



Bend Metro Park & Recreation District

September 17, 2024

Board of Directors Agenda and Reports

www.bendparksandrec.org



play for life



Our Vision

To be a leader in building a community connected to nature, active lifestyles and one another.

Our Mission

To strengthen community vitality and foster healthy, enriched lifestyles by providing exceptional park and recreation services.

We Value

Excellence by striving to set the standard for quality programs, parks and services through leadership, vision, innovation and dedication to our work.

Environmental Sustainability by helping to protect, maintain and preserve our natural and developed resources.

Fiscal Accountability by responsibly and efficiently managing the financial health of the District today and for generations to come.

Inclusiveness by reducing physical, social and financial barriers to our programs, facilities and services.

Partnerships by fostering an atmosphere of cooperation, trust and resourcefulness with our patrons, coworkers and other organizations.

Customers by interacting with people in a responsive, considerate and efficient manner.

Safety by promoting a safe and healthy environment for all who work and play in our parks, facilities and programs.

Staff by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.

play for life

District Office

799 SW Columbia St., Bend, Oregon 97702 | www.bendparksandrec.org | (541) 389-7275



Board of Directors

September 17, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



AGENDA

4:30 pm EXECUTIVE SESSION

The board will meet in Executive Session prior to the regular meeting pursuant to ORS 192.660(2)(e) for the purpose of discussing real property transactions. This session is closed to all members of the public except for representatives of the news media. News media is asked to contact Sheila Reed to attend sheilar@bendparksandrec.org.

The board will meet in person at 5:30 pm with virtual links to the work session and regular meeting. The public may provide public input in-person at the meeting or via the virtual Zoom link.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81375434939>

Or Telephone:

253 215 8782

Webinar ID: 813 7543 4939

5:30 pm CONVENE MEETING

ROLL CALL

50TH ANNIVERSARY VIDEO

STAFF RECOGNITION

- Don Horton, Theresa Albert

STAFF INTRODUCTIONS

Zara Hickman

- Rob Fox, Park Maintenance 2 Natural Resources
- Alan Vigent, Park Maintenance 1 - Trails

Mike Duarte

- Mike Rogers, Park Specialist
- Gary Jacobe, Park Specialist
- Spencer White, Park Maintenance 2
- Matt Edwards, Park Maintenance 2

Jason Monaghan

- Eli Deveny- Facilities Specialist 2
- Nicholas Salerno- Facilities Specialist 1
- Rhianna Dekeyser- Day Custodian
- Noah Metzler- River Recreation Specialist

Roy Radcliff

- Martin Halstead, Fleet Technician
- Mike Newboles, Fleet Technician

Kristin Toney

- Joanna Edwards, Purchasing and Contract Coordinator

VISITORS

The board welcomes input from individuals at our public meetings about district-related issues. Members of the community who wish to make public comment may attend the meeting in person or virtually. To provide a public comment in person, please fill out one of the brief cards and submit it to staff in the back of the room. To provide public comment virtually, click on the "Raise Hand" option. You will be called into the meeting in the order received. Virtual visitors should turn on their cameras and microphones. All remarks should be limited to 3 minutes or less. If there are questions, follow up will occur after the meeting. Thank you for your involvement.

WORK SESSION

1. Trail Counter Program – *Zara Hickman and Andy Sommerville (30 min)*
2. Draft Strategic Plan – *Rachel Colton, Kristin Toney, Kelsey Schwartz (30 min)*

CONSENT AGENDA

1. Minutes 9/3/2024
2. Codify personnel policies

EXECUTIVE DIRECTOR’S REPORT

REPORTS - None

BOARD MEETINGS CALENDAR

GOOD OF THE ORDER

ADJOURN



Accessible Meeting/Alternate Format Notification

This meeting location is accessible. Sign and other language interpreter service, assistive listening devices, materials in alternate format or other accommodations are available upon advance request. Please contact the Executive Assistant no later than 24 hours in advance of the meeting at sheilar@bendparksandrec.org or 541-706-6151. Providing at least 2 business days’ notice prior to the meeting will help ensure availability.

BOARD AGENDA COMMUNICATION

AGENDA DATE:	September 17, 2024
SUBJECT:	Trail Counter Program Update
STAFF RESOURCE:	Andy Sommerville, Trails Supervisor Zara Hickman, Natural Resources and Trails Manager
PREVIOUS BOARD ACTION:	Prior updates - 11/7/2017 and 11/2/2021
ACTION PROPOSED:	N/A
STRATEGIC PLAN:	
Pillar:	Operations & Management Practices
Outcome:	A balance between caring for existing infrastructure and new development
Strategy:	Work with the board to determine the district's role in providing transportation options within the urban trail system in collaboration with the City of Bend

BACKGROUND

Bend Park and Recreation District (BPRD) began a formal trail counter program in 2014 using infrared counters to tally trail users along numerous trails around the district. The objectives of the trail counter program are to:

- identify trail use patterns (e.g. weekday vs. weekend; peak usage times-commuters, school, etc.);
- evaluate the effects of weather and season;
- identify and/or inform maintenance priorities and potential investment strategies;
- share data with the regional trail network partners (e.g. City of Bend and US Forest Service);
- provide data for district planning and research;
- evaluate long term trail use trends;
- expand the current trail counter program to include quantitative and qualitative data on trail use trends; and
- Determine identify additional counter locations as the Bend community grows.

The district owns 28 counters at 30 locations around the community (Attachment A). Data is retrieved at routine intervals and uploaded to a web-based program (Traffx) where reports can be generated using various charts, graphs, and tables.

Staff will provide an overview of the program, next steps, and additional data during the board meeting.

BUDGETARY IMPACT

None

STAFF RECOMMENDATION

None – for information purposes only.

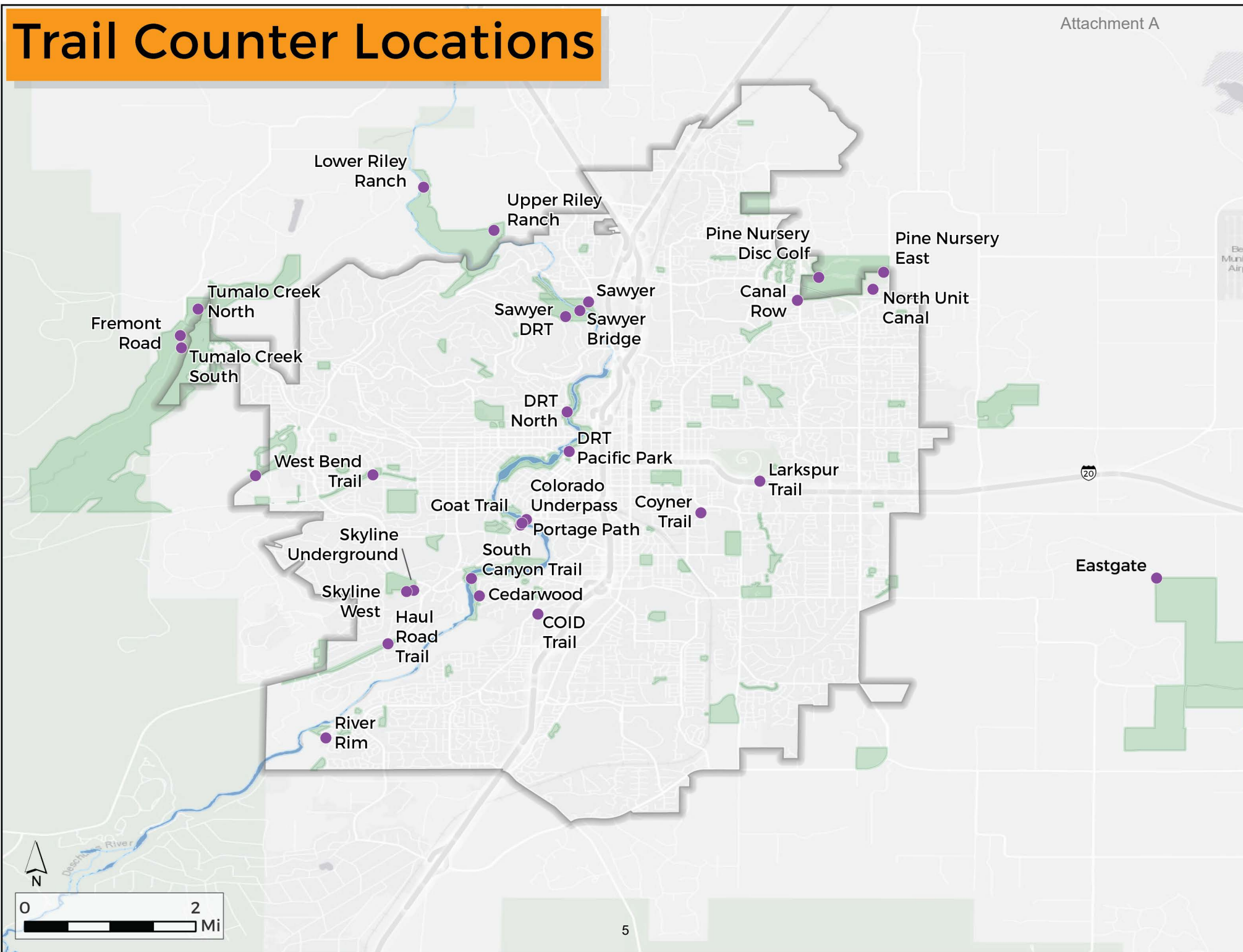
MOTION

None

ATTACHMENTS

Attachment A: Trail counter locations

Trail Counter Locations



BOARD AGENDA COMMUNICATION

AGENDA DATE:	September 17, 2024
SUBJECT:	Draft 2024-2029 Strategic Plan
STAFF RESOURCE:	Rachel Colton, Park Planner Kristin Toney, Administrative Services Director Kelsey Schwartz, Planning and Property Specialist
PREVIOUS BOARD ACTION:	Jan 16, 2024: 2024 Strategic Plan Development Approach March 18, 2024: Board SWOT Analysis
ACTION PROPOSED:	None
STRATEGIC PLAN:	N/A

BACKGROUND

The district's strategic plan provides the framework for how the district will serve the community and its staff through internal operations over a defined period of time. The 2019-2024 Strategic Plan implementation period ended on June 30, 2024, and for the past nine months, district staff have been working to develop a new strategic plan to carry the district forward into the future. Plan development included data review – inclusive of both internal and external sources, extensive staff and board feedback and finally, development of a draft plan intended to guide the district over five fiscal years or through June 30, 2029.

The draft plan is included as attachment A of this staff report. It is intentionally succinct to make it approachable to staff and the public alike, while including the key details and guidance necessary to help the district achieve its goals in the years to come. Unlike the last plan, the draft plan does not include actions or performance measures, rather those will be developed by the leadership team as part of plan implementation in order to maintain flexibility in the plan and its implementation.

During the board meeting, staff will provide an overview of the plan and provide an opportunity for feedback.

BUDGETARY IMPACT

None, however, once approved the Strategic Plan will guide the district's future investments in a variety of key focus areas.

STAFF RECOMMENDATION

Staff is requesting feedback from the board on the draft plan in order to finalize the plan in advance of scheduled board action on the plan on October 15, 2024.

MOTION

None

ATTACHMENTS

A. Draft 2024-2029 Strategic Plan



DRAFT

2024 - 29
strategic plan

BEND PARK & RECREATION DISTRICT

Bend, Oregon | bendparksandrec.org

DRAFT: September 5, 2024

play for life

what's inside



INTRODUCTION

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PLANNING & ENGAGEMENT

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- Community Priority 13

PLAN IMPLEMENTATION

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ACKNOWLEDGEMENTS

BOARD OF DIRECTORS: 2024-25

- Jodie Barram, Board Chair
- Donna Owens, Vice Chair
- Nathan Hovekamp
- Cary Schneider
- Deb Schoen

EXECUTIVE TEAM

- Michelle Healy, Executive Director
- Don Horton, Executive Director (*Outgoing*)
- Kristin Toney, Administrative Services Director
- Julie Brown, Community Engagement Director
- Theresa Albert, Human Resources Director (*Outgoing*)
- Sasha Sulia, Park Services Director
- Brian Hudspeth, Planning & Development Director
- Matt Mercer, Recreation Services Director

STRATEGIC PLAN PROJECT TEAM

- Rachel Colton, Park Planner, Strategic Plan Project Manager
- Kristin Toney, Administrative Services Director
- Kelsey Schwartz, Planning & Property Specialist
- Colleen McNally, Marketing Manager

DISTRICT STAFF

More than 200 district staff members participated in and contributed to the development of the Strategic Plan.

BEND PARK & RECREATION DISTRICT
799 SW Columbia St., Bend, Oregon 97702
phone: 541-389-7275
email: info@bendparksandrec.org
website: bendparksandrec.org

For more on the
2024-29 Strategic Plan,
visit [bendparksandrec.org/
strategicplan](http://bendparksandrec.org/strategicplan)





strategic plan

EXECUTIVE SUMMARY

Planning for the future of Bend Park and Recreation District is one of the most important things we can do to assure that the resources we are entrusted to manage are of maximum benefit to our community and visitors.

The Bend Park and Recreation District's Strategic Plan guides our organization on how to best bring our mission and values to life for the next five years (Fiscal Year 2024-25 to Fiscal Year 2028-29). As we embark on this next strategic journey, our focus remains on leveraging our strengths, addressing weaknesses, capitalizing on opportunities, and navigating potential threats in sustainable ways to enable us to be the most efficient and effective organization.

The Strategic Plan is an internally focused document that identifies our vision, mission, community pledge, organizational values and the strategies to help us achieve our identified strategic goals. It is used to help inform our long-range plans and budgets, and will be used by staff in their day-to-day operations, decision-making, and long-term planning.

This plan is more than a guide; it is a testament to our dedication to providing recreational services, maintaining and growing our parks and trails, and fostering a sense of community connection and pride. With the next five years of growth and change ahead, we remain confident that we have a talented, dedicated and enthusiastic team in position to provide amazing parks, trails, facilities, recreation programs, and events that will help Bend residents and visitors play for life.



our vision

To be a leader in building a community connected to nature, active lifestyles and one another.

our mission

To strengthen community vitality and foster healthy, enriched lifestyles through parks, trails and recreation.

community pledge

To reflect our community, welcome and serve equitably, and operate with transparency and accountability.



we value

COMMUNITY by interacting and collaborating in a responsive, considerate and efficient manner to create positive patron experiences and impact in the community.

INCLUSION by reducing physical, social and financial barriers to our programs, facilities and services, and making them more equitable for all.

SAFETY by promoting a safe and healthy environment for all who work and play in our parks, trails, facilities and programs.

STAFF by honoring the diverse contributions of each employee and volunteer, and recognizing them as essential to accomplishing our mission.

SUSTAINABILITY by fostering a balanced approach to fiscal, environmental and social assets to support the health and longevity of the district, the environment and our community.

planning & engagement process

This intentional and flexible plan was developed through a comprehensive process that was driven by data, and staff, board and community feedback. Key elements of plan development include:

DATA REVIEW: Having a solid foundation was critical to the development of this plan. In order to ensure the plan was informed by relevant data, the team reviewed a dozen data sources, including, but not limited to the current Strategic Plan, 2018 Comprehensive Plan, 2022 Community Perception Survey, 2022 Employee Survey, 2022/2023 Recreation Annual Report, 2023 Community Needs Assessment Survey, applicable district policies, Diversity Equity and Inclusion (DEI) Action Plan, and the district's mission, vision and values.

STAFF & BOARD ENGAGEMENT: Given the internal facing nature of this document, extensive staff and board engagement was a critical element of plan development. This included the opportunity for all staff members to take a survey to provide feedback on the district's strengths, weaknesses, opportunities and threats (SWOT), as well as focus groups with the board, executive team and leadership team to discuss this same topic. This engagement included numerous focus groups to help get alignment around the key strengths, weaknesses, opportunities and threats of the district, which ultimately played a critical role in the development of key plan elements. The entirety of staff was kept engaged as the process progressed through regular email updates and feedback opportunities.

DRAFT PLAN DEVELOPMENT: The draft plan was developed and reviewed internally before review and feedback by the district's board at a publicly noticed meeting to provide the community the opportunity to provide feedback as well. The plan was finalized after consideration of all feedback and relevant plan updates.



217
Employee
survey
responses



6
Executive Team
focus group
meetings

3
Board of
Directors
meetings

2
DEI
Committee
meetings



12
Documents/
community
survey results
reviewed

5
Leadership
Team
focus group
meetings

strengths

- **ASSETS** – well maintained parks, trails and facilities
- **COMMUNITY SUPPORT** – positive reputation
- **FUNDING** – dedicated funding and fiscally responsible
- **PROGRAMMING** – diverse and high-quality offerings
- **STAFF** – talented, dedicated, passionate and knowledgeable

weaknesses

- **COMMUNICATION** – internal and external
- **FACILITY/PROGRAM CAPACITY** – high demand/use
- **STAFF CAPACITY** – high workloads
- **STAFFING & STAFF TURNOVER**
- **WAGES/BENEFITS** – be competitive and recognize cost of living

SWOT Analysis

A Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis is a method that yields data to help organizations develop goals and strategies to meet their objectives, improve efficiency and fulfill their missions. The analysis was a key part of our plan's development. Each SWOT element received more than 300 individual comments which were distilled to the five bullets shown here, exemplifying the key messages heard.

opportunities

- **CHANGING COMMUNITY/WORKFORCE DEMOGRAPHICS**
- **FUNDING OPTIONS** – more grants and alternative funding
- **MAINTAIN** – take care of assets and protect natural resources
- **PARTNERSHIPS** – expand and enhance partnerships
- **PROGRAM & ASSET FOCUSED EXPANSION** – expand in key areas

threats

- **AFFORDABILITY** – for the district, its employees and the community
- **CLIMATE** – ice storms, high heat, poor air quality and fires
- **COMPETITION FOR DISTRICT FUNDING & STAFF**
- **CRIME & MISBEHAVIOR**
- **RAPID POPULATION GROWTH & DEVELOPMENT**



guide to the strategic plan

The key elements of this strategic plan are the foundational priorities, goals and strategies. These elements were developed based upon internal and external data review, and staff and board engagement. They exemplify what is important to the district, what we are trying to achieve as we look towards the future, and how we will achieve it.

priorities

Key focus area in which the district will invest time, energy and resources.

goals

Outcomes intended to result from the district's dedication of resources, attention, and effort to help achieve a desired future state.

strategies

Directed courses of action to achieve the established goals.





priorities

Throughout the strategic planning process, a theme of priorities became clear. These priorities are the key focus areas that will help us achieve our long-term vision, and where we will invest time, energy and resources.

These are the areas in which the district will invest time, energy, and resources.

team
service
community





priorities, goals and strategies

team

GOAL 1: Attract and retain qualified employees at staffing levels that support our desired service levels

STRATEGIES:

- a. Align recruitment, on-boarding and retention practices with the desired needs, work experiences and work practices of employees
- b. Build staffing plans to maintain the desired level of service
- c. Be competitive with other employers' wages and benefits

GOAL 2: Foster a workforce that is heard, informed, involved and valued

STRATEGIES:

- a. Continue to develop a collaborative and welcoming work culture across departments and between all levels of the organization
- b. Offer diverse recognition and appreciation programs



priorities, goals and strategies

team

GOAL 3: Invest in the growth and development of all district employees

STRATEGIES:

- a. Support a culture of learning and growing by providing support for staff to access training
- b. Provide opportunities for employees to contribute in areas beyond their daily activities, and advance in the organization

GOAL 4: Support the well-being and safety of all district employees

STRATEGIES:

- a. Keep up with changing workforce needs and adapt how the district works to enhance employee experiences
- b. Identify opportunities to enhance a welcoming, safe and inclusive work environment



priorities, goals and strategies

service

GOAL 1: Maintain quality, clean and safe parks, trails and facilities

STRATEGIES:

- a. Take care of what we have by prioritizing investment in existing assets
- b. Develop and use data and best practices to increase work efficiency, and use benchmarks to track progress over time

GOAL 2: Support the recreational needs of a growing and evolving community through programming, parks, trails and facilities

STRATEGIES:

- a. Maintain adopted levels of service targets for parks, trails and facilities
- b. Monitor and adapt programming to meet community needs

GOAL 3: Balance fiscal, environmental and social sustainability

STRATEGIES:

- a. Use financial modeling and other planning tools to holistically evaluate, plan and forecast maintenance needs, operational funding and replacement
- b. Continue efforts to be responsible stewards of the natural environment and evaluate and identify opportunities to respond to changing environmental conditions
- c. Provide opportunities for building community connections and foster belonging



priorities, goals and strategies

community

GOAL 1: Deliver positive patron and community experiences by offering services that are accessible, responsive to patron feedback, and welcoming to all

STRATEGIES:

- a. Develop and redevelop parks, trails and facilities to ensure they are welcoming and inclusive
- b. Plan and create welcoming, inclusive, safe and accessible opportunities and programs that address barriers to participation

GOAL 2: Expand and leverage collaborations to increase impact

STRATEGIES:

- a. Dedicate resources to seek grant and alternative funding opportunities to support priorities
- b. Strategically align with partners that enhance the district’s efforts



plan implementation

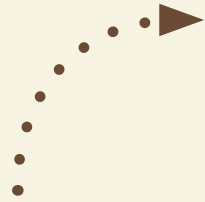
This plan is intentionally broad and adaptable, in order to support creativity and allow for changing conditions. It does not include actions or performance measures, which are intended to be developed as part of plan implementation. These actions should align not only with the goal and strategies within the plan, but also the district's budget and staff workloads. Identified actions are intended to not just be a box to check off. They should be something that truly moves the needle in helping the district meet its identified goals. Development of the actions will be part science and part art.

The district's leadership team will be responsible for development and completion of actions, in partnership with the strategic planning team. The recommended process for plan implementation is illustrated on the following page. The first year of this process will be unique given that no actions have been developed to date.

In addition to the quarterly leadership team meetings identified on next page, action specific meetings may occur as necessary to help facilitate completion of action items.

Performance measures are a tool to help the district track progress towards achieving goals identified within the plan. The district currently has a total of 14 performance measures that were developed as part of the 2019-2024 Strategic Plan, which will be re-evaluated as part of the implementation of this Strategic Plan. As part of the quarterly leadership team meetings, the Strategic Plan team will present opportunities for adding, removing and changing existing performance measures to better align with this Strategic Plan. Performance measure updates will be provided to the board annually at the board workshop.

ANNUAL
**STRATEGIC
PLAN
CYCLE**



FALL

Develop actions and identify champions to lead work for each strategy. After year one, the team will report on action item status, and re-evaluate and add/remove actions as necessary.



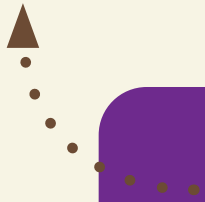
WINTER

Report on action item progress and amend actions as necessary. Evaluate existing performance measures and consider new ones. Prepare for Strategic Plan update at annual board workshop.



SPRING

Report on action item progress and finalize any action item changes.



SUMMER

Discuss action item progress and amend actions as necessary. Prepare for Strategic Plan action item update during board work session.



**The future is not
some place we are going to,
but one we are creating.**

**~ John Schaar,
American Political Theorist**

play for life



Board of Directors

September 3, 2024

District Office Building | 799 SW Columbia | Bend, Oregon



A video of the regular board meeting can be viewed on the website:

<https://www.bendparksandrec.org/about/board-meeting-videos/>

BOARD PRESENT

- Donna Owens
- Deb Schoen
- Jodie Barram
- Cary Schneider
- Nathan Hovekamp

STAFF PRESENT

- Michelle Healy, Executive Director
- Matt Mercer, Director of Recreation
- Kristin Toney, Administrative Services Director
- Julie Brown, Director of Community Engagement
- Sheila Reed, Assistant to the Executive Director
- Sasha Sulia, Director of Park Services
- Brian Hudspeth, Director of Planning and Development
- Ian Isaacson, Landscape Architect
- Henry Stroud, Principal Planner
- Jason Powell, Construction Manager
- Rachel Colton, Planner
- Sue Glenn, Recreation Manager
- Paul Reinhardt, Larkspur Recreation Center Manager
- Cathi Ellis, Recreation and Inclusion Manager

VISITORS

Ken Kelso and Donn Curry: Mr. Kelso said they are here to follow up on the last meeting. They asked for any updates on adjustments to the access of the fenced park and paved path. They said they polled their neighbors and reported that less than 50% of them were in receipt of the mailers that the district sent out. They asked if there are any plans for more stewardship at the park for enforcement of the park rules and mentioned that the events at the barn are at times too loud for the neighborhood.

Ken Fuller: Mr. Fuller commended the district for the extra security presence at Juniper Park and asked the board to continue the pilot project. He said he is part of the Neighborhood Watch in the area and remarked that the security has really helped bring more families using the park again.

Chris Skully: Mr. Skully said connectivity of greenways and equitable trail access are the hallmarks of the community. He commented that SW Bend is the most underserved neighborhood and noted the National Forest is just across the river stating a footbridge would address more access. He added that there are many myths that the opposition uses to argue against the bridge and shared a few examples.

WORK SESSION

1. Art Station Project Update – *Jason Powell and Matt Mercer and Corey Martin, Hacker Architects*

Mr. Powell presented the concept for the new Art Station as a 4,880-square-foot building with three classrooms, stating that as the project grew in size, so did the costs. He said that staff started looking at ways to control the costs and shared the updated design. With \$3 million allocated for the project, the current design now stands at \$4.29 million. Mr. Martin explained that the building's location was slightly adjusted to simplify construction and reduce costs. He reviewed the designs, highlighting the compact, straightforward layout, which includes a covered entry, restrooms, classrooms, offices, kiln area, and storage. He emphasized safety features and the potential for future expansion, showing views of the building from all sides.

Mr. Powell stated that building permits would be applied for by the end of the year, with construction planned for 2025-2026 and the opening set for 2026.

Director Owens expressed concern over the costs, appreciating the efforts to reduce them but suggested more could be done. She proposed exploring pre-made building options, though Mr. Martin noted that such designs may not save money, especially given the site's unique challenges. Mr. Powell suggested reducing the building's footprint as the best way to cut costs. Director Owens also raised the possibility of a different location.

Mr. Mercer cautioned against downsizing the building, acknowledging that rising prices in the Bend market are a consistent concern. Director Schoen expressed enthusiasm for the project, emphasizing the importance of supporting children's creative development. Director Hovekamp said he believed the building size was already minimal. He critiqued the industrial design, suggesting the need for more wall space and less glass, and agreed with Owens regarding concerns about the cost.

Director Barram inquired about the impact on SDC funds. Executive Director Healy said that SDCs were coming in higher than expected, so this project will not replace another. She advised that making the building smaller now could lead to more expensive expansions later.

Mr. Mercer mentioned that Juniper Park was the only other viable site, though it was less suitable than Larkspur Park. Mr. Martin added that changing the industrial design would further increase costs. Director Barram supported the design and future expansion potential, while Director Schneider suggested seeking grants or sponsorships to offset the costs.

Mr. Mercer acknowledged the difficulty of obtaining grants for this type of project but agreed to explore sponsorship opportunities. He stated that staff would proceed with the current concept, with minor modifications, and offered to bring it back to the board for further review.

2. 2019 Strategic Plan – Final Action Item Update – *Rachel Colton*

Ms. Colton reviewed the 2019 plan, which had a five-year implementation period and included 83 action items. She presented the plan's pillars, desired outcomes, and action items, summarizing the progress year by year. Ms. Colton highlighted key achievements under each pillar, noting that while a

few action items were still in progress or on hold, the plan was considered completed. She said the draft of the new strategic plan would be shared on the website and presented to the board.

Director Hovekamp inquired about the relationship between the strategic plan and the Comprehensive Plan. Ms. Colton explained that the strategic plan focuses internally, while the comprehensive plan is externally focused, particularly on the project list. One crossover between the two plans is the Mission, Vision, and Values, which are part of the strategic plan and will be discussed in the coming weeks. The guiding statements are intended to be applied consistently across both plans, with updates reflected on the website. Data from the comprehensive plan, such as the community needs assessment, has also informed internal planning to address community needs.

CONSENT

1. Minutes: 7/16/2024

Director Hovekamp made a motion to approve the consent agenda. Director Owens seconded. The motion was approved unanimously, 5-0.

BUSINESS SESSION

1. IGA with the City of Bend for Transportation Fee Billing – *Kristin Toney*

Ms. Toney explained that the main goal of the Intergovernmental Agreement (IGA) is to simplify the process of managing utility bills, as adding extra fees to multiple bills is time-consuming. By consolidating fees into one bill, efficiency is improved. The City of Bend has adopted a transportation fee as part of their code, and the district falls under the non-residential category. Phase one includes calculating the square footage of district buildings and per acre of parks with off-street parking. She said there could be a potential for some credit back for work performed by the district on trails, which is included in the IGA. The total cost for the fee to the district is just under \$17,000 and has already been incorporated into the budget in anticipation of the IGA.

Director Owens and Hovekamp shared their dislike for the transportation fee and asked staff if the district had any involvement in writing the IGA. Ms. Toney explained that the city wrote the IGA and the district was able to review it. She remarked that the district does not have much say over this fee, and it is better to have one billed fee than billed to every district account.

Director Hovekamp said he was sympathetic to the city for being in a position to try to catch up on some of these fees, but expressed his concern for the hardship that these fees present to other agencies. He called out the section that mentions a credit back to the district, noting high hopes that this will happen despite the language making no commitments.

Director Hovekamp asked what would happen if the board does not pass the IGA. Executive Director Healy said the city would charge the district on all the utility bills and it would cost the district more.

Director Schneider made a motion to authorize the executive director to sign the IGA with the city of Bend regarding transportation fee billing. Director Schoen seconded. The motion was approved, 3-2. Directors Hovekamp and Owens voted against the motion.

EXECUTIVE DIRECTORS REPORT

Executive Director Healy reported the following:

- Hired HR Manager Kathleen Hinman, who will join the district on September 26th. She previously worked for the county.
- An email was sent to the board regarding the transportation plan, the city is accepting comments until Sept. 7.
- In October, the board will hear from staff on an update of park rules.
- Staff has begun the SDC update with Deb Gilardi, which will run concurrently with the Comprehensive Plan and finish by early 2025.
- Executive Director Healy met with Forest Service regarding the South UGB project. Holly Jewkes acknowledged the project's persistence and suggested meeting again in October with State Parks to discuss what a community vision could look like.
- Pavilion Palooza fundraiser is this Sunday, and the natural resources crew has been hosting a variety of volunteer events this summer.
- Fall registration was once again highly successful.

BOARD MEETINGS CALENDAR REVIEW

GOOD OF THE ORDER

- Director Schoen said the staff picnic was a great event at Alpenglow Park.
- Director Hovekamp pointed out the staff recognition for Don Horton at the next meeting. He said there is a joint city and county meeting next week with houseless issues on the agenda. He thanked the board for a great discussion on the topics tonight.
- Director Schneider congratulated to the lifeguards for their five-star rating award, remarking that it is quite an accomplishment.
- Director Owens offered staff appreciation for a successful summer.
- Director Barram thanked Executive Director Healy for stepping into her new role and commended staff for their work.

ADJOURN: 7:39 pm



Prepared by,
Sheila Reed
Assistant to the Executive Director

Jodie Barram, Chair

Donna Owens, Vice-Chair

Deb Schoen

Cary Schneider

Nathan Hovekamp

BOARD AGENDA COMMUNICATION

AGENDA DATE:	September 17, 2024
SUBJECT:	Codify Amended Personnel Policies
STAFF RESOURCE:	Theresa Albert, Human Resources Director
PREVIOUS BOARD ACTION:	June 3, 2008 – Amended policy to allow the Executive Director to approve or amend board policies
ACTION PROPOSED:	Codify Personnel Policies
STRATEGIC PLAN:	
Pillar:	Employees and workforce culture
Outcome:	A workforce that is heard, informed, involved and valued

BACKGROUND

On June 3, 2008, the board of directors adopted the administrative policy Employee Manual. This policy allows the executive director to temporarily approve additions or amendments to board policies. Once a year all new and amended board policies are to be brought before the board for final approval.

Over the last year, the executive director has amended board approved policies. A committee was convened that included two board members, Deb Schoen and Cary Schneider, the executive director, and human resources director to review the amended policies. The committee agreed with the executive director's actions with some minor changes. The amendments include changes for compliance with legislation, general housekeeping, and to improve business practices.

The attached exhibits provide the details on all changes. Exhibit A: Summary of policy amendments, provides a summary of the changes made to each personnel policy. Exhibit B: Amended personnel policies, provides all changed personnel policies in track changes.

BUDGETARY IMPACT

The amendment of the personnel policies has no significant budget impact.

STAFF RECOMMENDATION

Staff recommends the board codify the amended personnel policies.

MOTION

I make a motion to codify the amended policies as presented in Exhibit B – Amended Personnel Policies.

ATTACHMENT

Exhibit A – Summary of policy amendments

Exhibit B – Amended personnel policies: Compensation Practices, Overpayment to Employees, Employee Referral Bonus, Holidays, Sick Leave, Family and Medical Leave, Employee Assistance Program, and Education Assistance

EXHIBIT A

Compensation Practices – 1) Removed “In most situations” language from the Transfer paragraph. When an employee transfers from one job classification to a different one in the same pay range, the employee’s rate of pay will remain the same, 2) Provided an option to employees receiving the Exceptional Performance Bonus from a 1% bonus or to receive the bonus in time. Additionally, added clarifying language that the Exceptional Performance Bonus must be tied to the annual performance evaluation and limited to one per year, and 3) changed the bilingual differential language from 5% to a flat rate for employees required to speak Spanish and for employees where it is preferred to speak Spanish. The new language includes the job classifications in the Required and the Preferred categories and guiding language in the event the employee is moved to a position that does fall in the required or preferred category.

Overpayment To Employees – Added the timeframe in which the overpayment is to be repaid along with exception language due to extenuating circumstance.

Employee Referral Bonus – Added language under the Exclusions paragraph where employees referring a rehire into the same, previous or similar position are not eligible for the referral bonus.

Holidays – 1) Adjusted language to match the 2023 amendment where part-time employees went from accruing holiday based on hours worked to a projected annual weekly hours flat holiday accrual amount. 2) Changed the Observed Holiday on Employee’s Day Off paragraph to be in alignment with the 2023 amendment where employees no longer forfeit holiday hours if not taken. Employees will receive holiday pay for the day if it falls on their day off.

Sick Leave – Added consistent language with Holiday and Vacation Leave policies to address if an employee works an alternative work schedule, e.g., 4-10’s, will be required to use applicable leave balances.

Family Medical Leave – Based on recent legislation, the Oregon Family Leave Act was amended to remove cross over with Paid Leave Oregon. Changes to the policy reflect this legislative change.

Employee Assistance Program (EAP) – 1) clarified that employees’ benefit runs on a calendar year and 2) changed the name of the EAP provider due to the recent change.

Education Assistance – Added the frequency in which an employee needs to submit a request for education assistance.



COMPENSATION PRACTICES

General Information

This policy establishes standards for the equitable and consistent administration of pay.

Pay Administration

1) Initial Hire

Wages offered to initial hires to the District should be commensurate with the candidate's qualifications. Hiring supervisors shall use the district's Wage Rate Guidelines to determine the offered wage.

Exceptions: Request for salary exception to assign a higher rate than specified by the district's Wage Rate Guidelines must be made in writing from the Department Director and submitted to the Human Resources Manager. Human Resources' review will be based on the candidate's qualifications and impacts to pay equity. Human Resources will forward the exception request to the Executive Director with a recommendation for approval or denial.

2) Reemployment

When an employee is re-hired after leaving the district, the hiring supervisor shall apply the district's Wage Rate Guidelines to determine the re-hire rate.

a) Establishes the merit increase date as follows:

- (i) If reemployed at a higher rate in the same classification, the anniversary/merit increase date will be adjusted to one year.
- (ii) If reemployed at the same rate in the same classification within one year of separation, the anniversary/merit increase date will be established based on a total of 12 months worked from the last merit increase the employee received.
- (iii) If reemployed at the same rate in the same classification with one to three years of separation, the anniversary/merit increase shall be established as one year from the beginning of the first full pay period the employee works.
- (iv) If reemployed in a different classification, the employee will serve an orientation period. The anniversary/merit increase date will be established one year from the beginning of the orientation period.

3) Annual or Biannual Merit Increase

The district merit pay system allows for the progression of an employee's pay from the established minimum to the maximum of a salary range based on successful job performance.

Merit increases are based upon an employee's individual performance. The prime objective is to match an employee's compensation to his/her performance.

Based on the district's financial condition and the current economic environment, a proposed merit increase rate is submitted annually to the Benefits Committee for consideration and recommendations. Once the Budget Committee approves the budget, which includes the merit increase rate, it is forwarded to the Board of Directors for adoption.

Annual or biannual merit increases in years approved by the board shall be scheduled as follows:

- a) Following initial employment, reclassification or promotion, full-time employees who successfully perform their job receive annual merit increases after working 12 full pay periods, which then establishes the anniversary date for future annual evaluations and merit increases.
- b) Following initial employment, reclassification or promotion, part-time and regular part-time employees who successfully perform their job receive an annual merit increase after working 12 full pay periods provided the employee worked at least 120 hours during the evaluation period (12 full pay periods). If an employee does not work 120 hours in the evaluation period, the employee will receive the performance evaluation and corresponding increase on the employee's following anniversary date (after working a total of two years regardless of the number of hours worked).

Denial of Merit Increase

The regularly scheduled merit increase may be withheld for deficient performance. In order to deny a merit increase, the employee must have received timely notice of performance deficiency and had an opportunity to correct the problem prior to the merit increase eligibility date.

Employees receiving formal disciplinary action during the evaluation period shall be denied a merit increase. Exceptions are to be approved by the Executive Director.

4) Promotion

Upon promotion, the district's Wage Rate Guidelines and internal equity will be applied. If the wage calculator results in a promotion rate of less than 5%, the promotion rate will be 5% above the employee's base wage. Department directors may request an exception for a greater increase due to recruitment or retention challenges, exceptional qualifications of the promoted employee, or other appropriate circumstances. Exception requests must be in writing and approved by the Executive Director.

5) Transfer

A lateral transfer occurs when an employee applies for and accepts a job in which the new job classification has the same salary range.

~~In most situations, a~~ An employee's wage rate stays the same upon transfer.

6) Demotion (voluntary or involuntary)

Upon demotion, the district's Wage Rate Guidelines and internal equity will determine the appropriate rate of pay.

Merit increase eligibility date shall remain the same as the previous position held.

7) Orientation Period Removal

In the event an employee does not successfully complete the orientation period and returns to the former classification, the employee shall be restored to the wage in the salary range the employee would have reached taking into account annual merit increases had the employee not left the previous classification. The employee's former merit increase eligibility date shall be restored.

8) Position Classification Changes

Through a position evaluation process, an employee and position may be reclassified. If reclassification results in the position to be placed in a higher salary range, the position will be placed in the new pay range. If the position has an incumbent, the employee's pay shall be adjusted using the district's Wage Rate Guidelines and internal equity or a 5% increase, whichever is greater. **Exceptions for salary placement are to be approved by the Executive Director.**

If the re-evaluation results in the position being placed in a lower salary range, the position will be placed in the new pay range. If the position has an incumbent, the district's Wage Rate Guidelines and internal equity will determine appropriate rate of pay. **Exceptions for salary placement are to be approved by the Executive Director.**

If the reclassification is to a classification at the same salary range, in most situations, there is no impact on the employee's salary.

9) Pay Range Adjustments

The results of a compensation study may result in adjusting the pay range of a classification(s). In the event the pay range for a classification is adjusted to a higher pay range, the implementation may be least cost. Affected employees are may be retained at the existing wage with no increase unless the employee's current wage rate is below the entry rate of the new pay range. In this case, the employee's wage rate will be at the entry rate of the new pay range. Pay range adjustments do not result in the employee serving a new orientation period.

10) Cost of Living Adjustment (COLA)

The district may grant a COLA in any given year that is determined appropriate based on the financial condition of the district. The COLA will be based on the published consumer price index for the U.S. City Average, West Region, West-Size Class B/C for January immediately prior to the fiscal year.

When a COLA is granted, the COLA shall first be applied to the salary schedule. After the COLA has been applied to the salary schedule, individual wages will then be increased.

The salary schedule and wages will be adjusted in the July paycheck, unless otherwise stipulated.

11) General Wage Adjustment

Human Resources conducts district-wide compensation/classification plan studies and, based on requests, individual classification or family classification studies. Implementation of the studies shall be in a manner to continue pay equity. If the study results in employees' current wage rates falling short of pay equity, the employee's wages will be adjusted according to the district's pay equity plan. If the study results in employees' current wage rates being more than the maximum of the pay range or exceeds internal equity, the employees' wages shall be frozen until the pay range "catches up" with the employees' rate or internal equity is achieved based on the district's plan. District-wide studies may result in unique circumstances in which Human Resources may recommend exceptions to the Executive Director.

12) Lump Sum Payments

- a) The district may give a lump sum payment to an employee at the time of hiring, promotion, or lateral transfer in difficult recruitment situations. Department directors must obtain approval of a lump sum payment from the Executive Director through a written request.

Normally, lump sum payments are appropriate for management level or specialized positions where recruitment difficulties are:

- (i) Due to a significantly below-market salary range for a specific classification, where changing the salary range on a timely basis is difficult; or
 - (ii) Due to a position in a generic classification being extremely sensitive to market pay fluctuations; or
 - (iii) Due to the nature of the assignment (e.g., added expectations and workload for a short to medium period) that makes the position especially unattractive to potential candidates.
- b) Exceptional Performance bonus may be granted to employees who exceed performance expectations. The one-time bonus payment is part of the annual performance evaluation process. The performance evaluation must clearly demonstrate the specific competencies, goals, and job expectations that have been consistently performed in an outstanding manner. Pre-approval by the

Executive Director is required using the Exceptional Performance Bonus Request form. [Employees may choose 1% bonus or the equivalent paid time off \(21 hours for full-time employees\). Exceptional Performance Bonus Request must be tied to the annual performance evaluation and limited to one per year.](#)

13) Work Out-of-Class (WOC)

Work out of classification is defined as a temporary assignment of an employee to perform essentially all the duties, authority and responsibilities of a position classified at a higher salary range.

a) Rate of Pay

- (i) The WOC rate of pay for temporary duties at a higher classification is either five (5) percent of the employee's base rate of pay; or the entry rate of the higher WOC pay range, whichever is greater. Exceptions are to be approved by the Executive Director.
- (ii) An employee performing a work-out-of-class assignment, who is eligible for overtime in the regular position, continues to be eligible for overtime while performing the work-out-of-class assignment.

b) Criteria:

- (i) An employee assigned to perform duties at a higher-level classification for more than 14 consecutive calendar days.
- (ii) An employee must meet the minimum qualifications of the higher-level position in order to receive WOC compensation. Employees who do not meet the minimum qualifications may be assigned the work as a professional development opportunity. A Human Resources representative must affirm that assigned duties are of a higher classification prior to authorizing WOC pay.
- (iii) Standards for WOC duration are 12 months or less. If a WOC assignment exceeds this standard, written documentation must be submitted.

14) Return from Layoff

When an employee returns from layoff to the classification held prior to the layoff, the employee returns to the same wage paid at the time of layoff. Upon return from layoff to a different classification, the district's Wage Range Guidelines and internal equity will determine appropriate rate of pay.

15) Equity Adjustment

An equity adjustment is a wage adjustment to correct a salary disparity. Human Resources will determine the need for an equity adjustment and write a request for Executive Director approval that includes the issue, affected employee(s), recommended adjustment, and effective date. Retroactive effective dates may go back five (5) years or the date of the most recent pay study whichever is most recent. Upon approval, a personnel action will be processed for the adjustment.

16) Facility Closure and Emergency Cancellation

In the event of a facility closure or emergency cancellation of programs, compensation shall be as follows:

Exempt full-time employees – A partial or full closure will not impact an employee's monthly compensation; however, the expectation is that work responsibilities will be taken care of at an alternative time, day, or location. In the event of a prolonged closure, employees may be required to take paid leave.

Non-exempt full-time employees – During a partial or full-closure, employees are paid for the hours worked; for any missed time, employees will be required to either 1) make up the missed time within the same pay period (supervisor must approve) or 2) use up to five shifts of district-paid special Emergency Closure Leave (full or partial shifts) available from December 21 through the following December 20, or 3) use accrued vacation or comp time. If option 1 is agreed upon and the employee is unable to make up the time within the same work week, the supervisor shall adjust hours so that the make-up hours do not result in an employee's compensation exceeding what would have been paid. (This may result in an employee working less than an 8-hour shift to adjust for overtime incurred during the week that they are making up a shift. For example, an 8-hour shift made up in a subsequent week would result in an employee working 5.33 hours at 1.5 overtime pay to equal 8 hours of missed pay). If option 2 is used, supervisors must review and approve time and ensure employee does not exceed five full or partial shifts in the year.

Note: Full-time employees must use applicable leave balances before leave without pay may be authorized (see Leave Without Pay policy).

Part-time and seasonal employees – Employees are paid for the hours worked; for any missed time, employees will be required to either 1) if business needs allow, employees may be scheduled for make-up hours for the missed time, or 2) use up to five shifts of district-paid special Emergency Closure Leave (full or partial shifts) from December 21 through the following December 20, or 3) use accrued vacation leave if available. If option 2 is used, supervisors must review and approve time and ensure employee does not exceed five full or partial shifts in the year.

Show-up pay – In the event an employee reports to work as scheduled and the decision has been made for a closure or cancellation, the employee shall be paid not less than one (1) hour. Minors are to be paid not less than one-half their scheduled shift.

Exceptions – In the event of a business closure, the Human Resources Manager may request exceptions to appropriate policies to avoid employees' loss of benefits for the Executive Director's approval.

Travel

Time an employee spends in travel as part of their principal activity must be counted as hours worked. Employees required to report to a meeting place to receive instruction,

perform other work, or pick up materials is part of the day's work and must be counted as hours worked.

Work performed while traveling is counted as hours worked. Travel during an overnight stay away from home is work when it cuts across the employee's workday. The time spent traveling on both regular scheduled days and working hours, and on corresponding hours on non-working days is counted as hours worked.

Pay Differentials

1. Bilingual Skills

~~This differential applies to employees who must use bilingual skills to perform assigned duties. "Bilingual skills" means translation to and from English, interpretation of another language or the use of sign language. When the district identifies a need for a bilingual position, the position description for the position requiring bilingual skills must be updated to reflect the translation duties. Candidates and/or employees to be placed in positions that require bilingual skills will be evaluated through a language testing process where the test score of 9 or higher demonstrating language proficiency is required for the bilingual differential.~~

~~The differential is five (5) percent of base pay.~~

Based on the community's demographics and the district's business needs, a differential for bilingual Spanish/English speakers will be provided if all of the following is met:

The position is determined to either require or prefer for bilingual skills. Positions that are required must use bilingual skills on a regular and frequent basis including 10% or more of overall time worked. Positions that are preferred must have public contacts where there is a high likelihood that they will come into contact with Spanish speakers;

The job announcement states that bilingual skills are required or preferred;

The employee passed a bilingual proficiency test that demonstrates their proficiency in Spanish to a level that they are unlikely to be misunderstood. This proficiency level is a score of 9 or higher with the current testing facility;

The employee's position description includes the expected use of bilingual skills.

Bilingual pay eligible positions are in two categories with the differential rate:

Required Positions - \$1.50 per hour:

- Latino Community Outreach Coordinator
- Outreach Supervisor
- Recreation positions with specific assignments/classes that require communication in Spanish such as Inclusion Support, Spanish language program leaders and instructors, Latino outreach support. For other assignments, the preferred rate will be applied.

Preferred Positions - \$.75 per hour:

- Customer Service Specialist 1, 2 and 3
- Park Steward
- Recreation 1, 2, and 3 (except those where bilingual skills are required)
- Recreation Facility Shift Lead

- [HR Recruiting Specialist](#)
- [Rentals & Event Specialist](#)

[The required and preferred lists may change with the department director’s and HR Manager’s approval.](#)

Discontinuation

[In the event an employee moves to a position that is not designated as bilingual pay eligible or if the bilingual designation of a position is removed, the bilingual pay will cease the first day of the new assignment. Additionally, if an employee is not reasonably available to fulfill the assignment that requires bilingual skills, the employee will be reduced to the preferred pay differential e.g., a swim instructor is receiving the required bilingual pay differential for their ability to teach Spanish swim lessons, but later is not available to continue the assignment.](#)

2. Lead Work

This differential applies to all employees assigned to perform “lead work” duties for 14 or more consecutive calendar days if:

- a) The class specifications for the employee’s position do not include lead work duties; and
- b) The employee’s position is not management/supervisory.

Employees assigned lead work duties typically perform a broader scope of work and are assigned additional responsibilities. The supervisor documents the lead work assignment through a Personnel Action form. Lead work occurs when the supervisor assigns an employee all of the following duties:

- a) Prioritize and assign tasks to efficiently complete work;
- b) Give direction to workers concerning work procedures and performance standards;
- c) Review the accuracy, quality and quantity of work; and
- d) Provide informal feedback of employee performance to the supervisor.

The differential is five (5) percent of base salary for the full period of the assignment.

Lead work differential does not apply to developmental assignments mutually agreed to by management and the employee.

3. On-Call Duty

On-call differential applies to all Federal Labor Standards Act (FLSA) non-exempt employees. An employee is eligible for the on-call duty differential when a supervisor requires the employee to be available for work outside of the employee’s scheduled shift. Employees may use the on-call time effectively for their own use. The district does not count on-call time as time worked in the computation of overtime hours worked.

On-call shall be one hour’s pay at the regular straight time rate.

4. Standby Duty

Standby duty differential applies when a supervisor requires FLSA non-exempt employees to be available for work outside normal working hours, and subject to restrictions consistent with the FLSA, that prevent the employee from using the time while on standby duty effectively for the employee's own purposes. Compensation for standby duty is paid at the employee's straight time rate of pay. Overtime hours on standby are paid at the appropriate overtime pay rate.

5. Work Schedule

Work schedule differential applies to employees assigned to non-traditional work schedules. Employees shall receive the shift differential for shifts where the majority of hours are worked between 10:00pm and 5:00am. Overtime is computed by adding shift differential to the employee's base rate during the pay period when an employee works overtime. Work schedule differential is not paid when an employee requests an alternate work schedule to make up hours not worked during the established workweek.

The differential is five (5) percent of each shift that meet the shift differential definition.

Resource

Wage Rate Guidelines
Leave Without Pay policy, Chapter 5, Section 8

Forms

Exceptional Performance Bonus Request



OVERPAYMENT TO EMPLOYEES

Purpose

As the District is responsible for taxpayers' money, the District has an obligation to provide a process for the collection of payroll overpayments to current and terminated employees.

General Information

District employees report their work time in a District approved electronic timesheet system. These timesheets are reviewed and entered by the employee and the employee's manager/supervisor certifying the accuracy and truthfulness of the information on the timesheet. The information is entered into the District payroll system by the scheduled monthly payroll cut-off date established by the Finance Department. Payroll overpayments to employees may occur due to late reporting of leave without pay, through delayed pay related personnel actions, or by other administrative errors.

Collection of Overpayment

In the event an employee receives wages or benefits from the District to which the employee is not entitled, regardless of whether the employee knew or should have known of the overpayment, the District shall notify the employee in writing of the overpayment with appropriate supporting information/documentation that an overpayment exists and the amount of wages and/or benefits to be repaid.

The employee and supervisor/manager shall meet to discuss the overpayment and come to agreement on repayment. The employee may choose to repay in one lump sum or a repayment schedule. The monthly repayment schedule shall not be less than 5% of the employee's monthly pay and no longer than six (6) months. For extenuating circumstances, the Executive Director may approve an extension of time.

The repayment schedule shall be in writing between the district and the employee.

Separation of Employment

In the event an employee separates employment with the District before an overpayment is fully repaid, the remaining balance will be deducted from the employee's final paycheck.

Procedure

- | | |
|-----------------------|---|
| Finance Division | Confirm overpayment and provide documentation to employee's supervisor. |
| Supervisor | Meet with employee and notify of overpayment. Review documentation with employee. |
| Employee & Supervisor | Develop repayment schedule. Sign Repayment Agreement. |
| Supervisor | Submit signed Repayment Agreement to Finance Division. |
| Finance Division | Deduct full amount or scheduled monthly amount from employee's paycheck(s). |

Forms

Repayment Agreement



EMPLOYEE REFERRAL BONUS

General Information

The employee referral program is designed to encourage employees to locate potential candidates for open positions from their existing social and professional networks.

Positions

Positions eligible for this program will be determined by Human Resources as “hard-to-fill” positions. The following criteria will be used to determine “hard-to-fill”:

- how critical the position is to the district’s operation and mission,
- the success of recent efforts to recruit applicants and retain employees in same or similar classifications,
- the availability in the labor market of well-qualified applicants for employment,
- recent turnover in same or similar classifications, and
- other unique factors that demonstrate difficulty in filling the position

Bonus

For each person a current employee refers to a position found to be “hard-to-fill” who is subsequently hired and successfully completes three months with the district, the current employee shall receive a \$250.00 bonus.

The employee referral bonus shall be paid with the regular paycheck and is subject to taxes.

Exclusion

[Employees referring a rehire into the same, previous, or similar position.](#)

Supervisors and managers are not eligible to receive a bonus when referring candidates to programs they supervise.

Procedure

Hiring Supervisor: Discuss recruitment of “hard-to-fill” position with Human Resources Specialist.

- BPRD Employee: Refer a good candidate to the district recruitment site to apply for an open position.
- Applicant: Referred candidates must indicate the BPRD employee's name in the "Referred by" section on the application, at the time of initial application.
- BPRD Employee: When the referred candidate is hired and has successfully completed three months with the district, will request the one-time bonus from Human Resources.
- Human Resources: Upon receipt of the request, verifies application and length of service of referred candidate/employee, and notifies Finance Division of employee referral bonus.
- Finance Depart: Processes bonus and includes in employee's regular paycheck.



**Bend Park &
Recreation**
DISTRICT

Chapter 5 – Employee Leave

Section 3 – Holiday

Approved by: Board of Directors

Date Approved: February 6, 2007

Codified: 6/3/08, 8/4/09, 11/5/13, 11/1/16, 11/7/17, 12/1/20, 11/15/22
11/21/23

Amended By: Don Horton, Executive Director

Amendment Date: 11/25/08, 6/19/09, 7/5/13, 10/14/13, 8/9/16, 6/21/17
8/28/18, 12/18/18, 6/19/20, 12/21/21, 11/17/22, 12/14/22, 7/7/23, 9/12/23

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HOLIDAYS

General Information

Holiday pay is a benefit that is granted to eligible employees to provide time off with pay to observe the recognized official holidays.

Official Holidays

The following holidays shall be designated as official holidays for all full-time and regular part-time employees:

- | | |
|--------------------------------|---|
| 1) New Year's Day | 7) Labor Day |
| 2) Martin Luther King's Day | 8) Veteran's Day |
| 3) President's Day | 9) Thanksgiving |
| 4) Memorial Day | 10) Friday after Thanksgiving |
| 5) Juneteenth Independence Day | 11) Christmas |
| 6) Independence Day | 12) In years when Christmas falls on a Tuesday or Thursday, an additional day will be granted to create a four-day holiday. |

In the event the holiday falls on Saturday, the Friday before the holiday will be observed. If a holiday falls on Sunday, the Monday after the holiday will be observed.

Veterans (as defined by Oregon law) who are scheduled to work on Veteran's Day may submit a request for the day off. Employees must provide to their supervisor a minimum of 21 days' notice of their intent to take the holiday off. Supervisors must approve or deny the request at least 14 days before Veteran's Day. In the event the request is denied as a result of significant economic or operational disruption, or create an undue hardship, the employee shall select an alternate date to take off within one year of the Veteran's Day that must be mutually agreed upon with the supervisor.

Eligible Employees

1. **Full-time employees** in budgeted benefitted positions are eligible for the official holidays immediately upon hire. Full time employees receive eight hours of paid holiday leave per holiday.

- 2. Benefited regular part-time employees** in budgeted benefitted positions are eligible for the official holidays immediately upon hire. Part-time employees will receive holiday hours based on each year's projected average weekly hours to be worked. The projected annual weekly hours will be reviewed by supervisors each year and/or when an employee accepts another position.

Employees' projected annual average weekly hours and corresponding holiday hours is as follows:

20 - 25 average weekly hours	5 hours of paid holiday leave per holiday
26 - 31 average weekly hours	6 hours of paid holiday leave per holiday
32+ average weekly hours	7 hours of paid holiday leave per holiday

Employees moved from a budgeted benefitted position to a non-benefitted position shall no longer qualify for the holiday benefit effective with the date of change.

- 3. Non-benefited part-time, temporary and seasonal employees** shall not be eligible for holiday compensation.

Compensation

Compensation for a holiday is based on an eight (8) hour shift.

Full-time employees will be granted eight (8) hours of time off with pay for each official holiday and will be compensated at straight-time only (see Overtime policy). Holiday hours in any given week shall not put an employee into overtime status. If an employee is on leave without pay, regular part-time language shall be applied.

Full-time non-exempt employees working an alternative work schedule, e.g., 4-10's, shall use other applicable leave balances to ensure the full work week equals 40 hours before leave without pay can be authorized (see Leave Without Pay policy).

Benefited regular part-time employees will be granted time off ~~with pay on a pro-rated basis~~ based on the year's projected average weekly hours for each official holiday. If the employee is required to work on the holiday, the employee shall receive pay for the actual hours worked and the ~~pro-rated~~ projected average weekly hours holiday accrual.

Pay Status Test

Employees must be in a paid status at least ½ of the last workday before the holiday and ½ of the first workday after the holiday to receive holiday pay.

Work on a Holiday

Full-time non-exempt employees required to work on an observed and/or actual holiday will be paid time and a half for hours worked. In addition, the employee will also be paid for the 8 hours of holiday.

For full-time exempt employees that work on an observed holiday, the hours worked shall not be recorded as holiday leave. Holiday hours that are not taken on the holiday will be scheduled and taken within the same pay period. Hours not taken within the same pay period will be forfeited.

Regular benefited part-time employees required to work on an observed and/or actual holiday shall be paid time and a half for hours worked and receive annual average holiday hours paid.

Non-benefited part-time and seasonal employees required to work on an observed and/or actual holiday shall be paid time and a half for hours worked.

Observed Holiday on Employee's Day Off

When a holiday falls on a ~~full-time non-exempt benefited~~ employee's regular day off, the employee shall be paid the holiday. ~~another day off shall be arranged by the supervisor on a date convenient to the employee and the district. If the employee does not take the alternate date off within the same pay period, the employee forfeits the holiday.~~

Exceptions

Human Resources may submit written exception requests to the Executive Director for approval.

Resource

Overtime policy, Chapter 4, Section 9
Leave Without Pay policy, Chapter 5, Section 8



Codified: 10/19/10, 11/19/13, 11/17/15, 11/1/16, 11/7/17, 11/6/18, 11/19/19, 12/1/20
11/15/22, 11/21/23

Amended By: _____

Amendment Date: 7/20/10, 11/9/12, 8/25/15, 1/1/16, 8/9/16, 6/21/17, 8/28/18, 12/18/18, 6/19/20,
12/21/21, 6/16/23, 8/29/23

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SICK LEAVE

General Information

This policy is intended to mitigate the spread of disease and to allow employees to care for themselves and family members, making a healthier, more productive workplace and community.

Eligibility, Accrual Rate, and Carry Over

Non-benefited Part-Time and Seasonal Employees

Non-benefited part-time and seasonal employees begin accruing 1 hour for every 30 hours worked immediately upon hire. Employees may carry over up to 40 hours of unused sick leave from one year to the next.

Benefited Regular Part-Time Employees

Regular part-time employees in budgeted benefited positions begin accruing immediately upon hire. Sick leave accrual will be accrued on a prorated basis up to a maximum of eight (8) hours per month. Actual time worked and all leave with pay shall be included in determining the prorated accrual of sick leave each month. For example: an employee who worked 100 hours for the month will accrue 100 hours divided by 173.33 hours or 57.69% of the maximum eight-hour accrual rate. There is no limit to the number of unused sick leave hours an employee may accrue.

If an employee is moved from a budgeted benefited position to a non-benefited position, the employee's sick leave accrual rate will be reduced to the non-benefited part-time and seasonal employee rate of 1 hour for every 30 hours worked effective with the date of the change. In the event the employee has more than 40 hours of unused sick leave accrued, the employee will not lose the hours accrued while benefited.

Full-time Employees

Full-time employees begin accruing eight hours of sick leave immediately upon hire and each pay period provided there are no leaves without pay during the pay period. If an employee has taken more than five (5) days of leave without pay in the pay period, sick leave accrual will be prorated. There is no limit to the number of unused sick leave hours that may be accrued.

Full-time employees working an alternative work schedule, e.g., 4-10's, shall use applicable leave balances to ensure the full work week equals 40 hours before leave without pay can be authorized (see Leave Without Pay policy).

Recording Sick Leave

Sick leave shall be recorded in the district's electronic time keeping system. Employees may only record sick leave that is in their current sick leave balance (see most recent pay stub). Employees may not borrow sick leave from the current or future months.

Use of Sick Leave

Employees can use earned sick leave for the following reasons:

1. To care for the employee or the employee's family member with a mental or physical illness, injury or health condition, need for medical diagnosis, care, or treatment of a mental or physical illness or health condition, or need for preventive medical care, or to provide a family member's daily care activities.
2. To care for an infant or newly adopted child under 18 years of age, or for a newly placed foster child under 18 years of age, or for an adopted or foster child older than 18 years of age if the child is incapable of self-care because of a mental or physical disability, completed within 12 months after birth or placement of the child.
3. Absences associated with death of a family member by:
 - a. Attending the funeral or alternative to a funeral of the family member;
 - b. Making arrangements necessitated by the death of the family member; or
 - c. Grieving the death of the family member;
4. For absences related to domestic violence, harassment, sexual assault or stalking;
 - a. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including 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 for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the employee or the employee's minor child or dependent;
 - c. To obtain, or to assist a minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, or stalking;
 - d. To obtain services from a victim services provider for the employee or the employee's minor child or dependent;
 - e. To relocate or take steps to secure an existing home to ensure the health and safety of the employee or the employee's minor child or dependent;
5. In the event of a public health emergency including but not limited to:

- a. Closure of the employee's place of business or the school or place of care of the employee's child, by order of a public official due to a public health emergency;
- b. A determination by a lawful public health authority or a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others; or
- c. The exclusion of the employee from the workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons.

Family Member Definition

Family members for sick leave purposes are defined as spouse, same gender domestic partner as (described in ORS 106.300 to 106.340) and includes in-laws and step: parents, foster parents, grandparents, children, grandchildren, brother, sister, foster children, and any individual with whom an employee has or any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship.

Absence Notification

When employees need to use sick leave and has not given their supervisor prior notice, employees will call their supervisor or other designated staff, prior to the beginning of their scheduled shift, except for circumstances beyond the employee's control such as a traffic accident.

Medical Certification

The district may request certification from the attending physician for the following reasons:

- Verify the need for leave under the Federal Family Medical Leave Act/Oregon Family Leave Act (FMLA/OFLA).
- An employee takes more than three consecutive workdays of sick time.
- If the supervisor suspects that the employee is abusing sick time or engaging in a pattern of sick leave.
- If the sick time is foreseeable and projected to be more than three consecutive days.
- To determine return to work eligibility and restrictions.

Paid Leave Oregon Insurance

An employee may choose to use sick leave to make up the difference between the Paid Leave Oregon (PLO) insurance for leave qualifying under PLO and the employee's regular salary rate. To determine the number of sick leave hours required to supplement PLO, employees are to submit the benefit notice from Oregon Employment Department.

Workers' Compensation

An employee may choose to use sick leave to make up the difference between the Workers' Compensation for lost time and the employee's regular salary rate. An employee who exhausts sick leave may choose to use other accrued leave to equal the difference between Workers' Compensation for lost time and the employee's regular salary rate. Using leave while receiving time loss benefits is not required.

Notification of Sick Leave Balance

The employee's monthly pay stub shall reflect the employee's sick leave accrual, use, and balance.

End of Employment

Sick leave does not have a monetary value at the time of separation. Sick leave balance will not be paid when an employee separates employment from the District.

Restoration of Sick Leave Upon Rehire

Employees who have separated from the district and return within one year shall have unused sick leave credits restored. [The amount of restored sick leave will depend on the position the employee is rehired into and will follow the eligibility, accrual rate and carry over rules associated with that position.](#)

Resource

[Leave Without Pay policy, Chapter 5, Section 8](#)



Chapter 5- Employee Leave
Section 5 – Family and Medical Leave
Approved by: Board of Directors
Date Approved: February 6, 2007
Codified Date: 11/21/23

Amended By: Michelle Healy, Executive Director
Amendment Date: 6/3/08, 12/18/13, 6/21/23, 7/1/24
1 of 8

FAMILY AND MEDICAL LEAVE

Purpose

The purpose of the federal and state leave laws is to protect an employee's job for up to twelve (12) weeks or 480 hours in a 12-month period if the employee is off work for a qualifying event in accordance with the leave law.

General Information

The following information is provided to familiarize employees with both the federal and Oregon laws. Supervisors will need to obtain information from their employees; however, all determinations of whether an employee's leave qualifies under the law will be made by Human Resources. All questions regarding eligibility, and determinations of whether leave is covered by the federal or state law, should be referred to Human Resources.

An employee does not have to expressly request leave under the Federal Family Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA). It is the supervisor's responsibility to obtain enough information so a determination can be made regarding: 1) whether the leave qualifies, 2) designating the leave as such, and 3) notifying the employee of his/her rights under the law.

In some instances, an employee may have accrued leave to cover time off. However, the employee may also be covered by the federal or state leave laws. When that is the case, the leave laws that apply are exhausted simultaneously with accrued leave the employee may have.

Leave may be taken on a continuous basis, or if medically necessary, on an intermittent or reduced schedule basis.

FMLA requires the employer to maintain health benefits, even if the employee is on leave without pay, until ~~his/her~~ their FMLA leave entitlement is exhausted. If the dDistrict fails to continue insurance coverage, the dDistrict can be assessed a daily penalty for failure to continue the insurance coverage. The dDistrict has no obligation to maintain health benefits under OFLA.

While on family and medical leave, all eligible leave (paid or unpaid) is counted against an employee's annual entitlement. In the event the leave is due to a condition that falls under workers' compensation, the leave shall be applied to the employee's FMLA entitlement but not OFLA.

Whenever feasible, FMLA and/or OFLA determinations need to be made prior to or at the start of the leave.

Reason for Leave

1. Federal Family and Medical Leave Act (FMLA)

Entitles eligible employees to take up to 12 weeks of unpaid, job protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Leaves qualifying under FMLA and also qualifies under Paid Leave Oregon and/or OFLA must be taken concurrently and not in addition to, Paid Leave Oregon and/or OFLA. Employees cannot exhaust upon FMLA and then qualify for another 12 weeks of Paid Leave Oregon.

Eligibility: An employee must have been employed for 12 months and worked (not counting leave time) at least 1,250 hours in the preceding 12 months leading up to the leave. The 12 months of employment does not need to be consecutive.

Family Member Definition: Spouse, child, parent or In Loco Parentis.

Leave Benefit Year: The one-year benefit period is 52 weeks beginning on the Sunday immediately preceding the date on which family leave commences (matches Paid Leave Oregon).

Qualifying Event: Eligible employees have the right to 12 weeks of leave during a rolling-forward benefit year for any one or more of the following reasons:

- Employee’s own serious health condition that makes the employee unable to perform job functions;
- Birth of a child (including maternity leave and parental leave);
- Parental leave for the adoption of a child under 18 years of age (including foster care placement);
- Pregnancy disability or prenatal care;
- Care of a spouse, child, or parent who has a serious health condition;

Qualifying Health Conditions Under FMLA

a) Inpatient care

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- b) Continuing Treatment due to incapacity lasting more than three (3) consecutive days and includes two (2) or more treatments by health care provider, or one (1) treatment with a continuing regimen of treatment.
- c) Any period of incapacity due to pregnancy or prenatal care.
- d) Conditions that are chronic.
- e) Multiple treatments.

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FMLA Military Leave:

Military Family Member Definition: Active duty spouse, son, daughter, or parent in any branch of the Armed Forces.

Exigency Leave: Eligible employees have the right to take up to 26 weeks of Exigency Leave. Qualifying exigencies are situations arising from the military deployment of a family member. This may include attending certain military ceremonies and briefings, making alternative child care arrangements, making financial or legal arrangements to address covered service member's absence.

Military Caregiver Leave: Eligible employees have the right to take up to 26 weeks of leave to care for a current service member or veteran, including National Guard and Reserves who is undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. Eligible veterans must have been discharged under conditions other than dishonorable at any time during the five-year period before the first day of leave to care for veteran.

Rest and Recuperation Leave: Eligible employees have the right to take up to 15 days to spend time with a military family member.

2. Oregon Family Leave Act (OFLA)

Entitles eligible employees to take up to 12 weeks of unpaid, job protected leave for specified family and medical reasons. ~~Leaves qualifying under OFLA and also qualifies under Paid Leave Oregon and/or FMLA must be taken concurrently and not in addition to, Paid Leave Oregon and/or FMLA. Employees cannot exhaust upon OFLA and then qualify for another 12 weeks of Paid Leave Oregon.~~

Eligibility: An employee must have been employed for 180 days and have worked (not counting leave time) an average of 25 or more hours per week.

Family Member Definition: Spouse, same-gender domestic partner, child, stepchild, parent, parent-in-law, grandparent, or grandchild, and children or

parents of same-gender domestic partners, or any individual related by blood or affinity whose close association with a covered individual is the equivalent of a family relationship. [Affinity relationships may require attestation in writing.](#)

Leave Benefit Year: The one-year benefit period is 52 weeks beginning on the Sunday immediately preceding the date on which family leave commences (matches Paid Leave Oregon).

Qualifying Event: Eligible employees have the right to 12 weeks of leave during a rolling-forward benefit year for any one or more of the following reasons:

- ~~▪—Employee’s own serious health condition that makes the employee unable to perform job functions;~~
- ~~▪—Birth of a child (including maternity leave and parental leave);~~
- ~~▪—Parental leave for the adoption of a child under 18 years of age (including foster care placement);~~
- **Pregnancy disability; or prenatal care.** In addition, a woman who takes leave for pregnancy-related disability, may take up to an additional 12 weeks for any other purpose covered under OFLA. Both the mother and the father may access parental leave.
- ~~▪—Care of a family member who has a serious health condition;~~
- ~~▪—Illness or injury of a child which requires home care but is not a serious health condition.~~
- **Bereavement leave:**

Eligible employees are entitled to 24 weeks of leave to attend funerals, make arrangements, or to grieve the death of a family member. Employees may take multiple bereavement leaves during an OFLA year and are not required to take leaves concurrently in the case of multiple deaths. Bereavement leave days are a part of the 12 weeks to which an employee is entitled under OFLA.

OFLA Parental Leave:

~~Eligible employees are entitled to 12 weeks of unpaid leave to care for a newborn, newly adopted child, or newly placed foster child or other specified family and/or medical reasons.~~

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■ Oregon Military Family Leave Act:

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Eligibility: Employees who have worked an average of 20 hours per week only. Number of weeks worked is not factored into eligibility.

Military Family Member Definition: Spouse or same-gender domestic partner.

Deployment and Active Duty Leave: Eligible employees are entitled up to 14 days of protected leave for spouses and domestic partners of military service members who have been called to (or notified of an impending call in order to) active duty, or who are on leave from active duty during a period of military conflict.

Qualifying Health Conditions

1. FMLA

- ~~a) Inpatient Care~~
- ~~b) Continuing treatment due to an incapacity lasting more than three (3) consecutive days and includes two (2) or more treatments by health care provider, or one (1) treatment with continuing regimen of treatment.~~
- ~~c) Any Period of incapacity due to pregnancy or prenatal care.~~
- ~~d) Conditions that are chronic~~
- ~~e) Multiple treatments.~~

2. OFLA

- ~~a) An illness, injury, impairment or physical or mental condition of an employee or family member.~~
- ~~b) Inpatient care~~
- ~~c) Conditions that require constant care
 - ~~▪ in a health care facility~~
 - ~~▪ home health care administered by home health care professional~~
 - ~~▪ conditions that are chronic~~
 - ~~▪ conditions that meet federal "continuing treatment" definition~~~~

Benefit Status

While an employee is on family medical leave, and where the employee is otherwise qualified, the District will continue benefits, including group medical insurance. The employee will be required to continue paying for his/her/their portion of insurance premiums during the leave.

The employee will retain credit for seniority, retirement plan, sick leave, and vacation earned prior to leave, except for the amount of sick leave and vacation used during the leave. Sick leave and vacation leave will not accrue during any part of the leave in which the employee is absent without pay.

Use of Paid Leave While on FMLA Leave

An employee must exhaust all ~~his/her~~their sick, vacation and personal leave before being placed on leave without pay. Employees are not required to use their comp time. The use of comp time will not count against an employee's FMLA/OFLA leave entitlement. FMLA/OFLA regulations stipulate that compensatory time is not a form of accrued paid leave that the ~~D~~district can require the employee to use.

Notice Requirements

Employees are required to call in when unable to report to work.

Employees must provide thirty (30) calendar days notice for a planned absence.

In the event of a medical emergency or unforeseeable event, a request for leave must be submitted within two (2) calendar days of the occurrence.

Certification

Anticipated Leave - The employee must provide certification from their health care provider to support a family medical leave. Where the need for leave is anticipated, the employee must provide the certification in advance of the leave, when possible. ~~(except certification is not required for parental leave although employees may be required to provide documents evidencing birth, adoption, or foster placement).~~

Unanticipated Leave - Where the need for leave is not anticipated, the employee must provide medical certification within 15 days of the ~~D~~district's request for such certification.

Additional Opinions - In some cases, the ~~D~~district may require a second or third opinion, at ~~D~~district expense.

Medical Release - If the family medical leave is for the employee's own serious health condition, the employee is required to furnish a medical release certification from the health care provider before returning to work.

Reimbursement of Medical Certification Costs

Employees must submit bills for medical certification to their insurance. The ~~D~~district is responsible for any out of pocket costs not covered by insurance incurred for required medical certification or recertification. To receive reimbursement, employees must submit an expense form and receipt showing out of pocket costs to their supervisor.

Reinstatement

When an employee returns to work following a family medical leave, ~~he/she~~they will be reinstated to their former position. If the position has been eliminated, the employee is entitled to be reinstated to an available equivalent position.

Procedure

Employee

Receive FMLA/OFLA Information Packet from supervisor or Human Resources. Complete Family and Medical Leave FMLA/OFLA form and Health Care Provider Certification form within thirty (30) days in advance of planned absences, or within two (2) business days of unexpected absences and submit to supervisor or Human Resources. Supervisor may complete the Family and Medical Leave form on behalf of employee, should employee become incapacitated.

Provide supervisor with periodic status updates and intent to return to work.

Provide release to work prior to being restored to employment, if required.

Supervisor

Notify Human Resources of employee's leave and request FMLA/OFLA Information Packet. Provide employee with packet.

Review all leave requests for potential FMLA or OFLA eligibility. Question the employee enough to determine if the absence may qualify under one of the leave laws. Do not ask for a diagnosis of the condition.

If employee appears to qualify for FMLA/OFLA, verbally inform the employee, "This absence will be counted towards your FMLA/OFLA entitlement pending approval from Human Resources."

Forward the completed Family and Medical Leave form and medical documentation to Human Resources.

Periodically checks in with employee for status update.

Track employee's FMLA/OFLA leave usage, and verify that it has been recorded correctly on the employee's timesheet.

~~Responsible for sending in corrected timesheets.~~

Requests release to work prior to return to employment, unless leave is for pregnancy, intermittent leave, or to care for a family member.

Prior to FMLA/OFLA exhaustion (within two weeks prior to exhaustion), coordinate with Human Resources ~~Manager~~ [Director](#) in directing the employee back to work.

Human Resources

Requests medical certification. Reviews for eligibility. Notifies employee of approval or denial of FMLA/OFLA. Provides copies of letter to supervisor and employee medical file.

Ensures employee's health benefits continue if qualified as FMLA.

Assists supervisor or employee with timesheet coding.

Tracks FMLA/OFLA hours used.

If employee exhausts entitled leave, provides notification to employee, with copies to supervisor and employee medical file.

Sends out COBRA notice.

In cases where employee has exhausted leave and cannot return, strategizes with supervisor.

Resources

Family Leave Laws Handbook	Bureau of Labor and Industries
Technical Assistance for Employers	Bureau of Labor and Industries 503-731-4073 or www.boli.state.or.us
Family and Medical Leave Training	Human Resources

References

Federal and State Law	Federal Family & Medical Leave Act Oregon Family Leave Act
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Forms

FMLA/OFLA Packet



EMPLOYEE ASSISTANCE PROGRAM (EAP)

General Information

A comprehensive Employee Assistance Program (EAP) is provided by the [dDistrict](#), at no cost, to the employee and immediate family members for the first three visits each [calendar](#) year. The EAP is designed to provide problem assessment, short term counseling and referral services.

Counseling Services of EAP

The EAP can assist employees with:

- Family Concerns
- Career Changes
- Life Crises related to death, divorce, illness and other major events
- Personal and work pressures
- Alcohol and drug problems
- Relationship conflicts
- Financial and legal concerns
- Parenting and child care issues

The employee's privacy is guaranteed. ~~The St. Charles Behavioral Health Canopy~~ -EAP works in accordance with state and federal regulations that ensure strict confidentiality. All records will be kept by ~~St. Charles Canopy~~ and will not become a part of the employee's personnel file. The [dDistrict](#) will not be informed of matters discussed unless the employee requests.

Eligible Employees

All [dDistrict](#) employees are eligible to access the EAP.

Leave for EAP

Employees may be granted sick leave for treatment or rehabilitation on the same basis as is granted for ill health. Consideration may be given for the use of leave without pay.

How to Use the EAP

1. Call [Canopy EAP](#) at ~~541-706-2768~~ [800-433-2320](tel:800-433-2320) or text at [503-850-7721](tel:503-850-7721).
2. Set up an appointment to meet with a counselor.
3. Meet with the counselor to discuss the problem and develop a plan of action.
4. If further resources or special services are required, the counselor will arrange for referrals, taking into account the employee's work schedule, personal preferences and insurance coverage.
5. The counselor will follow up on referrals and counseling to ensure that the employee has found the resources needed to resolve the problem.



EDUCATION ASSISTANCE

Purpose

The district's purpose of this policy is to assist employees in funding education pursuits that benefit the employee and district. This Educational Assistance Plan (Plan) provides eligible employees education benefits under Section 127 of the Internal Revenue Code (IRC). This policy provides information necessary to guide employees and their supervisor in administration of the program.

Eligibility

Contingent upon the district's funding ability, the Plan shall benefit employees who qualify, as defined below:

Employee status: After one year of district employment and currently in a benefited position with a satisfactory performance evaluation and not under formal disciplinary process. Time off to attend school does not count towards the 1040 hours for benefited positions. All course work is to be completed on employee's own time.

An active Professional Development Plan that mutually benefits the employee and district is required for employees in positions pay ranges 8 through 21.

This policy covers formal high school and degree programs. Employees wishing to take classes for skill development or increased knowledge in an area of work are to seek assistance through their department's travel and training budget.

Education Assistance Guidelines

Education assistance maximum contribution is determined by the Internal Revenue Service. Currently the reimbursement for each term is limited up to \$5250 per year (12-month period) with a maximum lifetime benefit of \$21,000.

The district may have other scholarship or education assistance programs; employees are only eligible for one program.

Employee must be in a full-time or part-time benefited position, approved by the Board of Director, at the time of the reimbursement.

Education assistance reimbursement is limited to tuition and books.

Education assistance supports high school completion, including GED through college master's degree programs of accredited higher education institutions and accredited trade schools.

Employees shall be reimbursed only for classes that are included in the GED or college degree program they are pursuing. Classes taken for leisure or self-fulfillment will not be reimbursed.

Only classes passed with a letter grade of C- or better or a Pass for classes graded as pass/fail will be eligible for education assistance reimbursement. Grades lower than a "C-" or Fail for classes graded as pass/fail will not receive reimbursement.

Employee is expected to work for the district a minimum of 1040 hours during the 12-month period employee is attending school and seeking education assistance.

Loss of Eligibility

An employee shall lose eligibility status in the Plan on the date the employee no longer meets the benefited position agreement and moved to a non-benefited position or is no longer an employee as a result of resignation, retirement, removal from the orientation period, or dismissal and will not be reimbursed the education assistance for the current semester, quarter or trimester.

If an employee is laid off, furloughed, or has lost benefit status due to business decision of the district, the employee retains the education assistance benefits under the Plan until the end of the current semester, quarter, or trimester.

Limitations of Education Assistance Benefits

The amount of reimbursed benefits provided by the district shall at no time exceed the maximum amount allowed to be excluded from gross income by IRC Section 127 per calendar year. The district will reimburse eligible employees 100% of eligible costs, as defined in this policy, up to the IRC limitation amount.

Funding for the education benefit will be dependent upon available funding sources and the district's annual budget.

Any employee who receives a scholarship, fellowship, or other financial assistance from any public or private source, including a qualified tuition reduction is eligible to receive education assistance benefits under this Plan for the same plan year. Provided, however, that the amount of education assistance benefits provided under this Plan may be reduced by the amount of the financial assistance received, that when combined with the education assistance benefit,

exceeds the total instructional and general fees for the academic semester, quarter or trimester. It is the responsibility of the employee to provide the third-party administrator an accurate account of financial assistance received from outside sources.

Notification to District

Employees interested in participating in the Plan shall submit an Education Assistance Plan Request form, expected reimbursement amounts and start and end dates of courses before the education activity begins in order to be considered for reimbursement under the Plan.

Reimbursements

The district may use the services of a third-party administrator (TPA) to administer the Plan. Upon completion of the courses with a passing letter grade of “C-” or higher or Pass for classes graded as pass/fail, the employee must provide the TPA an official transcript of and original receipts for all items eligible for reimbursement to the district’s TPA. The district will not reimburse any amounts already reimbursed by any financial assistance, scholarship, or any other financial benefit derived from public or private programs. The TPA shall reimburse the employee within 45 days of request and proper submission of supporting documents.

Plan Change or Termination

The district reserves the right to change or terminate the Plan without prior notice. If the district ends the Plan, the district will reimburse all courses in process prior to termination, but will not reimburse any classes that begin after Plan termination and notification.

Procedures

Employee submits Education Assistance Plan Request form [annually](#) to supervisor.

Supervisor and employee in professional level positions (pay range 8 and higher) jointly develop a Professional Development Plan.

Supervisor reviews and approves or denies the Education Assistance Plan Request.

Supervisor submits approved Education Assistance Plan Request form and, when applicable the Professional Development Plan, to department head for approval or denial.

Submit Education Assistance Request form and Professional Development Plan to Human Resources for processing with the third-party administrator and filing the documents in the employee's personnel file.

**Board Calendar
2024-2025**

**This working calendar of goals/projects is intended as a guide for the board and subject to change.*

OCTOBER 1

EXECUTIVE SESSION

- Land

STAFF INTRODUCTIONS

Michelle Healy

- Kathleen Hinman, HR Director

Ben Lewellen

- Recreation Facilities Specialist

Shannon Gillman

- Emma Bell, Aquatic Coordinator

WORK SESSION

- Bend FC Pine Nursery Project Update – *Brian Hudspeth, Matt Mercer, Wayne Price and Kristina Johnson, Bend FC (30 min)*
- Park Rules and Regulations Update – *Julie Brown and Joel Lee (20 min)*
- Comprehensive Plan Draft Review– *Sara Anselment (30 min)*

CONSENT AGENDA

- Drake Park bank and trail improvement CMGC contract review – *Brian Hudspeth*

BUSINESS SESSION

REPORTS

- Summer Recreation Report

OCTOBER 15

WORK SESSION

- SDC Project List and Ordinance update- *Kristin Toney (15 min)*
- Annual Recreation Report – *Matt Mercer (30 min)*

CONSENT AGENDA

- Approve Strategic Plan

BUSINESS SESSION

- Award Miller’s Landing Construction contract – *Jason Powell (15 min)*
- Approve Comprehensive Plan Update – *Sara Anselment (20 min)*

OCTOBER 22 – Photos 3:30

OCTOBER 29 Joint meeting with the City 4 pm

NOVEMBER 5

WORK SESSION

- Consider proposed Lease Amendment with Boys and Girls Club – *Kristin Toney (30 min) tentative*

CONSENT

- Approve Lease Amendment with Boys and Girls Club – *Kristin Toney*

BUSINESS SESSION

REPORTS

- 1st Quarter Admin Report

NOVEMBER 19

WORK SESSION

BUSINESS SESSION

- Approve Manzanita Ridge construction contract – *Jason Powell (15 min)*

Future Topics

SDC Waivers

Park Services Report: Hardsurface Program – *Alan Adams and Jason Monaghan (15 min)*

Website Update/Data Sharing – *Julie Brown*

IGA with NUID for canal trail – *Henry Stroud*

Approve SE Neighborhood Park Purchase and Sale Agreement – *Henry Stroud (20 min)*

DEI Update – *Bronwen Mastro*

Approve Exclusion Policy – *TBD (30 min)*

Comprehensive Plan Adoption – *Sara Anselment*

The Robot

First Reading Park Rules and Regulation Ordinance – *TBD 30 min*

Second reading of Park Rules