in any workplace. Other forms of conduct, while often more subtle are equally unacceptable.

The District expects all employees to adhere to the following general principles:

- Observe the highest standards of professionalism at all times.
- Perform responsibilities in a manner consistent with the District's values and ethical standards.
- Avoid the appearance of impropriety.
- Comply with all laws, regulations and policies, conventions, and standards applicable to the District.
- Treat others including other employees, customers, contractors, officials, and the public at large, with dignity, consideration, and respect.

Unsatisfactory performance, work habits, overall attitude, conduct or demeanor; violation of the District policies, procedures, or guidelines; or any other behavior or conduct deemed inappropriate by the District may lead to disciplinary action up to and including termination of employment.

C. CODE OF ETHICS FOR DISTRICT EMPLOYEES

1. Personal Interests Avoided. District employees may not use District time,

equipment or services for personal interest or gain. District employees shall not use information or facts that have come to them by virtue of their employment for personal gain or benefit. In matters of personal interest, employees should conduct themselves so as not to impair their working relationship with other employees, officials, or the public.

2. Gifts and Gratuities. The appearance of impropriety can be as damaging as actual impropriety and must be avoided. No employee or volunteer shall accept tips, gratuities, or cash gifts for work performed for the District. Gifts to employees of nominal value may be accepted; however, gifts estimated to be worth over \$20 must be reported to the employee's supervisor.

3. Special Gifts. All gifts must be reported to the supervisor, General Manager, or the Board. Non-monetary gifts of nominal value e.g., under \$50 at holidays or special occasions, which are available to be shared by all employees, may be allowed.

D. POLITICAL ACTIVITIES OF DISTRICT EMPLOYEES

1. Official Position - Campaigning. Employees may not use their official authority or position with the District to further the cause of any political party or candidate for nomination or election to any political office.

2. On-Duty Activity. Oregon law forbids any District employee, while on the job, from soliciting money, influence, service, or other article of value or otherwise aiding and/or promoting any political cause or the nomination or election of any person for public office.

E. INTERNET USE AND SOCIAL MEDIA

The District allows Internet access for the purpose of researching and moving information or communication that is related to each employee's job function. The District reserves the right to monitor use of the Internet by its employees at any time, with or without prior notice. Employees using District equipment and Internet access have no right to privacy with respect to such use. Employees may access the Internet for private use during unpaid time or paid break times. Employees may not use the equipment to access the Internet for personal use after or before regular office hours, or to access information on a site of a sexual or criminal nature. All Internet use shall comply with the District's policies, including but not limited to its Harassment Policy.

Employees must refrain from using social media while on working time or on equipment TCTD provides, unless it is work-related as authorized by your supervisor. Do not use TCTD email addresses to register on social networks, blogs or other online tools utilized for personal use.

Brief and occasional personal use of the electronic mail system or the Internet (other than social media) is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other authorized breaks), and does not result in expense to TCTD.

Personal use is defined as “excessive” if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. The determination of what constitutes excessive use is solely within the discretion of TCTD.

F. COST CONSCIOUSNESS

Every employee of the District is a citizen and taxpayer and is expected to practice economy in all duties. Failure to do so is not in the best interests of the District and may lead to discipline, and/or discharge, as appropriate. Employees may not use District equipment or inventory for their own personal use, or give permission to any third party’s use, without specific permission from the General Manager or TCTD Board of Directors.

G. USE OF EQUIPMENT/SUPPLIES

Employees may not use District equipment (including, but not limited to, computers and printers) or inventory for their own personal use, or give permission to any third party’s use, without specific permission from the General Manager.

H. ATTENDANCE AND PUNCTUALITY

Each employee and the employee’s performance on the job are important to the overall success of operations. When absent, someone else must do the job. Everyone is expected to keep regular attendance, be on time, and work as scheduled.

In accepting employment with the District, each employee is required to meet certain standards. Maintaining an acceptable level of job attendance is part of good work performance and is one of the standards by which an employee’s overall contribution to the District may be measured. Continued employment carries with it the personal responsibility of each employee to be on the job on time every scheduled work day. Recurring and excessive absences and/or tardiness that is unprotected by law is disruptive to work schedules, costly to the District and its residents, and detrimental to the morale and efforts of employees who maintain a good work record.

Except when the absence or tardiness is due to leave protected by local, state or federal law, failure to meet these requirements subjects an employee to disciplinary action, which includes termination. The ability to attend work regularly is an essential job requirement. Unprotected, unexcused absences may result in disciplinary action up to and including termination.

I. PERSONAL APPEARANCE

Employees are required to maintain a well-groomed appearance at all times during work hours. Attire must fit, be neat, clean, well kept (not frayed, no stains, holes or patches) and appropriate for the job. Examples of appropriate attire include jeans, khakis, blouses, t-shirts, button-up shirts, and polo shirts. Close-toed shoes are appropriate for public-facing employees, Lot Attendants, and employees who work in the shop. Examples of inappropriate attire include tank tops, shirts cut in a manner that reveal the employee’s

undergarments, unbuttoned shirts, spaghetti-strap tops, pajamas, and flip flops. It is not a violation of this work rule to wear natural hairstyles such as natural curls, locs, twists, braids, or afros. All members of the management team share responsibility for helping employees understand and meet these standards. In case of conflict, the General Manager will make the determination.

J. APPEARANCE OF WORK AREAS

The District's objective is to provide and maintain clean, safe and healthy work conditions. It is the responsibility of each employee to maintain a safe, neat work area and insure that all working documents, desks, cabinets and equipment are secure at the close of the work shift.

K. PERSONAL TELEPHONE CALLS, FAXES, AND COPIES

District equipment is to be used for District purposes. In exceptional circumstances, employees may seek approval from the General Manager to use the District's telephones, fax machine, or copy machine for minimal personal use (incoming or outgoing) during a break, lunch or before or after the employee's shift. Under no circumstances should an employee incur charges to the District (including printing charges) unless it is work-related or the employee has received authorization from the General Manager in advance of incurring the charge. Friends and relatives should be discouraged from calling during working hours except in emergencies.

L. SMOKING

TCTD is committed to minimizing the harmful effects and discomforts that tobacco use may produce in the workplace. We will attempt to accommodate the needs of both tobacco-using and non-tobacco-using employees by designating tobacco-use areas in compliance with State law and County ordinance.

Smoking, vaping, or using smokeless tobacco (including chewing tobacco and e-cigarettes) in District vehicles or non-designated tobacco-use areas is prohibited at all times.

Disposing of cigarette butts and/or the remnants of smokeless tobacco will be allowed only in designated tobacco-use areas. Spitting tobacco and stubbing out cigarette butts anywhere other than in designated tobacco-use areas is not allowed.

M. OUTSIDE EMPLOYMENT

1. District Comes First. When an individual accepts full-time or part-time employment with the District, it is understood that the District has first call upon the services of its employees, regardless of any effect on secondary employment.

2. Incompatible Work. Employees shall not engage in outside employment that conflicts in any way with District employment, detracts from the efficiency of work performance, or is in conflict with the interests of the District. The District expects employees to avoid extra work which affects endurance, overall personal health, or

effectiveness. The District will hold all employees to the same standards of performance and scheduling demands, including employees who hold outside jobs.

3. Notification. Full-time and part-time employees shall notify the General Manager in writing, in advance, of all employment outside the scope of their employment with the District.

4. Conflicts. The Tillamook County Transportation District will notify the employee at any time outside employment is found to be in conflict with the interests of the District or is likely to bring discredit upon the District. It shall be up to the employee to choose which employment option is most desired.

N. DRUG AND ALCOHOL

1. Statement of Policy.

- a. The District has a responsibility to its employees and the public to insure safe working conditions for its employees and a productive District workforce unimpaired by chemical substance abuse. The District has additional responsibilities pursuant to the Drug Free Workplace Act of 1988 for its safety sensitive employees as described in greater detail in Appendix B. To satisfy these responsibilities, the District preserves a work environment free from the effects of drugs, alcohol, or other performance-impairing substances.
- b. The misuse of alcohol and other drugs can impair employee performance, as well as physical and mental health, and may jeopardize employee safety as well as the safety of the public.
- c. All applicants are required to submit to testing and test negative for drugs prior to employment. All employees filling safety-sensitive jobs or any employee reasonably suspected of violating the drug-free workplace must abide by the *Tillamook County Transportation District Policy for Alcohol & Drug Testing*.

2. Policy.

- a. The District is committed to maintaining a safe and healthy work place for all employees by assisting employees to overcome drug or alcohol related problems through appropriate treatment and, if necessary, disciplinary action. For purposes of this Drug & Alcohol policy, medical or recreational marijuana is considered a controlled or illegal substance.
- b. Each employee is responsible for meeting performance, safety and attendance standards.
- c. Employees shall not perform TCTD work with any intoxicating beverage,

liquid mixture or preparation (including any medication) containing alcohol, or controlled or illegal substances, in their system. Employees may not consume alcohol during their rest breaks or meal periods. Similarly, employees may not consume alcohol at off-site work-related meetings or trainings while on working time. If an employee attends an overnight work-related conference, the employee may consume alcohol in moderation after the conference concludes for the day, provided that the employee does not engage in any other TCTD work after consuming alcohol.

- d. The use, sale, possession, manufacture, distribution and/or dispensing by an employee of an intoxicating liquor, controlled or illegal substance, or a drug not medically authorized, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, other employees or the public, is strictly prohibited. It is a violation of policy for any employee to report to work under the influence of alcohol, drugs, or intoxicants, to be in this condition while on District property or in other circumstances we believe might adversely affect our operations or safety. The use of alcohol or medically prescribed controlled substances off-duty is not controlled by this policy. Conduct in violation of this policy may result in disciplinary action and/or criminal investigation, if appropriate.
- e. An employee whose alcohol or drug test result is “positive” will be considered in violation of this policy. The District has a zero tolerance policy.
- f. For purposes of this policy, “under the influence of alcohol or drugs” or “under the influence of intoxicants” is any detectable level of alcohol or drugs present in the individual’s system (based on the results of urinalysis or breathalyzer testing).
- g. Failure to give written consent, without qualification, to testing, or failure to provide samples for testing will be considered insubordination, and grounds for immediate suspension and later termination. In addition, failure to appear for or permit a urinalysis test or breathalyzer upon request will be considered the same as a positive test and will be cause for immediate termination.
- h. If an employee is covered by Department of Transportation regulations, additional testing requirements will apply and will be enforced.

3. Permitted Use. It is the employees’ responsibility to determine from a physician whether or not a prescribed drug can impair job performance. An employee whose impairment may affect job performance should take leave or other steps consistent with advice of a physician. If an employee reports to work under the influence of prescription medication and endangers self or others, the employee may be disciplined. Any failure to report the use of such drugs or other substances following an event of concern to the District, or failure to provide evidence of medical authorization, can result in disciplinary

action up to and including termination.

4. Reports of Drug Conviction. Each employee must report facts and circumstances to the Tillamook County Transportation District no later than five (5) days after conviction for violating any criminal drug statute.

5. Employee Education. The District will afford employees an opportunity to deal with drug and alcohol related problems. The General Manager shall maintain information relating to the hazards of and treatment for drug and alcohol related problems. Proactive training and information shall be sponsored by the District periodically. Any District employee may seek advice, information and assistance voluntarily. Medical confidentiality will be maintained, consistent with this policy.

6. Employee Assistance. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. The Tillamook County Transportation District will assist employees who wish to identify and select an appropriate treatment program. The District will provide medical insurance for participation in a treatment program as allowed by the insurance plan.

If an employee seeks drug treatment voluntarily and not under adverse employment circumstances, accrued sick leave benefits may be used while attending rehabilitation. After such accommodation, the discontinuation of any involvement with alcohol or drugs may be an essential requisite for employment and is consistent with the District's policy of maintaining a drug free workplace.

7. Searches. Employees have no expectation of privacy with respect to lockers, desks or the contents of other similar District controlled spaces. A search for contraband within personally controlled spaces on District property (purses, garments, brief cases or a personal vehicle, for example) shall be based on reasonable grounds or consent of the employee. In accordance with the provisions of this policy prohibiting drugs in the work place, or based upon legitimate concerns for the possession of other unauthorized materials (such as firearms, explosives or stolen property,) this policy constitutes formal notice of the District's intent to search premises, persons and secured spaces, including vehicles parked on District property, based upon reasonable grounds or consent. Searches shall be approved by the General Manager or his/her designee, and, if possible, notice to the employee and an opportunity to be present shall be given.

The District recognizes that situations may arise that are not specifically covered by this policy and these guidelines. Such situations will be dealt with on a case-by-case basis taking into account such things as the nature of the situation or problem, the employee's overall employment record and job assignment, the potential impact on production and safety and customer relations concerns.

POLICY 9. PERFORMANCE EVALUATION

A. EMPLOYEE PERFORMANCE REVIEWS

1. Purpose - Communication. Employee performance reviews are an essential communication process between the employee and the immediate supervisor. Such reviews provide information relating to merit, identify areas of training needs, target the strengths and weaknesses of the employee's work performance, and measure the relationship between goals and objectives and the individual employee's job performance. The purpose of evaluations is to let employees know how well they are performing their job and whether they have performance problems. It also serves as a basis of personnel decisions – merit increases, promotion and termination.

2. Goal - Form Desirable Behaviors. The goal of the employee performance review process is to establish a pattern of expected work performance and habits. The review process gives employees and supervisors an opportunity to measure, review and establish goals, reward or acknowledge good performance, create incentives, and to detect and correct improper behavior or activity and/or substandard work performance.

3. Review Process. Performance reviews shall be completed at least annually and in accordance with the guidelines and instructions set forth below. Employees and supervisors are required to sign the completed performance review forms. All performance reviews will be reviewed by the General Manager and placed in the employee's personnel file. Employees will be provided with a copy of performance reviews.

4. Employees Affected. All regular employees of the District will be evaluated under this policy. The General Manager shall be evaluated by the Board members based upon the consensus of the Board, using a written performance evaluation.

5. Regular Review. All employees will be evaluated at least annually in the month of their employment anniversary date.

6. Introductory Review. Introductory employees will participate in goal-setting interview/reviews as often as appropriate and will be evaluated in at least one written performance progress during introductory status.

7. Pay and Introduction Recommendations. A recommendation for a merit or step increase and/or initiation or extension of probation, passing an introductory period to regular employee status, or termination shall be set forth in a performance evaluation as appropriate.

8. Supplemental Evaluation. A supplemental performance evaluation may be submitted on any occasion deemed appropriate by a supervisor.

B. THE EVALUATION PROCESS

Meaningful performance assessments require both the supervisor's and the employee's

evaluation of the employee's performance.

1. The Supervisor. The employee's immediate supervisor is responsible for timely completion of the official evaluation report. In cases where the immediate supervisor does not have sufficient opportunities to judge the employee's performance, the lead worker (or others in a position to observe performance) should be consulted in completing the evaluation. The form should be completed in the District's HRIS system.

2. Follow-Up. If during the review, specific steps to improve performance were identified or if action needs to be taken by you, please take it. The supervisor is responsible for all follow-up activities. If specific training has been recommended, it is important that it be undertaken. If parts of the job description have become obsolete, it should be rewritten.

POLICY 10. PROBLEM RESOLUTION

A. DISTRICT POLICY

The District strives for fair treatment of all employees. However, misunderstandings and differences of opinion may occur in any organization. The District intends that such matters be resolved as early and fairly as possible. Disagreements relating to work assignment, pay, promotion opportunity or any aspect of the work relationship should be openly discussed with the immediate supervisor. Supervisors and employees should make honest attempts to understand each other's perspectives and make every effort to resolve differences. The Board encourages dialog to resolve the issue and find solutions.

B. STEPS TO SOLUTION

The Board recognizes the right and responsibility of the General Manager to make decisions regarding the day-to-day operation of the District.

However, if an employee believes she/he is not being treated fairly, or feels strongly that a management decision adversely affects the District, its employees, or the community that it serves, the District provides the problem resolution process outlined below.

1. An employee's immediate supervisor is often in the best position to help, so the first step is to discuss the problem with a direct supervisor. To ensure that the matter is addressed in a timely manner, employees are encouraged to discuss the problem with their supervisor within three workdays of the occurrence of the complaint or problem.

2. If the employee still believes the problem is not properly resolved, or feels their supervisor is part of the problem, the employee has the option of filing a written statement concerning the problem with Human Resources. A Problem Resolution Form is available in the staff lunchroom for this purpose, and will help employees understand the process. It also will help Human Resources resolve the problem. Sometimes a written statement will prompt an investigation to better understand the employee's concern. Human Resources will follow up with the employee as soon as practicable.

3. If the employee disagrees with Human Resources' decision, the employee may refer the matter to the General Manager for review. The General Manager's decision is final.

4. The District cannot guarantee that an employee’s point of view will prevail. However, the General Manager will always listen, and make every effort to ensure that problems are resolved fairly and in the public interest.

Problem Resolution Process	
The problem is first discussed with the employee’s immediate supervisor.	The supervisor will consider the facts of the case along with the employee’s concern and make a decision.
The employee files a Problem Resolution Form with Human Resources.	Human Resources will investigate and deliver a decision to the employee.
If the employee is still not satisfied, they may request a review by the General Manager.	The General Manager’s decision is final.

C. RETALIATION

An employee or group of employees who bring a complaint to their supervisor, Human Resources, or the General Manager shall be free to do so without fear of reprisal, deterioration in their work environment, or a detrimental effect on any promotional opportunities.

D. WHISTLEBLOWER RIGHTS AND RESPONSIBILITIES

The District is committed to lawful and ethical behavior in all of its activities and requires directors, volunteers and employees to act in accordance with all applicable laws, regulations and policies and to observe high standards of business and personal ethics in conducting duties and responsibilities. The District encourages its directors, officers, employees or volunteers (“reporting individuals”) to report what they in good faith believe to be unethical or unlawful behavior or a questionable accounting or auditing matter by the District and strictly prohibits retaliation for voicing a concern pursuant to this Whistleblower Policy.

1. Reporting Responsibility. This Whistleblower Policy is intended to encourage and enable reporting individuals to raise concerns internally so that the District can investigate and take appropriate action if necessary. It is the responsibility of all reporting individuals to report concerns about violations of the District’s code of ethics or suspected violations of law or regulations that govern District operations.

2. No Retaliation. It is contrary to District policy for anyone to retaliate or threaten to retaliate against any director, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the District. An employee who retaliates or threatens to retaliate against someone who has reported a violation in good faith is subject to discipline, up to and including termination of employment or volunteer assignment.

3. Reporting Procedure. Non-management employees should follow the Problem Resolution steps outlined in Policy 10(B) above. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the District’s General Manager or, in matters which concern the General Manager then to Human Resources. Upon receipt of a complaint the District will investigate appropriately using the services of the District’s legal counsel or designee as determined appropriate.

4. Compliance Officer. The District designates the General Manager as its Compliance Officer. The Compliance Officer is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Compliance Officer will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Board of Directors concerning all accounting or alleged financial improprieties.

5. Accounting and Auditing Matters. The Compliance Officer shall immediately notify the Board of Directors of any concerns or complaint regarding District public accounting practices, internal controls or auditing and work with the Board of Directors or its designated sub-committee to resolve such matters.

6. Acting in Good Faith. Anyone filing a written complaint concerning a violation or suspected violation must act in good faith and have reasonable grounds for

believing the matter raised involves unethical or unlawful behavior or an improper accounting or auditing practice. Any allegation(s) that prove not to be substantiated and which prove to have been made maliciously or with knowledge that they are false will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer assignment or termination of employment.

7. Confidentiality. Allegations of violations or suspected violations made under this policy may be submitted in confidence by the complainant and will be kept confidential until and unless disclosures are required by law or by process associated with remedial and corrective action. Reports will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and applicable law.

8. Handling of Reported Violations. The Compliance Officer will notify the person who submitted a complaint that it has been received and inform the complainant of the nature of action being taken. All reports made under this policy will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

POLICY 11. DISCIPLINE

A. DISCIPLINE GENERALLY

On-the-job conduct of District employees affects the ability of the District to serve its citizens and affects the public's impression of the Tillamook County Transportation District. Employee safety, public safety, productivity and morale are dependent upon employee conduct. Occasionally it is necessary for supervisors to resort to corrective action when other actions are inappropriate, or where a particular employee fails to respond to informal guidance.

In order to provide a fair method of correcting, and when necessary, disciplining employees, the District's General Manager may use progressive discipline procedures to the extent appropriate under the circumstances in the District's judgment. This section concerning discipline does not apply to the District's General Manager, who serves at the pleasure of the Board of Directors. This Section establishes procedures and a process and does not constitute the creation of a contractual right to retain employment.

B. CORRECTIVE ACTION- GENERAL GUIDELINES

1. Corrective action may be initiated for many proper reasons, including, but not limited to, violations of the work rules, insubordination or poor job performance. The severity of the action generally depends on the nature of the offense, an employee's work record, and other factors deemed relevant by the District, and may range from verbal counseling to discharge.

2. Corrective actions for poor performance or misconduct include:

- a. Coaching and counseling
- b. Written counseling or warning
- c. Performance Improvement Plan
- d. Temporary reduction in pay in lieu of suspension
- e. Suspension
- f. Demotion
- g. Discharge

Any or all of these steps may be utilized, depending upon individual circumstances and the nature of the infraction. Exceptions or deviations from the normal procedure may occur whenever the District deems it appropriate, and the District reserves the right to skip any or all of these steps.

C. APPLICATION OF PROGRESSIVE PROCEDURES

1. For performance deficiencies, the District may, but is not required to verbally counsel an employee before issuing a written warning.

2. In the event of two or more performance problems or a more serious violation of a District policy rule or expectation, the District may, but is not required to issue a written warning.

- a. The employee should sign and date the warning. An employee who disagrees with the facts in the warning may submit a written response. It will be placed in the personnel file with the warning.
- b. A written warning need not pertain to the same or similar matter (issue).
- c. Participation in a performance improvement plan may be required by the District. Employees who are asked to participate and refuse are subject to immediate termination.
- d. In addition to a written warning, the General Manager may also suspend an employee without pay for a period of up to thirty (30) working days, or take other disciplinary action deemed appropriate. Prior to suspending an employee without pay, the General Manager will meet with and afford the employee a pre-suspension conference by complying with the requirements of a pre-deprivation conference described in section E of this policy.
- e. Supervisors, with the approval of the General Manager after a pre-

deprivation conference, may demote or reduce the pay of employees for cause. A written statement of the reasons for such action shall be furnished to the employee, and a copy shall be made a part of the personnel file. The employee will sign the statement acknowledging he/she has received a copy of it, and may file a rebuttal statement. Prior to imposing a demotion, the pre-deprivation conference procedure shall be followed.

3. Discharge may result if the employee violates District policy, commits serious misconduct or fails to improve the level of performance.

4. An employee should not be reinstated or otherwise relieved of misconduct if to do so would be contrary to public policy. In determining if reinstatement or other action would be contrary to public policy, the District will look at public policy requirements as clearly defined in statutes or judicial decisions, including but not limited to policies respecting sexual harassment or sexual misconduct, unjustified or egregious use of physical or deadly force, and serious criminal misconduct related to work. Additionally, when an employee claims the employer's alleged previous differential treatment of employees for the same or similar conduct is the basis for reinstatement of an employee who has engaged in misconduct, the following principles apply:

- a. Some misconduct is so egregious that no employee can reasonable rely on past treatment for similar offenses as justification or defense to discharge or other discipline.
- b. Public managers have a right to change disciplinary policies at any time, notwithstanding prior practices, if reasonable advance notice is given to affected employees and the change does not otherwise violate a collective bargaining agreement.

D. DEPRIVATION PROCEDURE

Pre-Deprivation Conference. If the General Manager determines there is cause for the discharge, suspension or demotion of an employee, the General Manager shall notify the employee of the specific reasons and that a suspension without pay, demotion and/or discharge is being considered. The employee shall be provided with the facts upon which the actions are based. The General Manager shall afford the employee a formal opportunity to refute the charges orally or in writing. Once the employee has been afforded an opportunity to refute the charges and explain the circumstances, the employee may be suspended without pay, demoted, or receive a reduction in pay for-cause. If a pre-discharge conference is to be held, it will be scheduled and within 7 calendar days after notice of action has been given. The employee will be given adequate time to develop a response and to seek necessary outside assistance as the employee feels necessary. The time limits may be varied by the District to meet individual needs.

The General Manager will conduct the conference and decide whether to impose discharge or a lesser degree of corrective action.

E. EXECUTIVE SESSIONS TO CONSIDER DISCIPLINARY MATTERS

1. ORS 192.660. The TCTD Board of Directors may hold an executive session to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.

2. Hearings Procedures.

- a. Procedure. The Board shall set a hearing upon timely requests made under this policy. The employee and the supervisor shall be given written notification of the time and place of the hearing. The employee has the right as per ORS 192.660 (1) (b) to request the hearing be held in an open public meeting of the Tillamook County Transportation District Board of Directors.

The order of procedure at the hearing generally will be as follows:

- i. The General Manager or a designee will set forth the reasons for the action and the facts on which it is based. The employee may conduct cross-examination if appropriate.
- ii. The employee may present evidence in support of the employee with or without the assistance of legal counsel or other representative.
- iii. The General Manager or a designee may cross-examine or submit evidence in rebuttal or both.
- iv. Opening statements, if any, will be brief and confined to the issues. Closing argument, if any, will be first by the General Manager or a designee then by the employee. The General Manager may offer rebuttal evidence if desired.
- v. Evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible. Irrelevant, immaterial or unduly repetitious evidence may be excluded. Affidavits and counter-affidavits are acceptable as evidence. If either party intends to rely on an affidavit, it shall provide the other party with such affidavit together with the name, address and telephone number of the affiant at least ten (10) days prior to the hearing or such affidavit shall be inadmissible.

- b. Conduct of Hearings. A hearing before the Board is intended solely for the purpose of receiving evidence either to refute or substantiate specific charges brought to the Board. The hearing shall be conducted accordingly. The Board may impose limits on questioning in the interest of the orderly conduct of the hearing and fairness. The purpose of a Board hearing is to make a decision in a case given information that has been disclosed and/or

shared prior to the hearing. Therefore, if new information is presented for consideration by either side in the hearing, the Board will/may refer the matter back to the General Manager for his/her further consideration and action.

- c. Counsel or Representative. If the Board has called an executive session to consider dismissal or disciplinary action, an employee may, but is not required to, have counsel or other representation.
- d. Board Findings. If, after receiving evidence presented in hearings on disciplinary actions, the Board finds that sufficient evidence supports the charges, the Board may take disciplinary action or proceed with dismissal.

The decision of the Board shall include findings of fact and shall be final.

**PERSONNEL POLICIES AND PROCEDURES
CERTIFICATE OF RECEIPT**

I, _____, certify that I have received a copy of the Personnel Policies and Procedures Employee Handbook of the Tillamook County Transportation District. I understand that it is my responsibility to read and ask questions if necessary regarding personnel policies. I accept responsibility for understanding and complying with the District's policies. I understand that this handbook supersedes all prior handbooks, manuals, policies, summaries and understandings on these subjects, that it is not intended as a complete statement of my rights or responsibilities AND THAT IT IS NOT A CONTRACT OF EMPLOYMENT. I understand that my employment can be terminated with or without cause, at any time, at the option of either the District or myself, subject however only to such express restrictions as may appear in the District Policies, as each may be amended periodically. I understand that no one except the TCTD Board of Directors has the authority to enter into any agreement in writing that is contrary to the personnel policies and procedures of the District. I also understand that the District reserves the right to change, substitute, discontinue, interpret and apply, in its sole judgment, all District policies, procedures and benefits.

Employee Signature

Date

(Please complete the bottom half of this form, fold and tear on the dotted line, and return to your supervisor)

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Date

RECRUITING SERVICES



SCAN ME

GovHR USA
offers tiered services
to meet your
recruitment needs.



EXECUTIVE RECRUITMENT FULL SCOPE *Call for Quote*

- Develop detailed brochure and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Schedule candidate interviews
- Full background screening, additional reference checks and news media search conducted
- Present draft interview questions
- Consultant will facilitate interviews of top candidates
- Assist with negotiations and offer to selected candidate
- Notify all applicants of appointed candidate

EXECUTIVE RECRUITMENT LIMITED SCOPE *Call for Quote*

- Develop a flyer and position announcement
- Post position announcement to approved advertising sources, GovHR's social media sources and extensive email outreach
- Candidate evaluation/top candidates selected
- Conduct Video interview with qualified candidates, reference checks, social media and Google search of select group
- Presentation of candidates with client (candidate pool narrowed for interview)
- Notify all applicants of appointed candidate

VIRTUAL RECRUITMENT \$9,000 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Prepare assessment matrix that matches candidate's qualifications against position requirements
- Submit top tier candidates to client along with all recruitment applications



PROFESSIONAL OUTREACH \$4,000 *(plus advertising)*

- Develop position announcement
- Post position announcement to approved advertising sources and GovHR's social media sources and extensive email outreach
- Share announcement with GovHR's professional network
- Submit all resumes to client after application deadline



GovHR USA
GovTEMPS USA

GovHR USA

847-380-3240

info@GovHRusa.com

www.GovHRusa.com



GovTemps USA

Staffing Solutions for Local Governments

GovTemps USA is the interim staffing division of GovHR USA. It was formed in 2011 by Joellen Cademartori and Heidi Voorhees, who have both had distinguished careers in local government management. They identified the need for a firm that specialized in providing short, long-term, and project-based staffing solutions for local governments.

Our Clients

GovTemps has assisted numerous municipalities and counties as well as other local governments such as community colleges, park and school districts, townships, special government districts and intergovernmental agencies. To date, GovTemps has assisted more than 225 local governments in 23 states to fill over 650 different positions.

Positions Filled

GovTemps has placed employees in a wide range of positions including: Accountants, Administrative Assistants, Administrators/Managers, Building Officials/Plan Review Officers, Clerks, Community Development/Economic Development Directors, Engineers, Finance Directors/ CFO's, Fire Chiefs, HR Professionals, IT Technicians, Parks and Recreation Directors, Planners, Police Chiefs, Public Works Directors/Superintendents, and more.



Why Employees Choose GovTemps

Employees choose GovTemps because of its reputation as a leader in providing temporary staffing assignments for local governments. Placement terms are flexible, typically lasting 3-5 months with a work week that can range anywhere from 10 to 40 hours/week, and many more clients are embracing a remote work option.

GovTemps offers employee benefits that include optional health insurance and a matching contribution towards an IRA for eligible employees. Many employees have been hired on permanently by the client in a temp-to-hire arrangement and more still are working in a long-term contractual capacity.

GovTemps carries professional liability coverage for all its employees. Employees who otherwise might consider working as 1099 independent contractor have opted to work for GovTemps and avoid paying for costly insurance.

To discuss your temporary staffing needs, contact
Senior Vice President
Mike Earl at 224-261-8366 or
mearl@govhrusa.com

Why Local Governments Choose GovTemps

Availability of Talented and Skilled Candidates - Leveraging its connection to GovHR, the GovTemps candidate network includes professionals in transition as well as retirees seeking temporary assignments. GovTemps actively recruits candidates through social media, attendance at association conferences and its connections in the field. GovTemps maintains a robust candidate library.

Cost Savings - By partnering with GovTemps, local governments avoid the costs of employee benefits and candidate recruitment. GovTemps is responsible for employee payroll withholdings and carries workers' compensation, unemployment insurance and professional liability insurance on all its employees.

Flexible Work Schedule - GovTemps recognizes that local governments often do not need to fill a position on a 40 hour/week basis. Accordingly, GovTemps employees embrace flexible work schedules.

Creative Staffing Solutions

- ✓ **Temp-to-Hire** - Prefer to "test drive" the relationship with a candidate for a few months before deciding to make an offer? GovTemps can solicit, vet and present candidates under a temp-to-hire scenario.
- ✓ **Out-Sourcing** - Do you have a position that you will only need filled for a few months or a couple of years and would rather avoid hiring the person directly? GovTemps can take the lead and find you the right candidate.

Selection Process

Upon notification from an agency that needs to fill a short, long-term, or project-based position, GovTemps will discuss the position requirements with potential candidate(s) and present those that are best suited. The client will decide if they desire to interview any or all of the presented candidates. If a suitable candidate is not immediately available, GovTemps will actively recruit candidates. Once a candidate has been identified and the billing rate is determined, GovTemps and the jurisdiction will enter into an employee leasing agreement.

WBCP RECRUITMENT SERVICES

OPTION 1

PARTIAL RECRUITMENT

ADVERTISING & HEADHUNTING

**Consulting Services:
\$4,900**

CONSULTING SERVICES INCLUDE:

- Hiring authority and stakeholder meetings (up to 2 hours for community/employee engagement)
- Develop ideal candidate profile & recruitment timeline
- Produce recruitment announcement
- Produce and implement advertising campaign
- Headhunt (LinkedIn, past lists, databases, associations, etc.)
- Implement direct mail campaign (as needed)

Plus expenses: Between **\$3,000 - \$4,500** for the advertising plan and creative brochure

Does not include:

- Travel to client location
- Interview panel coordination
- Background or reference checks
- 18-month guarantee

OPTION 2

PARTIAL RECRUITMENT

UP TO INTERVIEWS

**Consulting Services:
\$16,900**

CONSULTING SERVICES INCLUDE:

Everything in Option 1, plus...

- Hiring authority and stakeholder meetings (up to 8 hours for community/employee engagement)
- Application screening
- Shortlist recommendations
- Produce recommended selection assessment tools
- Coordinate candidate scheduling and invitations to interview

Plus expenses: Between **\$3,000 - \$4,900** for the advertising plan and creative brochure

Does not include:

- Travel to client location
- Interview panel coordination
- Background or reference checks
- 18-month guarantee

OPTION 3

FULL SEARCH SERVICES

**Consulting Services:
\$24,900**

CONSULTING SERVICES INCLUDE:

Everything in Option 2, plus...

- Hiring authority and stakeholder meetings (up to 2 days of community/employee engagement)
- Panel coordination & interview facilitation
- Background and reference checks
- Virtual and/or in-person interviews (travel up to 2 trips) to client location
- 18-month guarantee

Plus expenses: Between **\$5,500 - \$7,500** for the advertising plan and creative brochure; travel expenses; shipping; multiple panel facilitation, etc.

www.wbcpinc.com

Wendi Brown, President/Owner
wendi@wbcpinc.com | 541-664-0376 / 866-929-WBCP
Sam Sackman, Vice President
sam@wbcpinc.com | 541-630-0657



WBCP

HOURLY RECRUITMENT SERVICES

SENIOR RECRUITMENT
CONSULTING SERVICES

\$175/hour

90

**BEFORE THE BOARD OF DIRECTORS
OF THE
TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**In the Matter of Adopting the)
Budget, Making Appropriations,)
Levying Taxes, and Categorizing)
Taxes for FY 2022-2023)**

RESOLUTION NO. 22-17

WHEREAS, pursuant to the requirements of ORS 294, the Board of Directors of the Tillamook County Transportation District is required to adopt a budget and make appropriations for the District for FY 2022-2023; and

WHEREAS, on May 10, 2022, following public notice and a public hearing, the TCTD Budget Committee approved the FY 2022-2023 budget and recommended adoption by the Board of Directors.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Tillamook County Transportation District that:

MAKING APPROPRIATIONS

Section 1: The Board of Directors of the Tillamook County Transportation District hereby adopts the budget for Fiscal Year 2022-2023, in the total of \$15,961,699. This budget is now on file at the District office in Tillamook, Oregon.

Section 2: The amounts shown below on the following page are hereby appropriated for the Fiscal Year beginning July 1, 2022 and for the following purposes:

TOTAL APPROPRIATIONS FOR FY 2022-23

General Fund		Bus Wash Maint. Reserve Fund	
Administration	880,000	Transfers	0
Operations	2,770,308	Total	0
Maintenance	927,420		
Volunteers	0	Special Transportation Fund	
Unallocated		Special Payments	17,661
Debt Services	6,500	Transfer	50,039
Capital Outlay	1,393,292	Total	\$ 67,700
Transfers	706,923		
Contingency	790,000	NW Oregon Transit Alliance	
Total	\$ 7,474,023	Materials & Services	116,000
		Special Payments	3,000
Property Management Fund		Capital Outlay	767,544
Materials & Services	56,000	Total	\$ 866,544
Debt Service	32,000	NW Rides	
Capital Outlay	25,000	Personnel Services	582,150
Total	\$ 113,000	Materials & Services	3,842,850
		Capital Outlay	0
Capital Reserve Fund		Total	\$ 4,425,000
Transfers	0		
Total	0	Statewide Transit Improve. Fund	
		Special Payments	6,000
Vehicle Purchase Reserve		Transfers	700,000
Transfers	0	Total	\$ 706,000
Total	\$ 0		

Total Appropriations, All Funds:	\$13,672,267.00
Total Unappropriated and Reserve Amounts, All Funds:	<u>\$ 2,289,432.00</u>
Total Adopted Budget:	\$15,961,699.00

IMPOSING THE TAX

Section 3: The following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the District for tax year 2022-2023 at the rate of \$0.200 per \$1,000 of assessed value for permanent rate tax.

CATEGORIZING THE TAX

Section 4: The Board of Directors of Tillamook County Transportation District hereby categorize the taxes as follows:

General Government Limitation	Excluded from Limitation
Permanent Rate Tax: \$0.20/\$1,000	\$0.00
Local Option Tax: none	

Section 5: That the Budget Officer, in accordance with ORS 294.458(3), shall file with the county assessor two copies each of the notice required under ORS 310.060; two copies of a statement confirming the ad valorem property taxes approved by the budget committee; and two copies each of this resolution to adopt the budget, make the appropriations, and itemize, categorize, and certify the taxes.

APPROVED AND ADOPTED by the Tillamook County Transportation District Board of Directors this 17th day of June 2021 by the following votes:

Aye _____ Nay _____ Abstain _____ Absent _____

ATTEST:

By: _____
Mary Johnson, Board Chair

Mike Reed ,General Manager

Motion passed/failed by show of hands:

Mary Johnson
Gary Hanenkrat
Marty Holm
Jackie Edwards
Judy Riggs
Linda Adler

**BEFORE THE BOARD OF DIRECTORS
OF THE
TILLAMOOK COUNTY TRANSPORTATION DISTRICT**

**Authorizing Signing Authority for
District Bank and Investment
Accounts**)) **RESOLUTION NO. 22-18**
))
))

WHEREAS, the Tillamook County Transportation District (the "District") invests District funds through the Local Government Investment Pool (LGIP) as well as Umpqua Bank;

WHEREAS, all transactions must be authorized by an approved signer on behalf of the District.

NOW, THEREFORE, BE IT RESOLVED by the Tillamook County Transportation District Board of Directors:

1. That Mary Johnson, Judy Riggs, Jackie Edwards, Linda Adler, Marty Holm and Gary Hanenkrat are Directors of the District, and are hereby authorized to sign on behalf of the District for the LGIP and Umpqua Bank accounts.
2. That Mike Reed is the Interim General Manager and hereby is authorized to sign on behalf of the District for the LGIP and Umpqua Bank accounts.
3. Any designated depository ("Bank") of the District is authorized and directed to honor and pay any checks, drafts, or other orders for the payment of money withdrawing funds from any account of the District when bearing or purporting to bear the facsimile signatures of the persons identified in Sections One and Two of this Resolution, whether such facsimile signatures be made by stamp, machine, or other mechanical device.
4. This Resolution shall become effective immediately upon its passage and shall remain in force until revoked by written notice to the affected bank of the action taken by the Board of Directors of the District. This Resolution supersedes previous motions and resolutions regarding authorized signers for District investment and bank accounts.

INTRODUCED AND ADOPTED this 23rd day of June 2022.

ATTEST:

By: _____
Mary Johnson, Board Chair

By: _____
Mike Reed, General Manager