







**Marion Soil and Water Conservation District (MSWCD)
Administrative Committee Meeting
Friday, March 24, 2023, 8:30 am to 10:00 am**

HB2560 requires that all Oregon public meetings held by a governing body of a public body, excluding executive sessions, must provide to members of the public an opportunity to access and attend the meeting by telephone, video or other electronic or virtual means. This meeting will be held by video conference and by telephone.

-  **Link to Video Conference:** [\(Zoom\) Meeting Link](#)
-  **Meeting Call in Number:** 1 (253) 215 - 8782
-  **Meeting ID:** 867 7354 1977 | **Passcode:** 359201
-  **Staff Contact:** Brenda Sanchez, brenda.sanchez@marionswcd.net

Agenda

Chair: Call Meeting to Order, Agenda Changes & Approval

Item #	Topic	Presenter	Purpose	Time
1	Public Comment	Chair	Feedback	5 min.
2	Review of January 20, 2023, Minutes	Chair	Procedure	5 min.
3	Personnel Policy Handbook (Final Draft)	Sanchez	Discussion Recommendation	35 min.
4	Draft Public Records Request Policy	Sanchez	Discussion	15 min.
5	Director Travel Policy	Sanchez	Discussion	15 min.
	Meeting Adjournment	Chair		

Agenda Brief

Item #	Brief	Action
3	The Personnel Policy Handbook has already been reviewed in whole and ready to submit to the Board for approval. However, it just came back from legal review, and we have a few things to discuss before we move this to the Board for approval. points to review before doing so.	Finalize the handbook and move forward for Board approval in May.
4	The District's Public Records Disclosure Policy and Public Records Request Form is outdated, and a policy revision is needed	Review current form and policy
5	The District's Director Travel Policy needs review for potential revisions	Review current form and policy



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Meeting Minutes

Attendance

Committee Members	Present/Absent	Staff	Guests
Peggy Hart	Present		
Linda Lovett	Present		
Angela Plowhead	Absent		
Darin Olson	Present		
Brenda Sanchez	Present		

Call to Order: Sanchez started meeting at 8:50

Item #	Minutes	Action/ Vote Count
1	Public Comment	None
2	Review of January 20, 2023, Minutes	Approved with no changes.

3	<p>Personnel Policy Handbook: Sanchez incorporated most of the attorney’s suggestions, but some questions remained for the Committee to discuss. Sanchez also changed the name to Employee Policy Handbook because it is more common, but Olson noted that some content also applies to directors, associates, and volunteers. We may want to change the name again.</p> <ul style="list-style-type: none"> - 1.1 Equal Employment and Policy Against Harassment and Retaliation: New text incorporates current law, updates language defining what is prohibited, and adds time limit to file a harassment complaint with BOLI. - 1.2 Disability and Pregnancy Accommodations: This section is new to comply with state and federal accommodation laws. - 1.3 Workplace Ethics and Whistleblowing: Contains new language about ethics and updates whistleblower policy. It covers directors and associates as well as employees but is unclear how to handle a problem with a director. - 1.5 Conflict Resolution Process: Currently, when an employee has a conflict, they go to the District Manager, who is required to respond within 10 days. Committee discussed process to follow if employee is not satisfied with the DM’s response: submit complaint to the Board Chair, Admin Committee Chair, or third-party HR consultant? - 3.1 Work Hours and Schedules – Sick Leave: Handbook says if someone is on sick leave for more than three days, they need to provide a doctor’s letter. Attorney recommends five or more 	<p>Sanchez will invite attorney to May 19 meeting to review the harassment policy and new sections and respond to other questions about the handbook.</p> <p>Review with attorney on handling problem with a director.</p> <p>Include language about a third-party HR consultant and review with attorney.</p> <p>Change requirement to 10 days.</p>
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days because the District might have to pay for the doctor's appointment if a shorter time.

- Credit Leave – Exempt Employees: Policy says they can't accrue more than 24 hours. Sanchez encourages exempt staff to flex time rather than accrue excessive credit leave, but what if they go over 24 hours? Attorney is concerned about a wage claim; staff need to be paid for work. Possible options: DM does not approve more than 24 hours? Disciplinary action?
- 4.3 Annual Leave Benefit: Previous policy allowed staff to accrue up to 240 hours and to cash out up to 40 hours when they hit 240. Attorney says policy does not encourage staff to take leave and District is not obligated to pay.
- 4.5 Paid Sick Leave: Previous policy allowed employees up to 12 weeks of sick leave (paid using accrued leave and unpaid), with no limit on accrual or carryover from year to year. With Paid Leave Oregon now providing 12 weeks of paid leave, attorney says we can cap sick leave similar to how we do annual.
- Dating and Consensual Workplace Relationships: Optional text provided by attorney defines prohibited relationships and disclosure requirements.
- 5.8 Solicitation and Distribution: New text prohibits solicitation and distribution of literature in the workplace.
- 6.2 Preventing Workplace Violence: Currently prohibits possession of guns and other weapons or objects that could be perceived as weapons. Olson noted that the District probably can't prevent someone with a concealed weapon permit from carrying a gun. Committee discussed looking at policies of other public agencies (e.g., ODFW).
- Other Benefits During Oregon PFL Leave (p. 81) Do we want to allow employees to supplement PFL with their accrued sick leave?

Cap accrual of credit leave at 24 hours and enforce.

Maintain maximum accrual at 240 hours but with no cash-out option. Sanchez will monitor leave hours and encourage staff to take leave when they are getting close to 240.

Cap sick leave at 150 hours. Adopt language for temporary employees as suggested by attorney: require waiting period of 90 days before starting to accrue and limit carryover to 40 hours.

Text removed - not necessary.

Include new language.

Sanchez will research policies. Ask attorney what, if any, gun restrictions are allowable. Revise language so District tools (e.g., ax, hammer) are not potentially defined as weapons.

Refer to Board for decision.

4	Draft Public Records Request Policy	Review with attorney in May.
5	Director Travel Policy	Defer to future meeting.
Olson adjourned meeting at 10:11		