

	A	B	C	D	E	F
1	Reg. No	Title	Effective Date	New	Supersedes/ Amends/ Revises	Area
2						
3	13	Transfer of Fringe Benefits	3/27/1973			
4						
5	83-1	Claims Form Procedure	4/18/1983	X		Legal
6						
7	83-2-Rescinded	Forms Inventory	8/5/2009		83-2	
8						
9	84-2	Handicapped Grievance Procedure	9/20/1984	X		HR
10						
11	85-2-RA	City Property Use	6/23/2003		85-2-R	Admin
12						
13	85-3-R	Position Classification Questionnaire - Revised	12/9/1986		85-3	HR
14						
15	85-4	Equal Employment Opportunity/Affirmative Action Program	7/12/1985		5	HR
16						
17	85-6-R	Safety and Health	11/6/1986		85-6	Safety
18						
19	85-8-R	Contracting and Purchasing	1/6/2003		85-8	Finance
20						
21	85-9-R4	Personnel - Harassment - Revised	3/5/2009		85-9-R3	HR
22						
23	86-1-R2	Hazard Communication Program	10/14/1988	X	86-1-R	Safety
24						
25	86-2	Safety Committee	2/7/1986	X		Safety
26						
27	86-4-R	Written Hazard Communication Program	6/20/1986	x		Safety
28						
29	86-5-R	Hazard Communication - Employee Training & Information Outline	10/14/1988		86-5	Safety
30						
31	87-1-R3	Recruitment and Selection	10/8/1997		87-1-R2	HR
32						
33	88-1	Preventive Maintenance - Vehicles/Equip Daily & Monthly Checklists	11/28/1988	X		Admin
34						
35	88-2	Scheduling Work - Repairs & Preventive Maintenance	11/28/1988	X		Admin
36						

	A	B	C	D	E	F
1	Reg. No	Title	Effective Date	New	Supersedes/ Amends/ Revises	Area
37	89-1	Special Wage Payments	10/23/1989	X		HR
38						
39	89-2-R2	Disciplinary Action Procedure - Revised	5/24/1995		89-2-R	HR
40						
41	90-2-R	Cemetery Management Plan	8/15/1995		90-2	Admin
42						
43	91-1	City Hall Fire Drill/Emergency Evacuation Procedure	1/21/1991	X		Safety
44						
45	92-2	Emergency Medical Plan	3/10/1992	X	86-4-R	HR
46						
47	92-5	Transportation of City Assets Outside City Limits	8/6/1992	X		Admin
48						
49	93-3	Americans with Disabilities Act - Grievance & Req for Accommodation	7/14/1993		92-4	HR
50						
51	94-1-R1	City Emp Parking in City-Owned Parking Lots, Reserved Spaces	4/15/2012		94-1	Admin
52						
53	94-2	Return to Work Policy	2/23/1994	X		HR
54						
55	94-3	Liability Management	4/4/1994	X		Legal
56						
57	94-4	Equal Employment Opportunity Grievance Procedure	5/3/1994		85-5	HR
58						
59	94-5-R3	Records Management	7/6/2000		94-5-R2	Admin
60						
61	94-6-R6	Family and Medical Leave Policy - Revised	7/29/2013		94-6-R5	HR
62						
63	95-3	Borrowing Money	6/20/1995	X		Legal
64						
65	95-4-R1	Employee Possession of Dangerous Weapons	5/21/2009		95-4,09-03	HR
66						
67	96-1-R	City Hall Security	2/7/2002	X	96-1	Safety
68						
69	96-2-R	Print Shop Mail Handling	8/5/2009		96-2	Admin
70						
71	97-1	Use of Cablecast Facilities by Outside Organizations	4/21/1997	X		Admin

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1	Reg. No	Title	Effective Date	New	Supersedes/ Amends/ Revises	Area
72						
73	97-2	Policy on Notary Services	11/24/1997	X		Legal
74						
75	99-1-R1	Use of City Meeting Rooms by Outside Organizations	1/17/2013		92-3, 99-1	Admin
76						
77	00-1-R1	Policy on General Use of Technology Systems	3/1/2014	X	84-1; 95-1; & 00-1	TS
78						
79	00-3-R3	Agenda Item Commentary	3/1/2013		00-3-R2	Admin
80						
81	00-4	Drug and Alcohol Free Workplace	5/1/2000		92-1-R	HR
82						
83	00-5	Drug and Alcohol Testing for Commercial Vehicle Drivers	5/8/2000	X		HR
84						
85	00-6-R	Purchasing Cards - City of Medford	6/14/2004		00-6	Finance
86						
87	00-7-R10	Park Use Regulations	10/1/2012		00-7-R8	Parks
88						
89	00-8	Transfer of Appropriations	9/25/2000		85-1	Finance
90						
91	00-9-R8	Travel Expenses and Employee Reimbursements	1/1/2015		00-9-R7	Finance
92						
93	02-01-R3	Issuance and Return of City Property	9/28/2015		82-1, 02-01, 02-01-R2	Admin
94						
95	02-2	Review of Motor Vehicle Record of Prospective Employees	8/19/2002		01-1	HR
96						
97	02-3	Energy and Water Use Management Action Policy	9/24/2002	X		Admin
98						
99	02-4-A4	Public Record Request Fee Charges	7/9/2008		02-4-A3	Finance
100						
101	02-5	Review of Criminal History Record of Prospective Employees	10/8/2002	X		HR
102						
103	02-6-R	Workplace Violence Prevention	1/28/2003		02-6	Safety
104						

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1	Reg. No	Title	Effective Date	New	Supersedes/ Amends/ Revises	Area
105	04-01-R4	Accrued Sick/Bereavement Leave	11/30/2015		04-01-R3	HR
106						
107	04-02-R1	Training Travel Time	3/20/2015		4/2/15	Finance
108						
109	04-03-R4	Employee Recognition	9/9/2015		04-03-R3	HR
110						
111	04-04-R3	No Smoking Policy	12/26/2008		04-4R2	HR
112						
113	05-1	Conduct in the Workplace	10/5/2005	X		Admin
114						
115	06-1	Visual Art Property Control	10/4/2006	X		Admin
116						
117	07-1	Paycheck Distribution Policy	2/1/2007	X		Finance
118						
119	07-2	Emergency Management Standards & Training	12/3/2007	X		Safety
120						
121	09-01-R1	Domestic Violence (OVCCLA) Leave	7/29/2013		09-01	HR
122						
123	09-02	Lactation Support Policy	3/5/2009	X		HR
124						
125	09-03-R1	Electronic Communications Devices	2/1/2010		09-03	Finance
126						
127	10-01-R3	Recreation Program/Facility Rates and Fees	12/1/2013		10-1-R2	Parks
128						
129	10-02-R1	Film Permit/Production in City of Medford	2/10/2009	X	10-02	Admin
130						
131	10-03	Reimbursement for Training of Police Officers	4/23/2010	X		HR
132						
133	11-01	Neptotism and Conflicting Relationships	5/11/2011	X		HR
134						
135	12-01-R2	Use of City-Owned Gym/Weight Room	2/12/2015		12-01-R1	HR
136						
137	12-02-R3	Fees for Parking Within the Central Business District	9/1/2014		12-2-R2	Admin
138						
139	12-03-R1	Building Maintenance & Modification Requests	9/28/2015	X	12-03	Admin

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140						
141	13-01	Veterans Honoring Veterans Day	6/3/2013	X		HR
142						
143	13-02	Bond Issuance	12/16/2013	X		Finance
144						
145	14-01	Policy on Internet and Email	3/1/2014	X		TS
146						
147	14-02	Policy on Remote and Mobile Access	3/1/2014	X		TS
148						
149	14-03	Policy on Social Media	3/1/2014	X		TS
150						
151	14-04	Employee Performance Management System	7/1/2014		79-1-R	HR
152						
153	14-05	Staff Responsibilities for Boards and Commissions	12/29/2014	X		Admin
154						
155	15-01	City Sponsored Special Events Policy	2/9/2015	X		Admin
156						
157	15-02	Outside Employment		X		HR
158						
159	15-03	Skipped				
160						
161	15-04	Surplus Furniture Relocation	11/1/2015	X		Admin



City of Medford
Administrative Regulation

Regulation No.: 00-1-R1
Page: 1 of 6
Subject Area: Technology Services
Effective Date: March 01, 2014
Supersedes: 00-1

Title: Policy on General Use of Technology Systems

Purpose

The purpose of this policy is to explain acceptable use of City technology systems. Inappropriate use exposes employees, and the City, to operational risks, legal issues, and civil liability. This policy is intended to protect both employees and the City. Additional technology policies may incorporate portions of this policy and/or make reference to this policy.

Introduction

The City, through the Technology Services Department, provides technology systems to meet the City's requirements.

Technology systems include, but are not limited to:

- Computer systems and software
- Local and Wide Area Networking (LAN/WAN)
- Wireless and mobile systems
- Telephony systems
- Video and television systems
- Radio systems
- Wide area applications (email, Internet, conferencing, etc.).

Each of these technology systems has specific policies ("do's and don'ts"). Every person who uses the City's systems is required to know and understand the City's technology policies for the systems they use and to comply with these policies.

Scope

These policies apply to all City employees, temporaries, volunteers, contractors, consultants, and all other workers, including all personnel affiliated with third parties.

These policies apply at all times, at all locations, and in all situations, where any of the above personnel use, or have access to, technology systems that are for the use of the City of Medford.

Roles and Responsibilities

Every user has personal responsibility and some individuals and departments have additional specific roles and responsibilities.

Individual users are responsible for their own compliance with policies, as well as for reporting violations and abuses by other users, internal or external to the City.

Department Heads of the City's individual departments are responsible for policy compliance and discipline of employees within their department.

Technology Services department is responsible for the following activities:

- Assessment of the City technological needs
- Specification of systems to meet the City's technological needs
- Budgeting and purchase of technology systems
- Installation, configuration, and operation of the City's technology systems
- Auditing compliance with license, maintenance, and support agreements
- Facilitation of Training
- Backup and Recovery
- System security
- Technology maintenance, replacement, and upgrades
- Monitoring for inappropriate use and violations
- Continuous operations

To assure system compatibility, safety, and effectiveness, any department desiring to implement new technology is required to have the system reviewed and approved by the Technology Services department.

Violations and Sanctions

It is a violation of City policy to knowingly fail to follow any of these policies, or to assist or allow, another person to do so. Any employee found to have violated these policies may be subject to disciplinary action, up to and including termination of employment. If the policy violation also constitutes a violation of federal, state, or local law, prosecution may also be pursued.

Authorization

Appropriate measures are in place to ensure that access to City systems is restricted to authorized users so that the confidentiality, integrity, and availability, of sensitive information is ensured.

Unauthorized persons will not use, or attempt to use, any City systems unless and until they are authorized to do so. In general, authorization requires the following steps:

- Technical orientation on systems required by the user.
- Review of the City technology policies.
- Certification by the user that the policy and technical orientation was received, reviewed, understood, and will be complied with.
- Assignment of a system user name and one time use password from Technology Services.

NOTE: Access to some public safety systems requires fingerprinting, background checks, and successful completion of training and tests.

Authentication

Persons who have received authorization to use any of the City's technology systems are required to create a unique authentication password to continue to use the systems after initial authorization. Users are responsible for the security of their own passwords and user accounts.

- Passwords must be "strong" to prevent discovery by malicious outsiders, or other City users. Passwords must be at least 8 characters long and contain 3 of these 4 types of characters: uppercase letters, lowercase letters, numbers, or special characters.
- Passwords for access to City technology may not be the same as passwords used for access to non-City technology.
- Passwords must not be written down and stored anywhere in your office.
- Passwords must not be stored in unencrypted files on ANY device, including computers, cell phones, or similar devices.
- Passwords must not be revealed to anyone for any reason.
- If you think your password has been compromised, change it immediately.
- Do not attempt to learn, or use, another user's password. If you inadvertently learn someone else's password, advise them that it needs to be changed.
- Do not defeat or attempt to defeat security restrictions on any City technology system or application.
- Do not use a network or application session that has been logged on by another user or as another user.

Physical Security

Users must take appropriate steps to prevent unauthorized physical access to the technology systems they use.

- Do not leave PCs or other devices logged on to any system, if you are out of sight of them
- Anytime a system device is beyond your control, it must be locked or shut down
- Do not allow unsupervised physical access to facilities and systems by persons not authorized to use them, including consultants, vendors, auditors, and other non-city personnel, including children, spouses, relatives, and friends
- Also see standards addressed under Hardware, below

Ethics and Accountability

Technology systems provide opportunities and temptations for improper or unethical activities.

Users shall not use any City owned systems for personal advantage, gain, or benefit.

Users will be held accountable for their personal use of the City's systems. Any wrongdoing, impropriety, or unethical behavior in any aspect of City business will be just cause for disciplinary action.

Hardware

Users, as identified above under scope are issued, assigned, loaned, or allowed to use City owned technology hardware as needed. Users are required to use appropriate care and diligence to ensure that City hardware is not damaged, lost, stolen, or used by unauthorized persons, or for unintended purposes.

- Do not expose hardware to damaging environments such as extreme heat, cold, moisture, dust, vibration, or impact, unless the hardware is specifically designed for, and intended to be used in, such an environment
- Do not leave portable or mobile hardware such as smartphones, cell phones, or tablets, laptop computers, unattended, unsecured, or accessible to unauthorized persons
- Do not allow unauthorized persons to use, handle, or work on, City equipment
- Users shall not modify or repair City hardware, or attempt to do so
- Users shall not use any personally owned hardware to access any City systems or networks, except as provided by the Remote Access Policy
- Users must immediately report the loss of any City owned device(s) so that network access by unauthorized persons may be prevented
- City technology systems hardware may not be purchased or acquired without verifying system compatibility with the Technology Services department

Software

The City allows authorized users to use software licensed to the City, on City owned devices, in order to perform their job functions. Software includes, but is not limited to, operating systems, applications, and utilities.

All software has licensing restrictions which are subject to audit by the software provider. Use of unlicensed software may have severe civil and criminal penalties. The City of Medford does not permit the use of unlicensed software on any of its systems, at any time, for any reason.

- Users shall not install software, of any type, on any of the City's technology devices without authorization from the Technology Services department
- Users shall not copy, loan, share, trade, or sell any City owned or licensed software
- Users shall not install City owned or licensed software on any personal device(s)
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Requests for new software must be approved by the user's Manager or Department Head and then be made known to the Technology Services Department or TS Service Desk, via email.

The Technology Services department will obtain software, track licenses, test new software for conflicts and compatibility, and perform installation.

Unauthorized or unlicensed software found on any City owned device will immediately be uninstalled or deleted.

Compliance and Auditing

The City employs a number of auditing and tracking systems to insure that the City is in compliance with legal and licensing requirements.

- Devices on the City network report unauthorized internal login attempts
- Network firewalls block and report attempts at unauthorized outside access
- Licensing compliance compares actual software use with purchased/owned licenses
- Spam filters identify and block email spam
- Web filters block access to selected categories of internet sites and record and archive every web page accessed by all users on the City's systems
- "Browsing" logs are stored for a minimum of ninety days
- Email archiving and forensics systems store a copy of all inbound and outbound email on the City's networks
- Email archives are kept for a minimum of three years
- Chat, if deployed archives are kept for a minimum of one year

When a user's activity on the network endangers the security of the network or compromises the intent of these policies, the user's Department Head will be notified and the user's authorization may be revoked. If there is evidence of illegal activity by a user, the Police department will be notified.

Everything that a user does on the City's systems, including via mobile device or remote access, is logged and stored. All of this information is subject to internal review, investigation, subpoena, and public records requests.

Data Security and Integrity

The City's Technology systems store large volumes of data. The quality of the data controls the accuracy and usefulness of City employee's work products. City government operations are substantially compromised without accurate, reliable data.

Policy

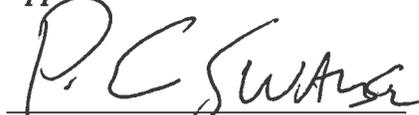
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-
- Users will not intentionally enter false or fictitious data into a system or intentionally corrupt data in a system or maliciously delete data from a system
 - Information requests under the Oregon Public Records law will be approved by an appropriate supervisor before information is released
 - Information that is exempt from disclosure under the Oregon Public Records law will be handled as sensitive, confidential data, where ever it is found. Such information includes, but is not limited to:
 - Medical records
 - Personnel files and personnel disciplinary actions
 - Social Security numbers
 - Credit Card transaction information
 - Information regarding security of buildings, computer systems, telecommunications systems, etc.
 - Other exceptions, as identified by Oregon Statute

The Technology Services Department is responsible to guard against unauthorized disclosure, transfer, modification, or destruction of data, whether accidental or intentional. TS will also insure that data storage systems maintain data exactly as it was input to the systems, and that data can be recovered, reconciled, and certified, as required.

Approved:


Eric Swanson, City Manager

11 Feb 14
Date



City of Medford
Administrative Regulation

Regulation No.: 00-1-R1
Page: 1 of 6
Subject Area: Technology Services
Effective Date: March 01, 2014
Supersedes: 00-1

Title: Policy on General Use of Technology Systems

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Approved:

Eric Swanson, City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 00-3- **R3**
Page: 1 of 1
Subject Area: Council Agenda
Date of Issue: March 2013
Supersedes: **00-3 R2**

Title: City Council Agenda Item Commentary (AIC)

I. PURPOSE

To establish the procedure and format for preparation of a City Manager Agenda Item Commentary (AIC) for the City Council Agenda.

II. AUTHORITY

Pursuant to the Medford Code and under the direction of the City Manager, the City Recorder is responsible for timely preparation and distribution of the City Council Agenda.

III. PROCEDURE

AIC's are to be reviewed by the Finance Director PRIOR to submission of final draft to City Recorder, Deputy City Recorder and Assistant to the City Attorney. If it is anticipated that a Powerpoint presentation will or may be given at the Council meeting, the City Manager and/or Deputy City Manager must review the Powerpoint prior to the Council meeting day.

In order to be included in a City Council Agenda, the AIC (in Word format) and all exhibits (in PDF format) must be received by the City Recorder, with a copy to the Deputy City Recorder and the Assistant to the City Attorney, by noon on the Friday thirteen (13) days preceding a Council meeting. This allows sufficient time for review and revision of the AIC and the preparation of the ordinance/resolution prior to the Agenda Review meeting. Annually in November, the City Recorder shall publish a calendar for the following year that sets the AIC deadlines for submission and Agenda Review meetings.

AIC's are expected to be complete with correct formatting, spelling, punctuation, grammar, etc. at the time they are submitted to the City Recorder. It is advised that AIC's be submitted to department heads or other staff for review and input prior to submission of the AIC to the City Recorder. The AIC submitted to the City Recorder will be considered a final draft.

An Agreement Processing Control Record (APCR) must accompany all contracts, agreements, or other documents requiring Council approval. The documents must be submitted, complete with all exhibits (including signatures by the other parties, except when the City Manager waives this requirement), to the City Recorder in sufficient time to complete the review process by the Agenda Review meeting or the item will be held over to the next Council meeting.

IV. FORMAT

The Agenda Item Commentary master form is available on the "M" drive. Attached as Exhibit "A" is a sample of the form. Sections highlighted in yellow will be completed by the City Recorder. All remaining sections (enclosed in brackets) are to be completed by the individual submitting the form (please note formatting and wording directions as indicated on the form).

Approved:

Eric Swanson, City Manager

03.15.13

Date



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

Item No: _____

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DEPARTMENT: [Enter Dept.]
PHONE: [(541) 774-XXXX]
STAFF CONTACT: [Name, Title]

AGENDA SECTION: [City Recorder will complete]
MEETING DATE: [Month Day, Year]

COUNCIL BILL 2013-[_____]

[City Recorder will enter Ordinance or Resolution header written by Legal]

ISSUE STATEMENT & SUMMARY:

[Briefly (three to four sentences) explain to the Council, public and media what the item is about and what action is requested.]

BACKGROUND:

[Enter sufficient background information to provide Council with a summary of the matter to be considered.]

A. Council Action History

[Enter description of any Council action history on the item, ie. dates study sessions or other presentations provided]

B. Analysis

[Provide analysis of issue for Council and provide information Council needs to make a quality decision. Information presented should be complete and concise.]

C. Financial and/or Resource Considerations

[Enter financial impact statement and where funding is obtained]
Example: \$140,000 budgeted in Street Maintenance Fund

D. Timing Issues

[Enter comments regarding the timing of the project or information regarding constraints on timing.]

STRATEGIC PLAN:

[Enter relative strategic plan item(s). Always enter a theme. Goals, Objectives and Action Items to be entered if appropriate.]

Example:

Theme; Safe Community

Goal 1: Ensure a safe community by protecting people, property and the environment.

Objective 1.3: Increase public awareness of floodplain hazards and Fire and Life Safety.

Action Item 1.3a: Hold annual public outreach event related to floodplain hazards.

COUNCIL OPTIONS:

[Delineate the Council's options. It would be unusual for more than three options to be presented to Council.]

Example:

- 1. Approve the resolution (or ordinance or motion).*
- 2. Modify the resolution (or ordinance or motion).*
- 3. Deny the resolution (or ordinance or motion).*



CITY OF MEDFORD
AGENDA ITEM COMMENTARY

www.cityofmedford.org

Item No: _____

STAFF RECOMMENDATIONS:

[Enter recommendation language ie. adopt the resolution authorizing the purchase.]

Example: Staff recommends approval of the resolution (or ordinance or motion).

SUGGESTED MOTION:

[Enter language for motion.]

Example: I move to approve the resolution (or ordinance or motion) authorizing the purchase of a new dump truck.

EXHIBITS:

[List any exhibits provided for support of the item. Note example for documents on file.]

Example: Maps

Example: Contract (or agreement) on file in City Recorder's office.

Example: Powerpoint



City of Medford
Administrative Regulation

Regulation No.: 00-4
Page: 1 of 7
Subject Area: Human Resources
Date of Issue: May 1, 2000
Supersedes: 92-1

Title: Drug and Alcohol Free Workplace

Purpose

In recognition of the City's responsibility to maintain a safe, healthful and productive work environment and in recognition of the responsibility of each City employee, recognized employee organization and contractor to perform services for the public as safely, effectively and efficiently as possible, the City, and all parties listed above, commit that the work environment and the services performed shall not be adversely affected or impaired in any way by the use or presence of alcohol or drugs.

The City currently has the right and responsibility to eliminate any circumstance or activity that might impair or reduce the safe and effective performance of City services, under ORS 659.225; 659.227; and 279.213, and The Federal Drug Free Workplace Act of 1988. This policy should be read in conjunction with Administrative Regulation No. 00-5, which sets forth the additional required drug/alcohol testing requirements for employees who are commercial vehicle drivers, as set forth in the Omnibus Transportation Employee Testing Act of 1991, and implementing DOT regulations. In general, more stringent testing requirements are imposed by Federal regulations for DOT-covered employees.

Objectives

- To strengthen the leadership role for employees of the City, recognized employee organizations and contractors in ensuring a drug-free City work environment.
- To provide a safe, productive and healthy work environment.
- To provide efficient, safe and economical services to the public.
- To provide a City work environment free of any adverse effects caused by drug or alcohol use or abuse.
- To provide assistance toward rehabilitation for any City employee seeking help for a drug or alcohol related problem.

Definitions

For the purposes of this policy and Administrative Regulation 00-5, the following definitions apply:

1. "Alcohol" means any alcoholic beverage or alcoholic liquor as defined in ORS 471.001.
2. "City Property" means worksites, parking lots, city vehicles, including property assigned to or used by employees, such as desks, lockers and any storage containers. All City property is subject to search at anytime. Employees using personal locks to secure containers must provide the city, upon request, with a copy of the lock's combination or key.

3. “Contractor” is defined as any person or entity that enters into a contract with the City to provide services.
4. “Critical Incident” is defined as any incident that could have caused or caused injury to persons or property, while on duty with the City.
5. “Drug” means any controlled substance as defined in ORS 475.005.
6. “Illegal Drug Use” means the use of drugs that are unlawful to possess or distribute under Oregon law or a legal drug that has not been legally obtained or is being used in a manner for which it was not prescribed or intended. This term does not include the proper use of a drug taken under the supervision of a licensed health care professional and in accordance with the prescribed directions for consumption, or other uses authorized by law.
7. “On-Duty” for the City means the span of time between the time the employee reports for his/her work shift through the time the employee ends duty for the same shift, and also, while on paid standby duty.
8. “Reasonable suspicion” is defined as a good faith belief, based on facts or evidence, that a person may be under the influence of alcohol or drugs, while on duty with the City. Examples of suspect behavior include, without limitation:
 - a) Bizarre behavior at work such as slurred speech, substantial change in appearance, apparent confusion in orientation, emotional outbursts;
 - b) Substantial loss of productivity at work;
 - c) Repeated tardiness or absences from work;
 - d) Behavior that causes an on-the-job accident resulting in death or injury which requires medical attention or time off from work;
 - e) Within the 12-month period prior to a test, being under the influence of drugs or alcohol while on duty;
 - f) An admission by the individual that within the 12-month period prior to the test (s)he has illegally used drugs on duty;
 - g) Odor of alcohol while on duty or in the workplace;
 - h) Unsafe handling of equipment or tools; and/or
 - i) Actual observation of alcohol or drug use while on duty or in the workplace.
9. “Reduction in Job Performance” means the quality or quantity of an employee's performance on the job is less than should be expected or accepted, or less than his/her usual standard as judged against the past job performance of an individual employee.
10. “Under the Influence” means that a drug is present in the employee's bodily system in any detectable amount and/or alcohol is present in the employee's bodily system above the level set forth in an applicable collective bargaining agreement, or, where no collective bargaining agreement is applicable, a blood alcohol content of .02 or greater.
11. “Workplace” means any and all City property on which an employee is present and any place in which an individual is performing services for the City or is otherwise on duty.

Policy

A. City Employees:

It is the policy of the City of Medford that a City Employee (hereinafter referred to as “employee”) shall be responsible for the following:

1. An employee's job performance or safety shall not be impaired or affected in any way by the use or abuse of alcohol or drugs.
2. An employee shall not be under the influence of drugs or alcohol while on duty for the City, in the workplace, or on paid standby.
3. An employee shall not possess, manufacture, sell, offer for sale, obtain, or distribute alcohol or drugs while on duty, in the workplace or on paid standby. This prohibition does not apply to the possession of closed containers of alcohol in an employee’s personal vehicle parked in a City parking lot.
4. An employee shall notify his/her supervisor, before reporting for any City duties, of any medications, including those legally prescribed and those over the counter medications that (s)he is taking that may interfere with his/her safe job performance with the City. Forms are available in the Human Resources Department and/or with each department head. Such information will remain confidential and employees will not suffer any detriment in reporting such medication. However, an employee may be temporarily assigned alternate duties if the medication is likely to cause safety concerns. Failure to report the use of a prescribed medication, or over the counter medication, which the employee has reason to believe may affect his or her abilities to safely perform assigned duties, may subject the employee to disciplinary action.
5. If an employee is called back to work, and is under the influence of drugs or alcohol, the employee shall advise his/her supervisor, and another employee will be utilized. Employees are not subject to discipline for such an event and any information reported to the supervisor will remain confidential. Employees on paid standby, however, are prohibited from using drugs or alcohol during that paid time, except where the employee takes a prescribed drug as directed by a health care provider
6. Based on reasonable suspicion or a critical incident, an employee shall complete a drug and/or alcohol testing process when directed by his/her supervisor, department head, City Manager or designee, consistent with this policy and applicable State and Federal laws.
7. An employee shall notify the City, in writing, of any criminal drug or alcohol statute conviction, no later than five calendar days after such conviction.

Specific disciplinary actions that will be taken against employees for violations of this policy are referenced in the current City of Medford Rules and Regulations and appropriate Memoranda of Agreement (MOA) and employment contracts. Refusal to take a test following reasonable suspicion or a critical incident, or a violation of any other provision of this policy, will be treated as a disciplinary matter.

To the extent a provision in an applicable collective bargaining agreement conflicts with this policy, the collective bargaining agreement governs.

B. Positive Tests for Employees

If an employee tests positive for drugs or alcohol, the employee may be referred to counseling in lieu of discipline on the first occasion. The following procedure will apply:

1. All positive tests will be subjected to a secondary, confirmatory test on the same sample.
2. If the secondary test confirms the initial positive test result, the employee will immediately be suspended without pay for violation of City policy and implementing regulations. If the employee is under the influence of alcohol with a blood alcohol level of .02 but not greater than .04, (s)he will be immediately suspended without pay, and will be allowed to return to work after 24 hours subject to a clearance test under step 5 below. An employee who tests positive for being under the influence of drugs or with a blood alcohol level of .04 or greater, with City agreement, may have the opportunity to either sign a Last Chance Agreement and seek treatment, or sever his/her employment relationship with the City. The City has sole discretion as to whether a Last Chance Agreement is offered, or whether the employee is to be dismissed from employment immediately.
3. A Last Chance agreement is a contract between the employee and the City, requiring certain conditions imposed by an employer, as a condition of the employee's continued employment. A Last Chance Agreement must contain a commitment from the employee to remain drug free, attending, at a reasonable cost to the employee, rehabilitation, an employee assistance program or other similar program; submitting to random or periodic drug testing to demonstrate that the employee remains drug free; and paying a reasonable amount toward the costs of required drug tests, considering the frequency and total number of such tests. A Last Chance Agreement for an employee who tests positive for alcohol shall not require the employee to cease consumption of alcohol outside of work hours when such consumption does not interfere with work; shall not require the employee to attend alcohol treatment absent a showing that (s)he has a problem which currently requires treatment; and shall not require the employee to attend and pay for a particular treatment when other similar treatment is available at a lower cost.
4. An employee who enters a Last Chance Agreement, and is subject to treatment, is expected to meet with an accredited professional drug/alcohol counselor on a regular basis on a schedule to be determined by the counselor as part of a treatment program. Failure to complete the program or to cooperate with the counselor is considered a breach of the Last Chance Agreement, and will result in immediate dismissal from employment. The Human Resources Department shall be informed on a monthly basis whether the employee is in compliance with the treatment program. An employee's failure to cooperate with the counselor is to be reported by the counselor to the Human Resources Department within a reasonable period of time, but no later than 10 days after a missed appointment, unless rescheduled by the employee during that 10-day period. A rescheduled appointment does not have to be within the 10-day period, as long as the counselor reports the employee in compliance with the treatment program.

-
5. Before returning to work, the employee will be required to submit to an alcohol and/or drug test. This test must show that the employee is drug free and not under the influence of alcohol in order to return to work. After returning to work, the employee will be required to submit to unscheduled periodic testing, at the City's discretion for a followup period not to exceed twenty four (24) months. Refusing to take a test during this period will be considered a breach of the Last Chance Agreement and will result in immediate dismissal from employment.
 6. An employee under a Last Chance Agreement who tests positive for alcohol or drugs during the 24-month followup period will be dismissed from employment. Only one Last Chance Agreement is allowed. After the expiration of the 24-month followup period, if an employee tests positive for drugs or alcohol in violation of this policy, the employee will not be offered a second Last Chance Agreement, and will be dismissed from employment. Medical benefits may cover some of the costs for this treatment. Any costs accrued that are not covered by insurance are the sole responsibility of the employee.
- C. Applicants for City Employment and Promotions to Safety-Sensitive Positions
1. An applicant for a position with the City may be required to participate in and successfully complete a drug test as part of the City's medical/physical pre-placement process. Failure or refusal to successfully complete the drug or alcohol analysis testing process will constitute disqualification of the applicant for the position or promotion. Any applicant required to undergo a drug test will only be required to do so after a conditional offer of employment is made in writing. In compliance with the Americans with Disabilities Act, the drug test will not be required until the offer has been made.
 2. This policy shall be distributed to all new employees at the time of appointment and basic information about this program shall be made available to applicants for City jobs or positions through the job announcement.
 3. If an applicant is required, after a conditional offer of employment, to undergo a medical/physical examination, the City will pay for the costs of such examination, including the costs of a pre-employment drug test.
 4. The City will employ no person until the City has been notified of the results of the medical/physical evaluation, including the drug screen if applicable. No person shall be employed who tests positive on a drug test or who refuses to take such test, and in such cases shall not be considered for employment in any other position until a period of 120 days has elapsed.
 5. Any person who attempts to produce a false test result or otherwise tampers with or interferes with the testing process will be permanently disqualified from employment with the City of Medford. A sample that fails an integrity test because it is either too dilute or contains foreign substance will constitute a failed test; but in such instances, one additional test will be permitted. A second failed integrity test will constitute a positive test result.

D. Contractor:

It is the policy of the City Council that, in order to attain or maintain a contract with the City, each contractor shall agree that while (s)he or the contractor's employees or agents are performing services for the City, or using City equipment, that the contractor or the contractor's employees or agents:

1. Shall not, in any way, be impaired or affected by the use or abuse of alcohol or drugs.
2. Shall not be under the influence of alcohol or drugs while in the workplace or on City property.
3. Shall not possess, manufacture, sell, offer for sale, distribute or otherwise be in any contact with alcohol or drugs while in the workplace or on duty for the City. This prohibition does not apply to the possession of closed containers of alcohol in a contractor's (or contractor's employee's) personal vehicle parked in a City parking lot or on City property. Each contractor must, prior to contract approval, provide to the City a copy of its Drug Free Workplace Program, which must include drug-testing components equal to or greater than the City's Drug Free Workplace Program requirements pursuant to the provisions of ORS 279.213.

This policy, as it relates to contractors, shall be implemented by requiring appropriate contract provisions to be included in any contract between the City and a contractor, including contractor's employees and agents.

E. Procedures to be Used When Sample is Given

1. Samples will be tested by a licensed clinical laboratory meeting the requirements set forth in ORS Ch. 438.
2. An employee who is required to give a sample based upon reasonable suspicion or a critical incident may be reassigned or placed on leave with pay pending receipt of test results.
3. Drug test results will be kept with the applicant's pre-employment medical file, or in the case of a current employee, in the employee's medical file.
4. The Human Resources Department will receive the results from the testing site, and inform the hiring department only that the applicant passed or failed. In the case of current employees, only the employee's immediate supervisor, or other person with need to know, will be advised that the employee passed or failed.
5. Only those persons authorized by the City and with a need to know the results will be informed. An applicant or employee may request results in writing from the laboratory.

F. Appeal Procedure for Employees and Applicants

An applicant or employee who has failed a drug or alcohol test, may, at his or her expense, seek retesting of the original sample. Such a request must be made in writing to the City Human Resources Department within 30 days of the date of notification of the original test results. The

employee or applicant may request that another licensed clinical laboratory conduct the test, subject to the City's approval of the lab. Accepted chain-of-custody procedures must be followed: at no time shall the employee receive the original sample to transfer or hold until the retest may be conducted. If the retest gives a negative result, the applicant or employee will be deemed to have passed the test. In such cases, applicants shall not be entitled to any position filled in the interim or to any other benefit except retention on an eligibility list. In the event the test is negative, the City will pay the costs of the test.

G. Positions Subject to Testing

The Human Resources Department, after consultation with the City Attorney's Office, shall develop, annually review, and maintain a list of positions for which pre-employment drug tests will be required. A copy of that list will be filed with this administrative regulation in each department.

City Manager Authorized Exceptions

During special, infrequent occasions, consumption of alcoholic beverages and, therefore, open containers of alcohol, may be allowed on City property, but only upon specific prior written authorization from the City Manager. On such authorized occasions, the consumption of alcohol must be limited to avoid any actual or perceived impairment or reduction in job performance if the person returns to work. This exception does not allow employees to become intoxicated or impaired to a point where it may become unsafe to the employee or others.

This exception does not apply to an employee who, upon returning to work, has a reasonable expectation of contact with the public wherein an odor of an alcoholic beverage on the employee's breath or clothing might impair the public trust and confidence in the sobriety of the employee.

The prohibitions in this policy do not apply to certified police officers engaging in approved police investigations, unless otherwise in violation of State or Federal law.

The foregoing employment policy and administrative regulation will be published and distributed to each employee of the city, and employees will be asked to acknowledge that they have received, read, understood and agreed to abide by such policy. The City reserves the right to revise this policy and administrative regulation at any time.

Approved:

/s/ Michael Dyal

5/1/2000

Michael Dyal, City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 00-5
Page: 1 of 9
Subject Area: Human Resources
Date of Issue: May 8, 2000
Supersedes: new

Title: Drug and Alcohol Testing for Commercial Vehicle Drivers

Purpose

Since January 1, 1996, the City of Medford has been required to comply with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the City must comply with regulations of the Federal Highway Administration (FHWA), including adoption of a drug and alcohol testing policy for drivers of commercial vehicles. This policy sets forth the rights and obligations of employees covered by the drug and alcohol testing requirements. This policy should be read in conjunction with Administrative Regulation No. 00-4, which sets forth the City's Drug and Alcohol Free Workplace Policies and provides definitions for terms used in this policy.

Policy

A. Employee Questions

Employees having any questions regarding rights and obligations under this policy may request information from the Human Resources Department.

B. Definitions

Terms used are as defined below, in Administrative Regulation 00-4, or in Federal regulations (49 CFR Parts 40 and 382).

C. Covered Employees

As defined in the FHWA regulations, a "covered employee" is an individual employed by the City who operates any of the following commercial motor vehicles to transport passengers or property:

1. a vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds.
2. a vehicle with a gross vehicle weight of at least 26,001 pounds;
3. a vehicle designed to transport 16 or more passengers, including the driver; or
4. a vehicle of any size used to transport those hazardous materials found in the Hazardous Materials Transportation Act.

Drivers include regular full-time employees; casual, intermittent or occasional drivers; and leased drivers. Employees are required to have Commercial Driver's Licenses to operate vehicles meeting the above specifications. Employees in the job classifications (if assigned to

drive or otherwise work on vehicles meeting the above specifications) listed below are “covered employees” subject to all the provisions of this policy:

Auto Service Clerk
Equipment Mechanics I, II, III
Laborer/Equipment Operator
Senior Traffic Signal Technician
Temporary Laborer
Traffic Signal Technician
Utility Locator
WRD Operator

Covered employees may not be under the influence of or in possession of drugs or alcohol during work hours. Further, certain conduct is prohibited (see Section E below) while performing and prior to performing safety-sensitive functions. For purposes of this policy, “safety sensitive function” means all time from the time a driver begins work or is required to be in readiness to work until the time (s)he is released from work and includes:

1. All time at an employer or shipper, plant, terminal, facility, or any public property, waiting to be dispatched, unless the driver has been relieved from duty by the City;
2. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations, or otherwise inspecting, servicing or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, spent on or in a commercial motor vehicle, except for the time spent resting in a sleeper berth;
5. All time loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.

E. Prohibitions

The following conduct is prohibited and may result in discipline, up to and including termination:

1. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration level of 0.02 or greater;
2. Performing a safety-sensitive function within four hours of using alcohol;

3. Using alcohol while performing safety-sensitive functions;
4. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions when the employee used any controlled substance, except if the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a vehicle (the employee may be required to furnish a physician's statement of such non-effect to the employee's supervisor);
5. Reporting for duty or remaining on duty requiring the performance of safety-sensitive functions if the employee tests positive for controlled substances;
6. Refusing to submit to any alcohol or controlled substances test required by this policy. A refusal to submit to an alcohol or controlled substances test required by this policy includes, but is not limited to:
 - a. A refusal to provide a urine sample for a drug test;
 - b. Failure to provide a urine sample without valid medical explanation;
 - c. Refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
 - d. Failure to provide breath, or to provide an adequate amount of breath, for alcohol testing without a valid medical explanation;
 - e. Tampering with or attempting to adulterate the urine specimen or collection procedure;
 - f. Not reporting to the collection site at the time allotted by the supervisor or manager who directs the employee to be tested; or
 - g. Leaving the scene of an accident without a valid reason as to why authorization was not obtained from a supervisor or manager responsible for determining whether to send the employee for a post-accident drug and/or alcohol test.
7. Consuming alcohol during the eight hours immediately following an accident, or until the employee undergoes a post-accident alcohol test and is released from duty, whichever occurs first.

In addition to the above prohibitions, all employees covered by this policy have also been provided with a copy of the City's Drug and Alcohol Free Workplace Policy (Administrative Regulation 00-2), and have signed an acknowledgment that they have read the policy and agreed to comply with it.

F. Consequences for Employees Found to Have Alcohol Concentrations Levels of 0.02 or Greater but Less than 0.04

An employee whose alcohol test indicates an alcohol concentration level of 0.02 or greater and less than 0.04 will be suspended without pay from his or her safety-sensitive function for at least 24 hours. The employee will also be required to take a "return to duty" test under section G. 5. below. The employee will receive a written reprimand indicating that a subsequent such violation of this policy will result in disciplinary action (up to and including termination), and will also be required to undergo follow-up testing as required under section G. 5. However, the employee shall not be required to sign a "Last Chance Agreement" as that term is used in Administrative Regulation 00-2.

G. Circumstances Under Which Drug and/or Alcohol Testing Will be Imposed on Covered Employees

1. Pre-Employment Testing

As part of the City's pre-employment medical/physical evaluation process, each candidate for employment in a job classification listed in Section C, including an employee transferring into such position from a classification not listed as a "covered employee," shall be required to submit to pre-employment/pre-duty controlled substance testing as required by Federal regulations (49 CFR Part 382). Applicants will not be hired or promoted into such position, or assigned to a safety-sensitive function if they do not pass the required tests.

2. Post-Accident Testing

Post-accident drug and alcohol testing will be conducted on covered employees following any accident involving a commercial vehicle on a public road where:

- a. the accident involved the loss of human life; or
- b. the driver of the commercial vehicle is cited by a law enforcement agency for a moving violation contributing to the accident, and the accident involved:
 - 1) bodily injury to a person requiring medical attention away from the scene of the accident; or
 - 2) damage to any vehicle involved in the accident requiring the vehicle to be towed from the scene.

The City will attempt to arrange for a post-accident alcohol test within two hours following an accident. If no such testing can occur within that time period, the City will continue for a period of an additional six hours to have the employee tested. No alcohol test may be administered after eight hours following the time of the accident. A post-accident drug test shall be conducted within 32 hours following the accident. If the City is unable to administer an alcohol or drug test within the requisite 2, 8, or 32 hour time period, the City will create and retain a record as to the reason the test was not conducted.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the City to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured persons following an accident, or to prohibit a driver from leaving the scene of an accident for the time necessary to obtain assistance in responding to it, or to obtain necessary emergency medical care.

3. Random Testing

Covered employees will be subject to random alcohol and drug testing as follows:

A random alcohol or drug test, or both, will be administered just prior to an employee's performing a safety-sensitive function (e.g., driving), while the employee is performing a safety-sensitive function, or just after the employee has stopped performing a safety-sensitive function. The City will participate in a random selection program meeting the requirements of Federal regulations (49 CFR Part 382) for the number of covered employees to be tested for random alcohol and drug testing each year. Some employees may be tested more than once in a year, while others are not tested at all depending on the random selection.

On the date an employee is selected for random testing, his/her supervisor will ensure that the employee's duties are covered. The employee will receive a written note indicating the time and location he/she is to report for testing, and the employee shall proceed to the test site immediately.

4. Reasonable Suspicion Testing

Covered employees are also required to submit to an alcohol or drug test when a trained supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. The observation must be based on short-term indicators, such as blurry eyes, slurring, or alcohol on the breath. The supervisor may not rely on long-term signs, such as absenteeism or tardiness, to support the need for a reasonable suspicion test.

Reasonable suspicion testing for alcohol is only permissible if the observation was made during, just preceding, or just after the performance of safety-sensitive functions.

The reasonable suspicion alcohol test should be administered within two hours of the observation. No test will be administered after eight hours following the observation. If the test is not administered, the City shall maintain a record of why the test was not promptly administered.

Even if a reasonable suspicion alcohol test is not conducted, no covered employee may report for duty or remain on duty requiring the performance of safety-sensitive functions while under the influence of alcohol, as shown by the behavioral, speech, and performance indicators, until:

- 1) an alcohol test is administered and the employee measures less than 0.02; or
- 2) 24 hours have elapsed since the reasonable suspicion determination.

No disciplinary action will be taken against an employee based solely on an employee's appearance and behavior of alcohol use, in the absence of an alcohol test.

A written record shall be made of the observations that lead to a reasonable suspicion drug test. The record shall be signed by the supervisor or City official who made the observations within 24 hours of the observed behavior, or before the results of the drug test are released, whichever is earlier.

To ensure that supervisors are trained to make reasonable suspicion determinations, supervisors vested with the authority to demand a reasonable suspicion drug and/or alcohol test will attend at least one hour of training on alcohol misuse and at least one hour of training on controlled substances use. The training will cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

5. Return to Duty/Follow-up Testing

A covered employee who has violated any of the prohibitions of this policy (see Section E) must submit to a return to duty test before he/she may be returned to his/her position. The test result must indicate an alcohol concentration of less than 0.02 or a verified negative result on a controlled substances test. The type of test administered is based upon whether the violation was drug or alcohol related. In addition, because studies have shown that the relapse rate is highest during the first year of recovery, the employee will be subject to follow-up testing which is separate from the random testing obligation. The employee will be subject to at least six unannounced drug/alcohol tests during the first year back to the safety-sensitive function position following the violation. The substance abuse professional may terminate the need for follow-up testing at any time after the first six tests have been administered, if a determination is made that such testing is no longer necessary. Follow-up alcohol testing may only be administered when the employee is performing safety-sensitive functions, just prior to performing such functions, or just after the functions have been completed.

H. Procedures to Be Used for Detection of Drugs and Alcohol

1. Alcohol Testing

Alcohol testing will be conducted by using an evidential breath-testing device (EBT) approved by the National Highway Traffic Safety Administration. Non-EBT devices may be used for initial screening tests.

A screening test will be conducted first. If the result is an alcohol concentration of less than 0.02, the test shall be considered a negative test. If the alcohol concentration level is 0.02 or more, a second confirmation test will be conducted.

The procedures to be used for collection and testing of the specimen shall conform to the regulations set forth at 49 CFR Part 40.

2. Drug Testing

Drug testing will be conducted pursuant to the requirements of Federal regulations (49 CFR Part 40), which provide in part:

- a) The urine specimen will be split into two bottles labeled “primary” and “split” specimen. Both bottles will be sent to the lab.
- b) If the test is positive for one or more of the drugs specified in subsection (f), a confirmation test will be performed on the primary specimen using gas chromatography/mass spectrometry analysis.
- c) If a test is positive, and before those results are released, the physician (or medical review officer “MRO”) will first contact the employee to determine if there is an alternative medical explanation for the positive test results. If documentation is provided and the MRO certifies that there was a legitimate medical use for the prohibited drug, the test results may be reported to the City as “negative.” If the MRO is unable to reach the employee, the MRO shall contact the employer and have the employer direct the individual to contact the MRO as soon as possible.
- d) The MRO may only verify a test as positive without communicating directly with the employee if:
 - 1) the employee expressly declines to speak with the MRO;
 - 2) neither the MRO nor the City, after making reasonable efforts to do so, are able to contact the employee within 14 days of when the MRO confirmed a positive result; or
 - 3) the employee fails to contact the MRO within 5 days of being notified by the employer to do so.
- e) If the urinalysis of the primary specimen tests positive for the presence of illegal, controlled substances, the employee has 72 hours to request that the split specimen be analyzed by a different certified lab.
- f) The urine sample will be tested for the following: marijuana, cocaine, opiates, amphetamines, and phencyclidine.
- g) All drug test results will be reviewed and interpreted by a physician before they are reported to the employee and then to the City.
- h) Before an MRO obtains any related medical information from an employee as part of the verification process, the employee shall be informed that information may be disclosed to third parties. The MRO may only disclose such medical information to the City if:
 - 1) an applicable DOT regulation requires disclosure;

- 2) in the MRO's reasonable medical judgment, the information could result in the employee being determined to be medically unqualified under an applicable DOT rule;
- 3) in the MRO's reasonable medical judgment, continued performance by the employee could lead to a significant safety risk.

Employees are entitled to the results of a drug or alcohol test upon written request.

I. Refusal to Submit to an Alcohol and/or Drug Test

A covered employee who refuses to submit to any required drug/alcohol testing will be treated in the same manner as an employee who tested 0.04 or greater on an alcohol test or tested positively on a controlled substances test.

J. Consequences of Failing an Alcohol and/or Drug Test

A positive result from a drug or alcohol test will result in disciplinary action, up to and including termination. A positive drug test or test showing a blood alcohol level of 0.04 or greater will result in a decision by the City, under Administrative Regulation 00-2, whether to offer the employee a "Last Chance Agreement" or to proceed with action to dismiss the individual from employment. Disciplinary issues shall be governed by applicable collective bargaining agreement terms and/or Regulation No. 00-2. All employees in violation of this policy shall be provided with information regarding resources available in evaluating and resolving problems associated with the misuse of alcohol and the use of controlled substances.

If the employee is not to be terminated, (s)he shall:

- a) Be immediately removed from performing any safety-sensitive function upon notification to the City of a positive test.
- b) Submit to an examination by a substance abuse professional. Upon a determination by the substance abuse professional, the employee may be required to undergo treatment for his/her alcohol misuse or drug use. The City is not required to pay for this treatment, although the employee's insurance may cover a portion of the costs. The treatment may be provided by the City, by a professional under contract with the City, or an unaffiliated professional. The choice shall be made in accordance with applicable bargaining agreements and City policies.
- c) Not be returned to his/her former safety-sensitive position until the employee submits to a return-to-duty controlled substance and/or alcohol test (depending on which test the employee failed) that indicates an alcohol concentration level of less than 0.02 or a negative result on a controlled substance test.
- d) Be required to submit to unannounced follow-up testing after he/she has been returned to his/her safety-sensitive position [see Section G. 5. above]. Follow-up testing shall not exceed 60 months from the date of the driver's return to duty.

K. Information Concerning the Effects of Alcohol and Controlled Substances and Available Methods of Intervention

Employees covered by this policy are to be furnished with educational materials addressing the effects of alcohol and various controlled substances that are tested for under this policy. Further, the City has established an Employee Assistance Program to help employees who may need assistance with alcohol and controlled substance abuse. For details, contact the Human Resources Department.

L. Dissemination of Policy

The foregoing employment policy and administrative regulation will be published and distributed to each covered employee within 30 days of adoption, and employees will be asked to acknowledge that they have received, read, understood and agreed to abide by such policy. New employees will receive a copy of the policy during the employee's orientation by the Human Resources Department. The City reserves the right to revise this policy and administrative regulation at any time.

Approved:

/s/Michael Dyal

5/8/2000

Michael Dyal, City Manager

Date

Comment [MIS1]: Before starting this document Go to View, Headers and Footers, Make appropriate changes. This document is done in Times New Roman 12 point Do not use underlines The Sub Titles are done in Bold and Italics After Sub Title Hit the enter key twice Type the descp. Hit the enter key once before starting a new Sub Title.



City of Medford
Administrative Regulation

Regulation No.: 00-6-*R*
Page: 1 of 15
Subject Area: Purchasing
Date of Issue: June 14, 2004
Supersedes: August 24, 2000

Title: City of Medford Purchasing Cards

Purpose

The Purpose of this directive is to set forth the City's policy as it relates to purchasing cards.

Applicability

The provisions of this directive apply to all departments of the City of Medford which authorize employees to use purchasing cards to purchase goods, services, travel accommodations or for specific expenditures incurred under conditions approved by this directive.

In General

This directive is intended to accomplish the following:

- To promote operational efficiency in the procurement of goods and services for the City.
- To provide a convenient source for funding for employees who travel on behalf of the City.
- To supplement purchase orders, check requests and travel requests in accordance with the purchasing policy, travel policy, budget limitations and all other City ordinances and policies.
- To ensure appropriate internal controls are established within each department procuring with purchasing cards.
- To minimize the City's exposure to legal liability from inappropriate use of purchasing cards through training of card users.
- To ensure that purchasing card services are obtained in a competitive manner.

Department Authorization

Department directors may elect to use purchasing cards subject to this policy if they desire. Department directors will determine whether or not cards will be issued to individuals within a program. The City of Medford and the user's name and department will appear on the face of each purchasing card.

Spending Limits

Spending limits are as follows:

Single Purchase Limit – not to exceed \$1,000

30-day Limit – not to exceed \$5,000

Department heads may establish lower limits for their employees.

The total of a single purchase to be paid for using the card may be comprised of multiple items but cannot exceed the authorized single invoice limit. Purchases will be denied if the total purchase price exceeds the single invoice limit. Payments for purchases are not to be split on several tickets in order to stay within the single invoice limit.

Purchasing Card Use

The purchasing card is to be used for City purchases only and any other use will be grounds for disciplinary action. **Under no circumstance can the card be used for personal expenses (alcohol is a personal expense).**

Use of the purchasing cards must meet the following conditions:

Purchasing cards may be used to purchase (1) items in stock from vendors necessary to continue the efficient operation of the City and deliverable within 30 days; (2) transportation (other than personal and motor pool vehicles), registration, accommodations or meals for approved business purposes.

All other tangible items must be acquired using a requisition/purchase order or contract.

Purchasing cards will not be used in conjunction with requisitions/purchase orders. Goods and services purchased through the use of a purchasing card will be paid on the purchasing card monthly billing, not a purchase order.

Employees are personally responsible for maintaining proper documentation. If an employee does not submit an itemized receipt for a meal, the employee's request will be processed under the per diem rates under Administrative Regulation 00-9. If an employee does not submit an itemized receipt for non-meal expenditures, the employee will be required to reimburse the City. Detailed procedures are provided in Attachment A (How the Process Works and Questions and Answers). If for some extreme circumstance documentation is not available, the responsible employee must attach an explanation that includes a description of the item, date of purchase, merchant's name and why there is no supporting documentation. This must be signed by the department director. A pattern of missing documentation may result in revocation of purchasing card privileges.

Card Restrictions

The following list covers purchases for which purchasing card use is expressly prohibited:

- Personal Expenses (alcohol is a personal expense)
- Cash advances through bank teller or automated teller machines.
- Purchase of items purchased centrally unless required for immediate needs.
- Purchase of gasoline for personal vehicles.
- Computer software and hardware, except as noted below.
- Capital items (unit value in excess of \$1,000).

Department directors may add further restrictions to this list. Please refer to Attachment E (Violations and Consequences) for actions the City may pursue if the purchase card use is contrary to regulations.

Requests for Initial, Additional or Changes to Purchasing Cards

All requests for new cards or changes to cards will require a completed "Authorization To Issue a Purchasing Card" (Attachment B). The form will be processed through the Finance Department Purchasing section, which will in turn forward the request to the purchasing card issuer. All requests for purchasing cards must be approved by the Department Director.

When the purchasing card is received, the Purchasing Manager will notify the cardholder and the cardholder will be required to sign for the purchasing card. See Attachment C (Purchasing Card Agreement). The Purchasing Manager will provide orientation on the operation of the purchasing card program to each user.

Departments will pay an annual fee for each card issued as set forth in the purchasing card contract. In addition, departments will pay a card replacement fee for changes to or replacement of cards already issued.

Computer Software and Hardware

The Information Services Director shall retain authority over his staff's ability to order software and/or hardware (unit cost less than \$1,000) with a purchasing card. Under no circumstances shall a purchasing card be used by any other City employee to order software or hardware.

Payment and Invoice Procedures

Each cardholder will receive a monthly purchasing card statement reflecting purchases made on their card via the Accounts Payable section of the Finance Department. The cardholder will review the statement, attach copies of all itemized receipts received at the time of each purchase, any other appropriate documentation and will note any errors or discrepancies contained in the statement. Details of accounts to be charged must be attached to the front of the purchasing card statement, sign and forward to the departmental approving official within three (3) workdays after it is received. Non-compliance may mean denial of future purchasing card use. Departments are urged to assign personnel other than cardholders to be responsible for reviewing and assigning account codes prior to submission to the approving official. This will strengthen internal controls at the department level for ensuring proper purchasing card use.

The departmental approving official will review statements and approve purchases. The approving official will sign the statement and forward to the Finance Department Accounts Payable section within two (2) working days after receipt from the cardholder or reviewing employee.

It will be the responsibility of the cardholder to provide his/her departmental approving official with the itemized receipts for that month should travel or extended leave be scheduled at the time the statement is due and he/she will not be able to complete the statement. The approving official will complete a copy of the statement for the absent employee and the statement will be forwarded to the Finance Department Accounts Payable section with the rest of the cardholders' statements.

Interest charges and late fees resulting from untimely submission of Statement of Accounts will be charged to the responsible department. Interest will be charged at the rate of 1.34% per month. Late fees will be based on actual processing costs. Three (3) late submissions will result in card cancellation.

Approval

Approving officials are required to look at each cardholder's purchases and at the merchant who made the sale in order to determine if these items were for official use and if they were items allowed to be purchased in accordance with this policy and any departmental instructions provided. If for any reason the approving official questions the purchase(s), it is their responsibility to resolve the issue with the cardholder. If they cannot be satisfied that the purchase was necessary and for official use, then the cardholder must provide a credit voucher proving item(s) had been returned for credit, or a personal check for the full amount of that purchase. Resolution for improper use of the purchasing card will be the responsibility of the approving official's office as well as disciplinary action for misuse.

Disputes

If items purchased with the purchasing card are found to be defective or the repair or services faulty, then the purchase of the item will be considered to be in dispute. It is the responsibility of the cardholder to resolve the disputed item. For more specific instructions see Attachment D (Cardholder Statement of Disputed Item).

It is essential that the time frames and documentation requirements established by the purchasing card issuer be followed to protect the cardholder's rights in dispute.

Lost or Stolen Purchasing Cards

Should a purchasing card be lost or stolen it is the responsibility of the cardholder to immediately notify their approving official, the purchasing card issuer and Finance Department Purchasing section of the lost or stolen purchasing card WITHIN ONE (1) WORK DAY after discovery of the loss or theft of the card. The approving official or their designee will be required to make a written report to the Finance Department Purchasing section WITHIN FIVE (5) WORK DAYS that will include the complete information on the loss, the date the loss was discovered, the location where the loss occurred (if known), the purchases that the cardholder had made prior to the loss, and any other information relevant to the situation.

Terminating/Transferring Employee

Purchasing cards issued to individual employees must be collected and destroyed at the time the employee terminates employment. The approving official in the department will be responsible to collect cards and destroy cards (cut them in half) and submit the destroyed cards to the Finance Department Purchasing section. The Finance Department will contact the financial institution that issued the card and notify them the card has been destroyed.

Should a card holder be transferred within the City to another approving official's area of responsibility, it will be the new approving official who will determine if the cardholder should be issued a new purchasing card.

In the event the approving official is unable to collect the purchasing card when an employee leaves, the approving official shall notify the Finance Department Purchasing section immediately by telephone and follow-up with a memo to take action to insure the purchasing card is voided. The Purchasing section will notify the card issuer to void the purchasing card to prevent any future purchases.

Quarterly Inventory of Purchasing Cards

On a quarterly basis, the Finance Department Purchasing section will provide a list of purchasing cards issued to employees for each department. Departments will conduct a physical inventory of purchasing cards and provide a report to the Finance Department Purchasing section of the results of the inventory.

Purchasing Card Services

Purchasing card services will be obtained through a competitive selection process. Services should be evaluated every two years.

Approved:

Michael Dyal
Michael Dyal, City Manager

6-15-04
Date

HOW THE PROCESS WORKS

STEP 1 – MAKE A PURCHASE

Most purchases will be made in person at a local store, similar to using your personal purchasing card. However, you may also make purchases over the telephone or by fax, mail or the Internet. Each cardholder is required to maintain a monthly log of purchases “P-Card Transaction Log” (see Attachment G) along with appropriate itemized receipts and documentation filed in manila envelope attached to the monthly log.

STEP 2 – RECEIVE THE GOODS

After the goods are picked up or delivered and received, it is important to retain the itemized receipt or shipping ticket. Every purchase, including Internet purchases, must be documented with an itemized receipt, which will be in the form of an itemized sales receipt, packing slip, order form or registration application. You need to keep all itemized receipts and charge slips for reconciliation of your monthly statement.

The cardholder is responsible for working with the vendor to correct any problems, exchanges or credits. **YOU MAY NOT ACCEPT A CASH CREDIT.**

STEP 3 – MONTHLY RECONCILIATION PROCESS

- A. Use your original itemized receipts to verify that all charges on the monthly statement from Bank of America were purchases made by you. The purpose of reconciling itemized receipts to the monthly statement is to ensure there are no billing errors on your account. The statement from Bank of America should be crosschecked with the cardholder’s P-Card Transaction Log. Reconciliation will disclose purchase or credit entries on the account for which there are no itemized receipts (such as when there are incorrect charges or lost receipts). Reconciliation will also reveal purchase receipts or credit vouchers that have not yet posted to the account due to timing differences.

Complete a “Cardholder’s Statement of Disputed Item” (see Attachment D) if the problem cannot be resolved with the vendor. The form can be found in the back of this handbook. The statement must be filed with Bank of America within 60 days of the monthly statement bearing the charge. You may also call Bank of America at their toll-free customer service number to have them help resolve the problem. Any unresolved problems should be brought to your Department Liaison and the Program Administrator. You and your Department Liaison are responsible to resolve the problems.

HOW THE PROCESS WORKS (Continued)

The following may be formally questioned with Bank of America if not resolved at the vendor level:

- Unauthorized or unrecognized charges
- Difference in the purchase amount you authorized and the amount charged
- Duplicate charges
- Failure to receive a credit
- Failure to receive the goods
- Defective merchandise replacement

- B. After the reconciliation is complete, the cardholder signs and dates each P-Card Transaction Log, attaches all original itemized receipts, and/or other source documents (copy of internet screen order; registration form, packing slip etc.) to the statement. Small itemized receipts and documents must be attached to an 8 ½ x 11 sheet of paper to make handling easier and to prevent loss. The Log and all related itemized receipts are then passed on to the cardholder's Approving Official.

STEP 4 – APPROVAL OF PURCHASES

The Approving Official shall review the P-Card Transaction Log and itemized receipts to confirm that all purchases are reasonable and in accordance with City policies and procedures. Once the Approving Official signs and dates the cardholder's transaction log, the log and all related itemized receipts and source documents will be forwarded to the Department Liaison, who ensures that all cardholder statement with all itemized receipts and other source documents attached are forwarded to the Finance Department Accounts Payable section for final review and payment. Documentation is to be forwarded to the Finance Department Accounts Payable section within two (2) working days after receipt from the cardholder or reviewing employee.

QUESTIONS & ANSWERS

How do I handle returns and exchanges?

Make the appropriate arrangements with the merchant before shipping an item for return. The merchant must credit a return and charge a new transaction. Exchanges of like items will not necessarily require a credit transaction, for example, same item only different color. Merchants are not allowed to refund cash on a return. It is also against City policy to accept cash in a return or exchange transaction. All returns and exchanges should be documented. This documentation should come from the vendor in the form of an itemized credit slip and a new itemized charge slip. This information will be needed for the cardholder P-Card Log and may be needed in the case of a formal dispute.

What do I do if an itemized receipt is lost?

In very rare instances, itemized receipts are lost. If there is an occasion in which an itemized receipt or source documentation cannot be found, the cardholder shall prepare a written memo to the Department's Approving Official, sending a copy of the memo to the Department Liaison that coordinates the statement for the cardholder. The memo should state the itemized receipt was lost and then provide the merchant name, transaction date, purchase amount and a complete description of the item(s) purchased. After reviewing the memo, the Approving Official can either sign or refuse to sign the lost itemized receipt memo. If signed, the memo is forwarded to the Department Liaison, attached to the rest of the cardholders P-Card log and itemized receipts and forwarded to the Program Administrator. If the Approving Official does not sign the lost itemized receipt memo, then the cardholder is personally liable for the transaction amount and will remit a personal check to the Department Liaison for that purchase.

It should be noted that continual loss of itemized receipts will result in the loss of a cardholder's P-Card.

What do I do if a transaction is declined?

Possible reasons for decline and what to do:

- Phone orders – the merchant has written down the card number and/or expiration date incorrectly. Verify the numbers with the merchant.
- The transaction exceeds your dollar limit. Check your transactions to determine if you have exceeded your dollar limit.
- The merchant's MCC code somehow is an "exclude code" on your card. While the City of Medford has opted not to utilize "exclude codes", it is possible one or more have inadvertently been assigned to your card. Contact the Program Administrator at 774-2035 for assistance.
- If the transmission line is down between the merchant and the bank, the transaction will decline. Ask the vendor to try later. Note: If the vendor makes ten (10) tries and is declined each time, the card will then decline at any vendor for the remainder of the day.

Contact Kathy Ameral, Program Administrator, at 774-2035 for information on why a transaction was declined.

TO: Purchasing Card Administrator, Purchasing Division
FROM: Department Director
DATE: _____
SUBJECT: Authorization To Issue A Purchasing Card

I hereby authorize and request the issuance of a City of Medford Purchasing Card to

(Employee's name) (Employee Number)

I hereby authorized a monthly purchasing limit of \$ _____
(Not to exceed \$5,000)

I hereby designate _____, as Department Liaison for this employee.

DEPARTMENT DIRECTOR

(Only department directors authorized to sign)

PURCHASING CARD AGREEMENT

The City of Medford is pleased to present you with this Purchasing Card. It represents the City's trust in you as a responsible agent to safeguard and protect our assets while conducting purchases with it.

I certify that I have read, understand and agree to the terms and conditions of the City Purchasing Card Use Policy, and all related attachments including Attachment E (Violations and Consequences).

I agree to use this card solely for City purchases necessary to complete job-related tasks and agree not to charge personal or other non-city purchases. I understand that my Department Liaison will audit the use of my card and report any non-appropriate use to my Department Director, who in turn may take disciplinary action. The Department Director will further be required to notify the Program Administrator and Human Resources of all action taken.

I understand that the City may terminate my right to use this card at any time. I agree to return the card to The City of Medford immediately upon request or upon termination of employment.

I acknowledge receipt of Purchasing Card # _____ with a monthly limit of \$_____.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

P-Card Administrator: _____

Date: _____

CARDHOLDER STATEMENT OF DISPUTED ITEM

Authorized by:
Cardholder Signature:

BANK OF AMERICA

Phone 1-800-538-8788	Fax 1-800-253-5846	Attn: Commercial Card Svcs
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Business Name: _____
Cardholder Name: _____
Cardholder Account Number: _____

Statement Date	Transaction Date	Merchant Name/Description
Amount	Posting Date	Reference Number

Check the description most appropriate to your dispute.
If you have any questions, contact Bank of America at 1-800-538-8788.

- _____ 1. **Alternation of Amount:**
The amount of the sales draft has been altered from \$ _____ to \$ _____ (Please include copy of sales draft)
- _____ 2. **Unauthorized Mail or Phone Order:**
I certify the charge listed above was not authorized by me or any person authorized by me to use this account. I have not ordered merchandise by phone or mail, or received goods and services as represented above.
- _____ 3. **Cardholder Dispute:**
I did participate in the above transaction; however, I dispute the entire charge, or a portion, in the amount of \$ _____ because: _____

- _____ 4. **Credit Not Received:**
The merchant has issued me a credit slip for the transaction listed above; however, the credit has not posted to my account. The date on the voucher is between 30 and 90 days old. (Please include a copy of the credit voucher)
- _____ 5. **Imprinting of Multiple Slips:**
The above transaction represents multiple billing to my account. I only authorized one charge from this merchant for \$ _____. I am still in possession of my card.
- _____ 6. **Merchandise Not Received:**
My account has been charged for the above transaction, but I have not received this merchandise. I have contacted the merchant.
- _____ 7. **Merchandise Not Received:**
My account has been charged for the above transaction, but I have since contacted this merchant and canceled the order. I will refuse delivery should the merchandise still be sent.
- _____ 8. **Merchandise Returned:**
My account has been charged for the transaction listed above, but the merchandise has been returned. Provide a description of the circumstances. (Please include postal receipt if applicable.)
- _____ 9. **Inadequate Description/Unrecognized Charge:**
I do not recognize this charge. Please supply a copy of the sales draft for my review.
- _____ 10. **I am no longer disputing this charge.**

VIOLATIONS AND CONSEQUENCES

Below are four types of cardholder violations and an explanation of what is an appropriate consequence for each. All violations are to be recorded in an e-mail by the Department Director to the Program Administrator. Appropriate action will be taken by the Department Director. The Department Director has the authority to ask the Program Administrator to cancel a card at anytime, regardless of the consequence listed.

► **Personal Purchase(s)**

Violation: It is a cardholder violation to effect ANY personal purchase of personal transaction with the P-Card, whether or not the cardholder intended to pay the City back for the purchase. Anything that is not purchased for the sole use and ownership by the City will be considered to be a personal purchase.

► **Cash or cash-type transactions**

Violation: A cash or cash type transaction made using the P-Card. Examples of illegal transactions are cash, cash in addition to purchase, cash in lieu of credit to account, travelers checks, money orders, gambling, ATM transactions, etc. or cash taken in lieu of a credit for the return or exchange of a purchase.

► **Purchase of items expressly prohibited by policy**

Violation: Purchase of alcohol, capital items (unit value in excess of \$1,000), computer software, hardware and accessories, gasoline for personal vehicle or motor pool vehicles (unless out-of-area). Items already under contract, such as office supplies and paper, are not acceptable uses. Only Information Services authorized staff may use purchasing cards to acquire computer hardware, software and accessories for items whose unit cost is not greater than \$1,000.

► **Habitual late submission of transaction log/continual itemized receipt loss**

Violation: Failure to reconcile, complete, sign and submit the monthly transaction log and all itemized receipts and source documentation to the Department Liaison by the required due date. Failure to obtain or retain itemized receipts, packing slips and all other source documents required to reconcile the cardholder's monthly statement.

CONSEQUENCE:

The City must be reimbursed immediately for the amount of the personal purchase and the card will be revoked. Any violation of this policy may be investigated and could result in disciplinary action to include termination. The Department Director will determine the appropriate consequence. Department Directors are to e-mail the Program Administrator and Human Resources with advisory on both the incident and the actions taken.

**City of Medford
P-Card Transaction Log**

Bank of 1234
America #:

Department: Parks
Card Holder Name: Doe, John
Billing period: 6/1/00 - 6/30/00

Liaison: Jane Smith
Phone Ext: 2406

Detail by Account Number:

Description	Account #	Project #	Reference #	Amount \$	Work Order	W/O Job	Receipt Ref
Circuit City - Audio Equipment/Supplies	001-0101-621.24-03	CA1050	12345678	1,000.00	667	001	1
Viking - Stationary	001-0101-621.24-03	CA1050	12345678	50.00	667	001	2
Office Depot - Filing Supplies	001-0101-621.24-03	CA1050	12345678	100.00	667	001	3
Boise Cascade - Misc Office Supplies	001-0101-621.24-03	CA1050	12345678	25.00	667	001	4
Fred Meyer - Disputed Charge			12345678	35.00			Unknown
TOTAL (Amount must equal statement amount)				\$1,210.00			

Disputed Items:

Description	Account #	Project #	Reference #	Amount \$	Work Order	W/O Job	Receipt Ref
Fred Meyer - Unknown charge to acct			12345678	(35.00)			Unknown
TOTAL AMOUNT TO BE PAID				\$1,175.00			

Approving Official: _____

Date: _____

KEY CONTACTS – WHO TO CALL

Department Liaison:

(phone)

Purchasing Card Program Administrator: Kathy Ameral, 774-2035

Bank of America Customer Service: 1-800-300-3084

To report lost/stolen card: 1-800-305-7735

ACTIVATING THE CARD

- Cardholders CANNOT receive their card until they have attended a training session.
- Cardholders MUST sign the “Cardholder Agreement” at the time the card is received.
- Cardholders must sign the back of the P-Card immediately upon receipt of it.

Cardholders need to activate their cards before they can be used. Activation instructions will come with the P-Card along with an 800 number to call.

City of Medford
Administrative Regulation

Regulation No.: 00-7-R10
Page: 1 of 37
Subject Area: Use Of City Property
Date of Issue: October 1, 2012 (Rev)
Supersedes: 00-7R9 dated 10/1/11

Title: PARK USE REGULATIONS

PURPOSE

The City of Medford's parks and facilities are established and maintained as areas of recreation, relaxation and enjoyment for the citizens of Medford. It is the intent of the City to maximize the usage of these facilities within the limits of space, design and accommodations available at each park site. The highest priority for park use will be given to recreation and educational uses by Medford residents.

The Mission of the Parks and Recreation Department is to provide opportunities for a full range of recreational facilities, activities and programs to meet the demands of all ages within our expanding population.

The purpose of these rules and regulations are:

- A. To facilitate maximum use of public facilities by the general public.
- B. To coordinate the use of park and recreation facilities, thus assuring maximum opportunity for use through the convenience of advance reservations.
- C. To provide facilities at minimal cost to the general public; but where exclusive use takes place or special handling is required, to assess the appropriate fee.
- D. To coordinate the public use of facilities with maintenance, construction and other activities.
- E. To fairly allocate the use of available park space, so all parks receive fair and equal usage, commensurate with their size, Park Tier Classification and Leisure Services Plan Classification.

These purposes would be achieved less effectively absent this regulation.

To the extent it restricts speech or other expressive conduct, this regulation is intended to be content neutral and otherwise impose only reasonable time, place, and manner restrictions on any such speech or conduct. Any restriction imposed under these rules is intended to be narrowly tailored to serve a legitimate governmental interest and leave open ample alternative opportunities for speech or expression.

AUTHORITY

Section 2.185 - 2.190 Medford City Code

RESERVATION REQUEST

- A. How Made –
 - (1) Reservations may be made in person at the Parks and Recreation office at the Santo Community Center, 701 North Columbus; or by calling the Parks and Recreation office at 774-2400. COMPLETE PAYMENT MUST BE

RECEIVED BEFORE A RESERVATION IS VALID. Payment for phone reservations must be made with a credit card.

- (2) The appropriate paperwork must be completed and filed with the Parks and Recreation office and all fees paid prior to a reservation becoming final. If booths, equipment, etc. are part of the event, the request must be submitted at least thirty (30) days prior to the event.
- (3) Reservations may be refused if the amount of time before the reservation does not allow sufficient time to alert the Park Maintenance crew of the reservation.
- (4) Reservations may be made up to one year in advance of the date of the scheduled event.
- (5) The Parks and Recreation Department reserves the right to cancel any reservation due to circumstances beyond their control. This would include acts of nature and other such events which make use of the facility unsafe for the users or would be detrimental to the facility. If a group has reserved an area on an "on-going" basis for a period of time, and another event desires to use the facility, the Department may need to make some adjustments to the on-going reservation to accommodate other members of the community.

B. Liability

- (1) Permittees will be required to indemnify, defend and hold harmless the City, its officers, representatives, employees, agents and assigns against claims for losses and liabilities incurred solely from the willful or negligent conduct of the permittee or its officers, employees and agents during the time, place and facility reserved.
- (2) In the alternative, if the event involves activities or number of individuals that subject the participants or spectators or general public to harm, or otherwise pose substantial liability risks to the City or its property, the City may require that a permittee name the City as an additional insured as follows,

Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: Aggregate - \$1,000,000; Products - \$1,000,000; Personal & Advertising Injury - \$1,000,000; and Each Occurrence - \$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.
- (3) Nevertheless, each permittee shall be fully responsible for any claims for damages solely attributable to the willful or negligent acts or omissions of the permittee in connection with the permitted event or activity. Failure of the permittee to meet this legal obligation within 30 days of billing will be cause for the matter to be turned over to the City Attorney.

Notwithstanding the above, permittees shall not be liable for the cost of public safety personnel who are present to protect event attendees from hostile members of the public or counter-demonstrators or for general law enforcement in the vicinity of the event; and permittees shall not be liable to City for damages or injuries caused by third party reaction to the content of permittee expression, unless the content of permittee expression is actionable or allows for prosecution under Oregon or Federal law (Examples including but not limited to: fighting words; obscenity; libel, slander, sedition, incitement, fraud).

CLASSIFICATION OF GROUPS AND PRIORITY OF USE

- A. The following classification system is developed in order to help provide for a systematic approval of facility use by different community groups and to assist in the charging of fees:

Group	Priority	Description
A	First	City sponsored or co-sponsored programs and meetings. <ul style="list-style-type: none"> • City of Medford programs and classes
B	Second	Non-profit organizations and service groups affiliated with the Medford Parks and Recreation Department
C	Third	Non-profit organizations and service groups not affiliated with the Medford Parks and Recreation Department <ul style="list-style-type: none"> • General public
D	Fourth	Commercial usage <ul style="list-style-type: none"> • For-profit groups and events • Groups charging event fees

- B. Fees

Permit fees herein reserve to the permittee exclusive use of a particular park facility on a particular date for a specified time. These fees estimate the costs to Parks and Recreation Department staff time to process the applications and otherwise administer the reservation of using a particular park facility on a particular date for a particular time, including but not limited to reviewing applications, reviewing schedules, considering competing use inquiries, remote and on-site administration of reserved use on the date, time and facility specified in the permit application.

The primary benefit to a group in applying for and paying a fee for a permit is that they thereby have the area reserved and are entitled to exclusive use of that area. If not specific reservation is requested, and providing that groups comply with all general laws and regulations – for example traffic laws, requirement of permits for use of amplifiers, ability to regulate competing uses, hours of operation, etc.; -- groups and individuals may assemble in a City park without applying or paying a fee for a permit to do so.

	<u>Groups</u>	<u>Commercial</u>
1. General Use Permit		
Per Two-Hour Time Slot	\$ 28.00	\$ 55.00
All Day Fee (6 am - 10:30 pm)	\$160.00	\$426.00

	<u>Groups</u>	<u>Commercial</u>
2. Special Use Permits - (Requiring site plan & event details)		
Per <u>Two</u> -Hour Time Slot	\$ 55.00	\$110.00
All Day Fee (6 am - 10:30 pm)	\$320.00	\$852.00

Special Event Fee

A Special Event Fee may be charged to the above rates as follows:

51-100	\$16.50 per two hour rental
101-150	\$24.50 per two hour rental
151 and up	\$33.00 per two hour rental

A walk-thru with Park staff may be required. Such walk-thru shall be scheduled a minimum 20 days prior to the event. If it is determined that Park staff should be in attendance during the event, an additional hourly rate of \$16.00 shall be assessed.

	<u>Groups</u>	<u>Commercial</u>
3. Use of Bear Creek Amphitheater		
Per <u>Three</u> -Hour Time Slot	\$83.00	\$166.00
Does not include Amplification Fee		

A mandatory walk-thru with Park staff is required for all events in this facility. Such walk-thru shall be scheduled a minimum 20 days prior to the event. If it is decided that Park staff should be in attendance during the event, an additional hourly rate of \$16.00 shall be assessed.

4. Park Amplification Permit	\$16.00	\$ 16.00
If amplification monitoring is required, a \$16 per hour fee will be charged.		

5. Hawthorne & Jackson Pool Rental	
Per Two Hour Time Slot	
1 – 80	\$210.00
81 – 120	\$250.00
121 – 160	\$285.00
161 – 200	\$320.00

6. Commercial Photography – See Requirements and Fees for Commercial Photography Activities.

7. Special Preparation Fee – Actual costs incurred by the Department to prepare a site before an activity will be assessed to the event (i.e. cost of mowing an undeveloped area, etc.)

8. No fee will be charged for Group A. However, the Medford Parks and Recreation Department reserves the right to charge a full or reduced fee in the event of unplanned costs associated with the event/rental.

9. A permittee shall not be required to provide for or pay for the cost of public safety personnel who are present to protect event attendees from hostile members of the public or counter-demonstrators or for general law enforcement in the vicinity of the event, unless the content of permittee expression is actionable or allows for prosecution under Oregon or Federal law (Examples including but not limited to: fighting words; obscenity; libel, slander, sedition, incitement, fraud).

SOUND

No person shall use any device to amplify sound in any park unless a valid permit has been issued by the Parks and Recreation Department

The Parks and Recreation Department may issue a sound permit for a designated park area and time. The Parks and Recreation Department may also include conditions in the permit, which they deem reasonable; and they may revoke a permit to a person or group of persons who have violated the terms of a permit within the previous year. No person who holds a valid sound permit issued by the Parks and Recreation Department shall amplify sound within a park in violation of any conditions stated in that permit.

Maximum amount of time that amplified sound will be allowed during an event is three hours. This provision may be waived if the event is part of a City-sponsored or partnership event.

No person shall use any device to amplify sound between the hours of 10:00 p.m. and 8:00 a.m. on public property or on public right-of-way.

Due to safety concerns the Parks and Recreation Department will not issue a reservation or sound permits for events or rentals, adjacent to the Hawthorne and Jackson Aquatic Centers, during their hours of operations.

NON-PROFIT FUND RAISING

A non-profit corporation, organization, or group whose income from the activity is used for the benefit of Medford residents, and no part of which is distributed to members, directors, or officers, is permitted to sell in the parks if:

- A. They are selling as part of a special activity or event;
- B. They are raising money either for activities they sponsor in Medford or for a local non-profit organization that serves Medford;
- C. They hold the City harmless for their activity;
- D. They limit their fund raising by any one nonprofit organization to two events in one calendar year; and
- E. They apply for a permit and abide by conditions contained therein.

ALCOHOL

- A. Except as provided in Section B below, no person shall consume alcoholic liquor in any public park, public right-of-way, street, sidewalk, or alley.
- B. With the advance approval of the Parks & Recreation Director, the sale and consumption of wine and malt beverages may be allowed in a controlled setting at certain special events within park facilities and at the Santo Community Center:

If a request for use of alcohol is denied by the Parks & Recreation Director, the applicant may appeal the denial to the City Council.

TOBACCO POLICY

- A. Smoking is prohibited inside all City of Medford facilities, including restrooms, the Santo Community Center, the Youth Activity Center; as well as other buildings owned, leased and operated by the City of Medford.
- B. Tobacco Free Facilities. The following Parks and Recreation sites are designated "tobacco free:" U.S. Cellular Community Park, Santo Community Center and the Youth Activity Center

JUMP HOUSES

All jump house reservations must be submitted to the Parks and Recreation Department no less than seven (7) days prior to the event. Liability insurance, naming the City as an additional insured and at the levels specified by the City, must be submitted no less than three (3) days prior to the event.

All applicants must supply their own power for the jump house by way of a generator (this item is not supplied by the Parks and Recreation Department). The applicant must provide some type of barrier between the generator and the park turf; a piece of plywood is recommended. All electrical cords, etc. must be secured. A walk-thru with Parks and Recreation staff to review placement of the jump house is recommended and should take place no less than three (3) days before the event.

Jump houses will only be permitted in the following parks, as they are best suited for this activity:

- Bear Creek
- Donahue-Frohnmayr
- Holmes
- Fichtner-Mainwaring
- Lewis
- Hawthorne

Use of any other park sites for jump houses would need to be approved by the Parks and Recreation Director or his designee.

VEHICLES AND REMOTE VEHICLES

- A. Only areas designated by the Parks and Recreation Department will be available for shows requiring vehicle access. Normally, vehicle shows, boat shows or car shows will use non-irrigated turf areas. Any approved event, which requires vehicle access on irrigated turf, may require a Parks and Recreation Department staff person to be present to help prevent damage to turf and irrigation systems. The direct cost for providing event supervision and marking of irrigation systems will be passed on to the event organizers.
- B. The Parks and Recreation Department may require adequate protection be provided so that oil leaks do not pollute or kill turf areas (i.e. drip pans, tarps, plywood sheets).

- C. Vehicles necessary to the set up, take down, and operation of a special event may be allowed in some parks. Permission to have vehicles in the park during the activity must be approved prior to the event, and a validated vehicle access permit must be obtained for each vehicle
- D. The Parks and Recreation Department reserves the right to limit the size and number of vehicles within park boundaries at any park and/or event.
- E. The use of remote control vehicles in park areas, unless otherwise designated, is prohibited such as:
 - Radio control cars
 - Radio control airplanes

SITE PLAN

- A. Special use permittees, who plan to bring equipment, booths, etc., into a park, must provide the Parks and Recreation Department with a site plan a minimum of thirty (30) days prior to the event. These site plans will be reviewed by the Department prior to the final application approval. The Department shall provide scale maps for this purpose.
- B. All permittees with events requiring a site plan must schedule an on-site meeting with a Parks Department representative a minimum of twenty (20) days prior to the event. The Department reserves the right to change locations, etc., if, in the opinion of a Parks and Recreation Department representative, the conditions of the park cannot support the event.
- C. All site plans must not contain modifications or constraints to current electrical systems within the park site. All site plans must not modify current park configurations.

REQUIREMENTS AND FEES FOR COMMERCIAL PHOTOGRAPHY ACTIVITIES

This is defined as still or motion picture filming within public parks and open spaces for the purpose of making a feature film, TV series, commercials, advertisements, etc., for commercial use.

All requests for motion picture filming activities need to be initiated through the City Manager's Office – 774-2000 (see Film Permit/Production in City of Medford Administrative Regulation).

If still photography or video taping for commercials or advertisements is requested within the boundaries of a park, the following fees will be charged:

Still Photography	\$42/day, plus hourly park reservation fees
Video Taping	\$80/day, plus hourly park reservation fees

Any shoot over two (2) days will be reviewed by the Parks and Recreation Department.

HOT AIR BALLOONS

On a normal basis, Hot Air Balloons for commercial or private use will not be permitted to launch or land in parks, due to inherent liability and noise, except in an emergency situation. However, with prior approval of the Parks and Recreation Director, they may be allowed at the Medford Sports and Community Park.

FENCING / STAKING

Fencing, staking, and placement of booths in Medford City Parks should be self supporting. If stakes are put into the ground, the Parks and Recreation Department must approve stake location. The permittee will be responsible for all damages caused to underground utilities. Events shall not block the public's access to a park by putting fencing or other barriers across public walkways, or restrict movement from one side of the park to the other on public sidewalks.

RESTROOMS

While many Medford Parks are equipped with restroom facilities, these are generally inadequate for large events. If Medford Parks and Recreation Staff deem that the permanent facilities in any given park are not adequate for an event, the applicant may be required to provide one (1) portable restroom unit for every 125 people estimated to be in attendance. Placement of restrooms should be arranged with the Department.

GARBAGE

Garbage and general clean-up is the responsibility of the permittee. If the permittee anticipates more than 500 people, they should be prepared to provide one 3-yard drop box for every 250 people estimated attendance. Placement of the drop box should be arranged with the Department.

DAMAGE

If any damage is done to the facility during the course of the reservation, or the permittee leaves the premises in a messy condition, the Parks and Recreation Department may assess an additional fee to cover the costs of any repairs or cleanup.

APPEAL

If a permit is rejected by the Parks and Recreation Department, the applicant shall have the right to appeal to the City Council. The Parks and Recreation Commission shall review the appeal first and make a recommendation to the Council.

VENDING POLICY

Objective:

The objective of awarding vendor privileges in parks is to provide the public with access to food, beverage, and other park related products or services where such otherwise would not be conveniently available.

Vendor privileges will be granted only when Recreation Division management has determined that the products or services offered will provide an enhancement to the park.

Vendor privileges herein may be subject to ORS 346.511 to ORS 346.570 and rules promulgated there under.

Scope:

These specifications are intended for application to park vendors other than those permitted and controlled by Special Events, City of Medford Permits, Contracts or Agreements.

Permit Period:

Unless specified otherwise, the permit period is from date of agreement though December 31, of the year issued. Limited to season and hours of operation as specified on the permit.

Approved Locations:

The Medford Parks and Recreation Department has designated the following parks to be appropriate for vending:

- Alba
- Bear Creek
- Fichtner-Mainwaring
- Hawthorne
- Jackson
- Union
- U.S. Cellular Community Park
- Vogel Plaza

Requirements:

Insurance

During the life of the Permit, Vendor shall maintain the following minimum insurance:

(1) Commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: General Aggregate-\$1,000,000; Products/Completed Operations Aggregate-\$1,000,000; Personal & Advertising Injury Aggregate-\$1,000,000; Each Occurrence-\$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.

(2) Motorized Carts:

Commercial automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired autos. The combined single limit for bodily injury and property damage shall be not less than \$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.

Coverage shall be written on an occurrence basis, not on a claim made basis. Vendor shall submit to CITY certificates of insurance for all policies listed above. The certificates shall provide that the insurance company give written notice to CITY at least ten (10) days prior to cancellation of or any material change in the policy.

Indemnity and Compliance with Laws and Regulations

Vendor agrees that (s)he will hold CITY, its officers, employees and agents harmless from any claim, liability, damages or obligation arising from Vendor activities performed during the course of the work and will indemnify CITY for the amount of any obligation it may incur on account thereof or arising therefrom. Provided, however, that Vendor shall not be required to indemnify CITY against liability for damage arising out of death or bodily injury to persons or damage to property caused in whole or in part by the negligence of CITY, except to the extent that the death or bodily injury to persons or damage to property arises out of the fault of Vendor or Vendor's agents, representatives or subcontractors.

Vendor shall at all times observe and comply with all federal and state laws and local ordinances and regulations, in any manner affecting the conduct of the work.

Independent Contract Status

It is agreed that Vendor shall perform the work as an independent contractor and is not an employee of CITY. Vendor maintains his or her own place of business, uses his or her own equipment, and shall perform the work specified independent of CITY's supervision and control, being responsible only for satisfactory performance and completion of the work.

Licenses:

The Vendor shall obtain all necessary licenses and permits and pay all fees required to operate such concession and shall comply with all federal, state, and local laws and regulations applicable to such operation.

Licenses include but are not necessarily limited to:

City of Medford Business License
County Health Permit

Conditions of Operation:

1. Vendor accepts full and complete responsibility for any and all loss of or damage to any item of Vendors property from any cause whatsoever and expressly releases the City of Medford, its officers, agents, and employees, from any liability therefore.
2. The Vendor contract or privilege therein provided may not be assigned or transferred. Failure to comply with this provision will result in termination of the contract.
3. The Vendor shall not subcontract its work under this Agreement, in whole or in part.
4. Vendor shall be responsible for cleanup of all park area within 100 feet from each concession outlet. Vendor shall be responsible for removing all such litter and shall be responsible for removing all refuse and waste generated by Vendor's operation. All such litter, refuse, and waste shall be removed from City property for proper disposal at Vendor's expense. Vendor shall

provide refuse containers suitable for placement of litter generated by customers or other persons. Refuse shall be removed from park by the Vendor at Vendors expense. The City shall charge for the costs of special cleanup necessary should the Vendor fail to reasonably perform. The charge will be the actual costs incurred by the Department including employee wages including benefits, equipment costs and refuse disposal.

5. The Vendor is confined to the areas specified or subsequently determined to be satisfactory by the Parks and Recreation Department. Such areas may vary from time to time and may be extended or restricted as the need appears.

6. The City shall be under no obligation to furnish shelter, utilities, equipment, furniture, or fixtures.

7. Utilities used by or for the benefit of the Vendor shall be paid for by Vendor at a rate to be determined by the Director of parks and Recreation.

8. The Vendor shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vending unit.

9. Pushcarts, trailers, and mobile units must be removed from Park property on days when not open for business and at time other than the season and hours of operation as specified.

10. Prices of items and/or services sold or offered shall be visibly posted.

11. Vendor shall not sell or distribute alcoholic beverages under the privileges provided herein.

12. Vendor shall eliminate any unsafe condition or public hazard resulting from or associated with Vendor activities without delay as directed by the Parks and Recreation Department.

13. Vendor shall be responsible for cost of repair or replacement for any damage to park property from Vendors activities.

14. Vendor shall not use any amplified device to attract customer's attention.

15. No competing vendors will be permitted in any one park (Vendors selling similar products)

Rights Reserved:

1. The City reserves the right to reject any and/or all Vendor permit requests, in whole or in part.

2. In the event that Vendor fails to comply with any of the requirements or conditions of the agreement, which is based upon and includes these specifications, the City reserves the right to suspend or terminate immediately the vending permit by mailing written notice to the Vendor at the address on file with the City.

3. The Parks and Recreation Department reserves the right to terminate a concession contract or portion thereof should the service prove unsatisfactory in the opinion of the Department.

4. The Parks and Recreation Department reserves the right to determine the exact location or route within each park or right-of-way area adjacent to each park where the Vendor may conduct operations under the terms of the Vendor agreement.

5. The Parks and Recreation Department, on 10 days written notice to the Vendor, may terminate the concession contract for any reason deemed appropriate in its sole discretion.

6. If the Vendor voluntarily terminates the agreement, or if the agreement is terminated by the City for any cause, Vendor shall forfeit all amounts paid to the City.

7. The Parks and Recreation Department reserves the right to exclude the Vendor from the agreed location for up to five (5) days per month for any reason. The vendor may be excluded at additional times specified.

8. The Parks and Recreation Department reserves the right to review for approval all items and services offered and all prices of items and services provided to the public.

9. The Parks and Recreation Department reserves the right to add or withdraw park locations from the list of approved locations (on file in the Parks & Recreation Dept.) without notice.

Permit Process and Instructions to Vendors:

1. Fill out permit application.

2. Submit completed permit application along with a \$25.00 application fee to the Medford Parks and Recreation Department with copies of the required insurance and license attached. The fee will be waived for non profit groups and organizations providing the Parks and Recreation Department with a non profit number.

3. The City reserves the right to reject any or all application requests in whole or in part.

4. Approved permits will be issued within ten working days from the time the application is approved by the Departments Parks and Recreation management.

5. A rate of \$30.00 per day will be charged to commercial Vendors. Fees must be paid for the length of the contract at the time permit is issued.

6. A rate of \$15.00 per day will be charged to groups who provide the Parks and Recreation Department with a non profit number.

7. Payments may be paid by cash, check, Visa/MasterCard at the Medford Parks & Recreation Office located at 701 North Columbus, Medford Oregon 97501.

REC = Recreation Division

PRK = Parks Division

BMD = Building Maintenance Division

SANTO COMMUNITY CENTER & YOUTH ACTIVITY CENTER

Booking Guidelines:

1. Space is reserved only when the booking is processed and approved by Medford Parks and Recreation staff and full payment is made. Reservations are accepted at the Santo Community Center, 701 N. Columbus, or by calling 774-2400.
2. RENTAL FEES ARE DUE WHEN SPACE IS BOOKED. Cash, check, credit card, purchase order or money orders are accepted. All checks and/or money orders should be payable to the "City of Medford."
3. Fees are refundable only with a one (1) week notice of cancellation.
4. A security deposit may be required for a Drill Hall or Gym rental. A debit or credit card will be processed in the amount of \$200.00. Direct cleaning costs, equipment repair, replacement costs or costs of additional unscheduled staff time are processed within one week upon conclusion of the rental, as determined by Medford Parks and Recreation management.
5. If available, rental space may be reserved on a continuous basis for groups needing consistent meeting space. The maximum amount of time for this type of rental is three months, unless otherwise negotiated with a representative of the Medford Parks and Recreation Department. Rental permits will only be provided to those that are 18 years of age and above.
6. The City of Medford retains the right to cancel a reservation due to unforeseen circumstances or to revoke permission for use of the facility at any time.
7. The Medford Parks and Recreation Department may terminate any rental activity when it is necessary for the safety and enjoyment of the staff or public; if the renters violate any rules and regulations of the City of Medford, or if cancellation is deemed necessary in the public interest. The City will not issue any refunds for fees, rents, or deposits due to the termination of a rental through the violation of rules for the facility.
8. Renters will not assign or sublease any portion of the premises, or any rights under the permit without prior approval of the Medford Parks and Recreation Department. Any such assignment or sublease shall be void and the City shall have the right to exclude any and all persons from the facility attempting to exercise any right or privilege under such assignment or sublease.
9. Request from promoters or contractors involving performance by organizations or individuals with whom separate contracts are made, will require that copies of such contracts shall be made available to the Medford Parks and Recreation Department for inspection upon request. If the event involves any type of performance such as; music, poetry reading, etc., the applicant warrants and represents to the City of Medford, its officers and employees from every expense, liability, or payment including attorney fees by reason of any claimed infringement of any rights protected under Title 17 of the United States Code.
10. Publicity of any type may not be released or used relating to any event until approval is granted for the application. All publicity may be subject to approval by the Medford Parks and Recreation Department prior to release.
11. Events that include sales of merchandise or goods on public facilities may require City Council approval.

12. The Medford Parks and Recreation Department, when deemed in the best interest of the City or Community, may make exceptions to the established policies, rules and fees.

Facility Use Guidelines:

1. Scheduled use of rooms must include preparation and clean-up time. Entrance to the facility is allowed at the time specified on the approved rental contract. Renters are required to exit the building by the specified end time for the rental on the approved contract. Failure to do so will result in fees being assessed in an amount not to exceed staff time.
2. Community center patrons must set-up and remove any chairs, tables, and equipment used in the rented area. Rented areas must be returned to its original condition and equipment arrangement. Check with staff if special assistance is needed.
3. All equipment and supplies must be removed at the completion of the rental. In the event that your rental required additional equipment, tables, chairs or AV equipment that was provided by the Department, these items must be placed back into their proper classroom or storage area. Please see our Center staff for assistance.
4. Attendance is limited to the occupant load of the facility as established by the City Fire Marshal or as determined by the Medford Parks and Recreation Department.
5. Renters are to adhere to the following rules:
 - a. **No smoking or tobacco use in the building or within 50 feet of the building**
 - b. No alcoholic beverages on City property (inside or outside), without the prior approval of the Parks & Recreation Director
 - c. No bicycles, skateboards or roller skates in the building
 - d. No open flames, candles or incense
 - e. Turn off lights as you leave your area
 - f. Youth may not leave area of rental unless accompanied by an adult
6. Renter shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, a Parks and Recreation staff member should be contacted to assist in the preparation of the event.
7. Renter shall not drive any nails, screws, tacks, pins or other objects into the floors, walls, ceilings, partitions, doors and window casings. The use of duct tape on walls is prohibited.
8. No structure or sets are to be built unless specifically provided for herein, and no shrubbery or trees are to be cut, trimmed or injured.
9. Sound amplification must be requested when applying for application to rent the facility.
10. At no time shall exits or electrical panels be covered or obstructed.
11. No equipment, tables, chairs or any other items that cause obstruction be placed in hallways.
12. Authorized representatives of the City shall have the right to enter the facility and all parts thereof at any time during a scheduled event.

13. If any damage is done to the facility during the course of the reservation, or the permittee leaves the premises in a messy condition, the Parks and Recreation Department may assess an additional fee to cover the costs of any repairs or cleanup.

Youth Activity Center -- Rental Fee Rates

1. The Youth Activity Center (YAC) may be rented by the public for \$45/hour. The maximum facility occupancy is 25.
2. A security deposit may be required for YAC rentals. A debit or credit card number will be used for this. Direct cleaning costs, additional unanticipated staff time and/or equipment repair or replacement costs are processed within one week upon conclusion of the rental, as determined by Medford Parks and Recreation management.
3. Santo Community Center booking and facility guidelines apply to all YAC bookings.

Santo Community Center – Rental Fee Rates

Location			Charge		
Room	Max	Max W/Tables	Groups A & B	Group C	Group D
5	49	34	N/C	\$18/hr	\$30/hr
7	29	20	N/C	\$18/hr	\$30/hr
11	20	14	N/C	\$18/hr	\$30/hr
18	49	49	N/C	\$18/hr	\$30/hr
16	36	23	N/C	\$18/hr	\$30/hr
14	26	16	N/C	\$18/hr	\$30/hr
12	26	16	N/C	\$18/hr	\$30/hr
22	11	11	N/C	\$18/hr	\$30/hr
Hall*	50	50	N/C	\$25/hr	\$40/hr
Hall*	180	140	N/C	\$35/hr	\$50/hr
Gym	TBA	TBA	N/C	\$45/hr	\$60/hr

* Drill Hall Rental Fees – First fee is for groups of 50 or less. Second fee is for groups with more than 50 participants, up to the maximum amount of capacity allowed.

User Group Classification

Group	Priority	Description
A	First	City sponsored or co-sponsored programs and meetings. <ul style="list-style-type: none"> • City of Medford programs and classes
B	Second	Non-profit organizations and service groups affiliated with the Medford Parks and Recreation Department
C	Third	Non-profit organizations and service groups not affiliated with the Medford Parks and Recreation Department <ul style="list-style-type: none"> • General public
D	Fourth	Commercial usage <ul style="list-style-type: none"> • For-profit groups and events • Groups charging event fees

Santo Community Center Tot Birthday Parties

Space is reserved when the booking is processed, paid for and approved by Medford Parks and Recreation staff.

Every attempt will be made to accommodate requests for birthday parties; however, seven days prior notice is highly recommended. If staff schedules have already been completed, or the request is for a holiday or closure date, scheduling will be based on availability of staff. There is a minimum two (2) hour rental and a maximum of three (3) hours. Following is the fee schedule:

\$95.00 for first two (2) hours
\$35.00 for one additional hour

Refunds/Cancellation

Fees are refundable with a one (1) week notice. Requests with shorter time lines may be assessed a \$15 refund fee.

CARNEGIE BUILDING**Booking Guidelines:**

- 1) Space is reserved when the booking is processed and approved by Medford Parks and Recreation staff and full payment is made. Reservations are accepted at the Santo Community Center, 701 N. Columbus Avenue, or by calling 541-774-2400.
- 2) Rental fees are due when space is booked. Cash, check, Visa, Master Card, purchase order or money orders are accepted. All checks and/or money orders should be made payable to the "City of Medford."
- 3) A security deposit is required to be paid via MasterCard or Visa. If the facility is damaged, not left in acceptable condition, or additional staff time is required, you will be notified. Renter may cancel at any time; however, a fee of \$15 will be assessed if a key card has been made. Also, any actual staff costs will be assessed if help was expended for the event (such as help setting up).
- 4) Rental permits will only be provided to those 18 years and older.
- 5) The City of Medford reserves the right to cancel a reservation due to unforeseen circumstances or to revoke permission for use of the facility at any time.
- 6) The City of Medford may terminate any rental activity when it is necessary for the safety and enjoyment of the public, if the renters violate rules and regulations of the City, or if cancellation is deemed in the public interest. The City will not issue any refunds for fees, rents, or deposits due to the termination of a rental because of violation of rules of the facility or agreement.
- 7) Renters may not assign or sublease any portion of the premises or any rights under the permit without approval of the City of Medford. Any such assignment or sublease shall be void and the City shall have the right to exclude any and all persons from the facility attempting to exercise any right or privilege under such circumstances.
- 8) Requests from renters who have separate contracts with vendors, performers or others to be at the event, may require that copies of such contracts be made available to the City of Medford for inspection. Other requests may be made by the City.
- 9) Publicity of events at the site may be subject to approval by the City of Medford.
- 10) Events that include the sale of merchandise or entry fees may require additional City of Medford approval.
- 11) When scheduling use make sure to include set up and clean up time.
- 12) Tables and chairs at the facility are intended for meetings only. Weddings/Receptions and other uses should be prepared to rent tables and chairs from the department or another source. Audio/Visual equipment is available for meeting use.

Carnegie Facility Use Guidelines:

- 1) Renters are required to enter and exit the building in accordance with the time stated on the contract.

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- 2) If using the facility tables, chairs and/or Audio/Visual equipment please put them away in a neat and orderly fashion. Renters set up and remove chairs, tables and equipment used in the rented area(s) and will be assessed replacement costs of damaged or missing items.
 - 3) Maximum capacity at this facility is **250 persons**, as established by the City Building Department. Renter is responsible for ensuring that attendance does not exceed capacity.
 - 4) No smoking or tobacco use on City property or within 15 feet of facility. No open flames, candles, cooking appliances or incense. Fireplace is NOT useable.
 - 5) No use of nails, screws, tacks, pins or other objects on the floors, walls, ceilings, partitions, doors and/or window casings. Drafting tape or art gum may be used to affix decorations. If damage is caused to the facility by using any product, repairs will be charged against the deposit. If the deposit is not sufficient to cover repair costs the responsible party will be billed for time and materials.
 - 6) Sound amplification must be requested when applying to rent the facility. This will apply too all amplified music or voice over a system other than a small non commercial device.
 - 7) Renter is responsible for ensuring attendees at their event do not wander or loiter in the basement.
 - 8) Please don't block, cover or rope off stairways or any exits which must always be in clear view and accessible during event/use.
 - 9) City of Medford representatives have the right to enter the facility and all parts thereof at any time during a scheduled event.
 - 10) Alcohol is not permitted in the building or on the grounds.
 - 11) Do not block or obstruct access to electrical panels or store equipment, tables, chairs or other items in hallways or in such a manner that they block elevator access or any exits.
 - 12) Food may be set up and served from the area outlined in the Use Agreement.
 - 13) The windows do not open, they just look like they do, please don't attempt to open windows as it may result in damage.
 - 14) Assistance animals are welcome, but no others.
 - 15) Renters may use the grounds for photography during an event.

User Group Classification:

Group	Priority	Description
A	First	City sponsored or co-sponsored programs and meetings. <ul style="list-style-type: none"> • City of Medford programs and classes. NO FEES
B	Second	Non-profit organizations and service groups affiliated with the Medford Parks and Recreation Department
C	Third	Non-profit organizations and service groups not affiliated with the Medford Parks and Recreation Department <ul style="list-style-type: none"> • General public
D	Fourth	Commercial usage <ul style="list-style-type: none"> • For-profit groups and events • Groups charging event fees

Use Fees:

Group B	No use fee, but additional fees as warranted may be applied
Group C/D	\$22.50 per hour, 4 hour minimum

Additional Fees

Deposit	Group B/C/D	\$200/ Visa or Master Card
Staff (if necessary)	Group B/C/D	\$12/hr
Extra Cleaning	Group B/C/D	\$32/hr will be deducted from deposit

Events (meetings typically include use of tables/chairs)

Tables/Chairs	Group C/D	\$50 for up to 60 chairs and 15 tables
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Maximum occupancy is 250

HOURS: The facility is generally available for rent seven (7) days a week from 8 am to 10 pm. Failure to be out of the building by the time stated on your agreement may result in additional fees being applied.

PARKING: Parking on weekdays is limited to street parking which can be reserved. There is a public parking lot at Holly and 8th Street that may be available evenings and weekends. To reserve street parking, or the Holly Street parking lot, contact the City Managers Office at 541-774-2000. On evenings and weekends there is a small lot adjacent to the Carnegie building off Ivy Street, and City Hall parking as well.

INSURANCE: Renter may be asked to provide insurance for an event, naming the city as Additional Insured. If so, renter will be provided a sample of those requirements.

WALK THRU: Renter may be required to walk the site with staff at least 2 weeks prior to the event. If so, they are responsible for contacting the department at 541-774-2400 and scheduling this. At that time the facility use requirements will be reviewed and renter will be asked to sign an agreement of facility use guidelines which MAY include additional use policies. Failure to schedule a walk thru may result in cancellation of rental contract and full refunds will be processed.

KEYS: Renter will be provided instructions on how to access the building for set up/take down, and how to lock and unlock the front doors and the disabled access at your walk thru.

USE: The department tries to make facilities available to as many individuals/groups as possible. Recurring requests for use may be restricted to 2 rentals per month per group/individual.

Medford Parks & Recreation Department Park Classifications

Park Name	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Alba Park			•		
Bear Creek Amphitheater			•		
Bear Creek BMX	•		•		
Bear Creek Dog Park			•		
Bear Creek Greenway				•	•
Bear Creek Little League Fields	•		•		
Bear Creek Park	•		•		
Bear Creek Skate Park	•		•		
Carnegie Building			•		
Cedar Links Park					•
Chrissy Park					•
Donahue-Frohnmayr Park			•		
Earhart Park				•	
Eastwood Cemetery					•
Fichtner-Mainwaring Park	•		•		
Hawthorne Park	•		•		
Hawthorne Pool	•		•		
Holmes Park			•		
Howard School Park		•		•	
Jackson Park	•		•		
Jackson Pool	•		•		
Jefferson School Park		•		•	
Kennedy School Park		•		•	
Lewis Street Park		•			
Lone Pine Park		•		•	
Medford Sports Park - USCCP	•		•		•
Midway Park	•		•		•
Orchard Hill Elementary		•		•	
Prescott Park					•
Railroad Park			•		
Ruhl Park			•		
Santo Community Center			•		
Table Rock Park					•
Union Park			•		
Veterans Memorial Park			•		
Vogel Plaza			•		
Youth Activity Center			•		

Tier 1

Park facilities that are suitable for sporting activities and organized sports leagues. Facilities do not border two or more rows of housing and provide sufficient number of parking spaces for events. Or, provide at least 25 feet of buffer space between homes and playing fields. These facilities will be scheduled to full capacity for organized sports leagues for games and practices before Tier 2 facilities are scheduled.

Tier 2

School/Park facilities that are suitable for sporting activities, organized sports leagues and practices. These facilities border one to two rows of homes, or have at least 25 feet of buffer space between homes and playing facilities. These facilities may not have the amount of parking or access that Tier 1 facilities may provide.

Tier 3

Special Event Facilities – Parks and facilities that are able to hold small to large special events. These events may include: concerts, plays, amplified sound, community celebrations, weddings, and company and family picnics, family reunions. These parks may also be classified as another Tier park as well, but may not be suitable for organized sports league play. Please note, that any Tier 3 park may be used for events that are classified in Tier 4 facilities as well.

Tier 4

School/Park facilities that are suitable for Small Community Gatherings. These facilities border one to two rows of homes, or have at least 25 feet of buffer space between homes and playing facilities.

Tier 5

Parks that are designed for open space use and/or are undeveloped or future sites for park facilities. This classification is also for Bear Creek Greenway and Riparian areas.

FIELD ALLOCATION PROCEDURES

Section 1 - Purpose

The purpose of this policy is to outline the procedures by which youth and adult sport organizations request facilities and services from the City of Medford. Allocation of City controlled facilities, payment of fees and procedures to apply for such facility use are outlined in this procedure.

Section 2 – Eligibility

Youth sport groups, organizations, teams, clubs are eligible to apply if they:

- A. Provide services to Medford residents
- B. Provide services targeted toward children, age 17 or under
- C. Are eligible for non-profit status as defined by the Internal Revenue code
- D. Can demonstrate benefits to the citizens of Medford

Groups from the Phoenix/Talent School District may be deemed eligible to apply because the City maintains facilities within district boundaries.

Adult sports groups or organizations receive secondary consideration in field allocations. These groups are eligible to apply if they:

- A. Provide services that include Medford residents
- B. Are associated with an organization that provides insurance coverage to facilities and City of Medford

Section 3 – Guidelines

The primary consideration of this policy is how to maximize facility use and how to best serve the community. The Recreation Division will make every effort to accommodate all requests.

It is possible that a group may not receive all the field time it requests due to other groups requesting the same times and spaces. It may be necessary for groups to adjust game and practice scheduling based on facility availability.

The following criteria are used to evaluate each request:

- Youth serving organizations (listed in no particular order)
 - Medford Parks & Recreation programs
 - Rogue Valley Soccer Club
 - Medford American Little League
 - Medford National Little League
 - Pop Warner Football
 - ASA Softball
 - Babe Ruth Baseball
 - YMCA
 - Phoenix/Talent Soccer Club
 - Medford School District
 - Phoenix/Talent School District
- Groups and organizations serving Medford residents
- Organizational need, i.e., the number of participants served and number of games and practices scheduled
- History of compliance with Parks & Recreation procedures
- Past performance in helping maintain or upgrade facilities

If multiple groups or organizations request the same facility, the Recreation Superintendent will evaluate the information submitted by the applicants and will attempt to negotiate a mutually beneficial arrangement and/or make a final allocation decision.

Section 4 – Application Procedure

Eligibility of the group, availability of facilities, or feasibility of any improvement project is determined by the Recreation Superintendent.

To be eligible for field allocation, all information requested on the attached application form must be filled out completely. This information is vital for staff to provide important information to the public, make responsible decisions on field allocation and improvement projects, settle conflicts, and also help justify further facility development.

A. All groups or organizations must:

1. Fill out the application form and develop the required organizational information for the type of service requested.
2. Submit the application form and all requested information to Rich Rosenthal, Recreation Superintendent, Santo Community Center, 701 N. Columbus Ave., Medford, Oregon 97501

B. In addition to the above, **sports leagues and groups** must submit (at least 30 days prior to the start of the season):

1. Team roster(s) listing names and addresses of each player.
2. Season practice and game schedules.

C. **Individual teams** not served by eligible groups or organizations are considered for field space after permits have been issued if they:

1. Submit a roster listing names and addresses of each player.
2. Reserve a facility by paying park rental fees.

Section 5 – Fees

Fees are based on a price per player in youth or adult categories. Fees are also based on a season. March-July and August-November schedules are treated as different seasons; fees are assessed each season.

Youth Fees:

\$5.20 per player

\$9.40 per player (out of district/non-resident)

Adult Fees:

\$8.30 per player

\$15.60 per player (out of district/non-resident)

Fees are due prior to the first game of the season or at the time of the request.

Make payments to:
 City of Medford
 Parks & Recreation Department
 701 N. Columbus Ave.
 Medford OR 97501

Section 6 – Usage Permits

Once facility use is determined, a facility use permit is issued to the group for one season only. Groups are required to re-apply for each season.

Season	Permits Issued
March-July	February 1
August-November	July 15

In order to settle potential field-use disputes, users should keep a copy of usage permits on hand at all practices and events.

There will be a rental fee charged for using facilities associated with individual teams. A Medford Parks and Recreation Facility Rental form will need to be completed and fees paid before a requesting team will be issued facilities.

Most fields are closed for annual maintenance from Nov. 15 to March 1.

Section 7 – Responsibilities of Facility Users

- Groups shall clean and maintain the field and spectator areas assigned to them by picking up trash after day and evening use.
- The group shall have the responsibility to maintain control over the conduct of participants and spectators while using assigned facilities.
- Groups must be good neighbors and keep sound levels to a minimum.

Section 8 – City Services

The City may provide the following services:

- Provide athletic facilities for a reduced fee for youth organizations
- Coordinate field maintenance projects in order to reduce the impact of organizations that use athletic facilities.
- Provide basic field maintenance of all City park facilities, i.e., mowing, watering, fertilizing, general park repair.
- Coordinate special maintenance and other facility use needs.
- Serve as a clearinghouse of information for the public concerning all youth and adult sports leagues operating for Medford residents.

Section 9 – Partnership Funding

Partnership funding is a process in which groups can waive user-fee assessments in exchange for improvements or maintenance upon the facilities that they use during their particular season. Many current youth groups make improvements to facilities that are beyond the scope of services provided by the City of Medford.

- Partnership funding requests must show an improvement to the fields or facility and are not part of the regular maintenance that is performed by the Parks and Recreation Department.

- Applicants must submit the Partnership Funding form to be considered. Requests must be made prior to work beginning on proposed fields or facilities.
- The Parks and Recreation Director and Parks Superintendent will review all partnership funding applications for field and facility improvements.
- If the partnership agreement is approved, groups will work with City staff to coordinate all aspects of the project.

U.S. Cellular Community Park Sports Fields



Operational Policies & Fees

Rental Application

Tournament Director Manual

Rates effective Jan. 1, 2011

Primary Contact:

Rich Rosenthal

Recreation Superintendent

(541) 774-2483

richard.rosenthal@cityofmedford.org



Rental Application Procedure

1. All teams, leagues, and tournament directors wishing to use the U.S. Cellular Community Park softball/baseball facility must fill out a Rental Application Form and submit it to the Medford Parks and Recreation Department within 30 to 365 days of the proposed event.
2. Submit the completed application form with a \$25 application fee and a \$150 refundable deposit. Make checks payable to "City of Medford." **A debit or credit card number will be kept on file as a means to guarantee final payment.**
3. Applicant will be contacted by Parks and Recreation Department staff within 10 working days.
4. Upon receiving rental approval, the requesting party will have five business days to provide the Medford Parks and Recreation Department with insurance documentation.
5. The City of Medford notify the renter of remaining rental fees and charges upon conclusion of the event. **Final payment is due within 7 days after notification.**

Cash, personal checks, cashier checks, Visa, MasterCard or debit cards are accepted forms of payment.

Submit payments to:
Medford Parks and Recreation
701 N. Columbus Ave.
Medford OR 97501

Pay via phone by calling (541) 774-2400

Or pay in person to: Rich Rosenthal, Recreation Supt., (541) 774-2483

6. Security deposit will be returned under the following conditions:
 - Cancellation occurs a minimum of 30 days prior to the scheduled event.
 - Application and operational policies and procedures were met.
7. The City of Medford reserves the right to cancel a reservation due to extenuating circumstances.
8. Forfeited games count as a game slot.



U.S. Cellular Community Park Softball/Baseball Complex Usage Fees

Medford Parks and Recreation Leagues or Affiliates

Games \$20/team per season*

Practice \$10/hour per field

* Proceeds generated go to field depreciation/replacement fund

General Tournament Rental

Tournaments up to 16 teams \$25/game

17-20 teams \$23/game

21-24 teams \$21/game

Over 24 teams \$20/game

Non-MPRD Rental Fees

Youth Games \$20/game

Youth Practice \$15/hour per field

Adult Games \$25/game

Adult Practice \$15/hour per field

Miscellaneous Fees

Application processing fee \$25

Security deposit \$150 (refundable if conditions are met)

Lights \$10/hour per field

Special field lining Direct cost

Portable Fence Set-Up \$60/field

Portable Pitching Mound \$10/mound

Site Monitor \$15/hour (required)

Note: Five percent of each rental fee will be directed into the field depreciation/replacement fund.



U.S. Cellular Community Park Multi-Sport Field Complex Usage Fees

Multi-Sport Fields

General Rental fee	\$30/hour
Field lighting fee	\$10/hour per field
Special field lining	Direct cost

Required fees for tournaments and events:

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Site Monitor	\$15/hour (required)

Stadium Field

General Rental fee	\$40/hour
Field lighting fee	\$10/hour
Special field lining	Direct cost

Required fees for tournaments and events:

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Site Monitor	\$15/hour (required)

Charter Field

General Rental fee	\$20/hour
Field lighting fee	\$10/hour per field
Special field lining	Direct cost
Portable Fence Set-Up	\$60

Required fees for tournaments and events:

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Site Monitor	\$15/hour (required)

Note: Five percent of each rental fee will be directed into the field depreciation/replacement fund.



U.S. Cellular Community Park Softball/Baseball Complex Priority Usage

1. City of Medford leagues, games and tournaments
2. Revenue-generating events
 - a. Tournaments
 - b. Leagues
 - c. Games
3. Schools
 - a. Phoenix/Talent School District
 - b. St. Mary's High School
 - c. 549C School District
 - d. Cascade Christian High School
4. Parks and Recreation partners, sponsors (per agreement)
5. General public rentals (businesses, family gatherings, etc.)
6. Medford Parks and Recreation league practices

Fields and Availability

Fields are available 8 a.m. to 10 p.m. daily unless closed for maintenance or set-up

Field 1 - Championship Field (315-foot permanent fence)

Field 2 (300-foot permanent fence)

Field 3 (300-foot permanent fence)

Field 4 (300-foot permanent fence)

Field 5 (300-foot permanent fence)

Harry & David Field

Contact Gary Miller at (541) 261-7089 for availability.

Umpires

Tournament Director is responsible for obtaining, scheduling and paying umpires for services. All umpires must be 18 years of age.

Rogue Valley Softball Umpires – local association
John Graham, Umpire in Chief, (541) 776-3493



U.S. Cellular Community Park Operational Policies

1. Facility Management

U.S. Cellular Community Park Softball/Baseball Complex will be managed in a manner that maximizes facility use, efficiency and revenue generation. All USCCP facility users must secure a facility use permit or contractual agreement and abide by operational policies.

2. Insurance Requirements

Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage is required. Minimum limits:

Aggregate - \$1,000,000

Products - \$1,000,000

Personal & Advertising Injury - \$1,000,000 and Each Occurrence - \$500,000

The City of Medford (its officers, employees and agents while acting within the scope of their duties as such) must be named as second insured.

3. Prohibited Items

The following items are prohibited at U.S. Cellular Community Park facilities:

- a. Any item or substance that may damage, stain or permanently alter facilities, structures or playing surfaces
- b. Sunflower seeds
- c. Chewing gum
- d. Coolers and ice chests
- e. Soda cans and glass bottles
- f. Animals and pets (except service animals)
- g. Fireworks
- h. Skateboarding and rollerblading
- i. Balloons
- j. Artificial noisemakers, including (but not limited to) megaphones, air horns, bells, whistles, clickers or other items as determined by Parks and Recreation staff
- k. Tobacco products of any kind within 50 feet of any playing field, playground, picnic area or building

6. Tournament Information

Tournament Directors or primary contacts are required to provide the Recreation Superintendent with tournament brackets and/or schedules within 72 hours of the event.

7. Code of Conduct

For the safety and health of participants, spectators and visitors, unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the facility. City of Medford employees have the right to ask anyone to leave the park if behavior, language or clothing is deemed unacceptable. Inappropriate behavior includes:

-
- a. Physically or verbally threatening the well-being of an umpire, competitor, spectator or City of Medford employee
 - b. Fighting and/or aggressive behavior
 - c. Addressing an umpire, competitor, spectator or City of Medford employee in a disrespectful manner
 - d. Use of vulgar language
 - e. Endangering actions (e.g. throwing bats or other equipment)
 - f. Inappropriate gestures
 - g. Intoxication
 - h. Vandalism

8. Facility Supervisor

A Medford Parks and Recreation-selected Facility Supervisor will be present for the duration of most rentals. The cost of staff supervision (\$15/hour) is added to the overall rental fee. If a Medford Parks and Recreation Department scorekeeper is being used, he or she will serve as the Facility Supervisor.

Parks & Recreation scorekeepers are also available for hire. Use of own scorekeepers is permitted and will be the responsibility of the Tournament Director to recruit, schedule and pay.

9. Concessions

Subway is the sole authorized operator of USCCP concession stands. Additional food and beverage sales are prohibited without express written consent of the Recreation Superintendent.

10. Award/Souvenir Content Stipulations

The City of Medford reserves the right to require the U.S. Cellular Community Park logo to be placed on clothing or other items distributed by softball/baseball complex renters.

Image color, quality, design and content must be approved prior to production by the Recreation Superintendent in order to ensure items meet specifications required by the Parks and Recreation Department.

11. Equipment/Souvenir Sales and Vending Permits

All vending and commercial sales require pre-approval from the Recreation Superintendent. If approved, a vending permit requires a City of Medford business license.

The City of Medford will retain 15 percent of the gross revenue of any vending operations unless other arrangements are negotiated. Fees may be waived if the renter is affiliated with a non-profit or school organization.

12. Accident Reporting

In the event of an accident or injury, the Tournament or League Director is required to fill out an Accident Report Form and submit it to the City of Medford Parks and Recreation Department as soon as possible.

13. Public Admission Charge

Proposed gate fees must be approved by the Recreation Superintendent. If gate fees are charged, the City of Medford will be reimbursed 15 percent of the cumulative revenue. The percentage may be waived for non-profit or school groups. The City of Medford reserves the right to staff entry areas and to monitor cash handling.

14. Facility Clean-Up

The Tournament Director or person(s) reserving the field(s) will be responsible for clean-up of the field(s), team areas and spectator areas after each game. Trash cans are placed throughout the park for your convenience. If additional trash bags are needed, contact the Facility Supervisor. Cleanliness is judged by Parks and Recreation staff in regard to refundable deposits.

15. Damage or Vandalism

Damage to the facility, structures or playing surface determined to stem from the rental activity will be billed to the renter or to the Tournament Director. Damage and replacement costs are determined by Parks and Recreation staff. Major damage will be reported to the Police Department and to the City Attorney.

16. Lost and Found

Items left behind will be retained for two weeks in the clubhouse. Contact Parks and Recreation main office at (541) 774-2400 for more information.

17. Banners and Signs

Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by the Recreation Superintendent. Signs with inappropriate content are subject to removal at the discretion of the Facility Supervisor.

Signs may not block the view of the public, cause a distraction or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the rental.

18. Weather Cancellations or Delays

Renters will not be charged for games or practices that are canceled due to lightning or unsafe conditions.

19. Alcohol

Alcohol is prohibited at any City of Medford park or facility.

20. Parking

Parking is allowed in designated parking areas only. Overnight parking is prohibited.

21. Amplification

Amplification systems are prohibited.

22. Temporary Structures

Tents, canopies or other temporary structures are permitted in designated areas only. These areas may vary based on the type of event or activity. Check with the Recreation Superintendent or with the Facility Supervisor for specifics prior to setting up these structures.

23. Footwear/Metal Spikes

Metal spikes are expressly prohibited. Rubber-tipped cleats are discouraged.



U.S. Cellular Community Park Rental Application

Event Name or Purpose: _____

Primary Rental Contact: _____

Daytime phone: _____ Weekend/evening phone: _____

Cell phone: _____

Mailing Address: _____ City, Zip: _____

E-mail: _____

Sponsoring Organization: _____

Sponsor Contact Person: _____ Phone: _____

Tournament Director: _____ Phone: _____

Umpire In Charge: _____ Phone: _____

Dates Requested

First choice: _____ Second choice: _____

Start time: _____ End time: _____

Usage Details

Is this a tournament? Yes No

Tournament type: Slowpitch Fastpitch Other (specify): _____

Youth participant age range: _____

Adult participants (check all that apply): Men Women Co-Ed

Number of teams: _____

Total number of games planned: _____

Games planned per day/per field: _____

Number of fields requested: _____

Average length of game (measured in hours and minutes): _____

Special Needs (check all that apply)

Portable outfield fencing: Desired distance from home plate: _____

Portable youth pitching mounds:

Fields lights for night games: Yes No

Admission/Entrance Fees: Yes No

Insurance Carrier*

Agency, Contact Information:

- This data is informational and does not satisfy City of Medford insurance requirements.

Release of Liability Agreement

I certify that the above statements are true to the best of my knowledge and I agree to be bound by the rental regulations and policies. I understand that violation of any of these regulations and policies may result in immediate termination of the event, forfeiture of deposit, legal responsibility for damages in excess of the deposit and will jeopardize future use of the facility.

I shall indemnify and hold City of Medford, its officers, agents, and employees harmless from any and all claims, actions, liabilities, costs, including attorney fees and other costs of defense, arising out of or related to the activities of myself and the other participants during the use of the facility under this application.

I agree that during the use of the athletic facility, I will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability.

I further understand the City of Medford makes no warranties or guarantees as to the conditions of the facilities or equipment covered by this application and that I and other participants will be using the facilities at our own risk.

Applicant's Signature: _____ Date: _____

***** For Department Use Only *****

Application Approved: Yes ___ No ___

By: _____

Date: _____

Proof of Insurance Received: Yes ___ No ___ Waived ___

Application Fee Received: _____

Deposit Received: _____

Final Payment Invoiced: _____

Final Payment Received: _____

Final Payment CC# or Check Received: _____

Approved Dates: _____

Approved Times: _____

Approved Fields: Championship Field ___ Field 2 ___ Field 3 ___ Field 4 ___ Field 5 ___

Fee Due: _____ Due By: _____

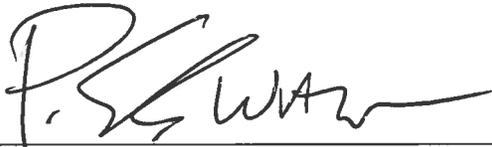
Final Fee Due: _____ Due By: _____

Fee Paid: _____

Date Paid: _____

Reservation Number: _____

Approved:



Eric Swanson, City Manager

10.11.12

Date



City of Medford
Administrative Regulation

Regulation No.: 00-8
Page: 1 of 5
Subject Area: Appropriations
Date of Issue: September 25, 2000
Supersedes: Regulation 85-1

Title: Transfer of Appropriations

- To list the types of appropriation transfers and to detail procedures to implement them.

Objectives

- To insure compliance with local budget law (O.R.S. 294)
- To give Department Heads flexibility in managing their resources.
- To reduce the amount of administrative review required to implement a transfer.

Types of Transfers

- Transfers requiring Department Head approval.
Include transfers between categories within the same department/division up to a fiscal year cumulative total of \$10,000 per department.
- Transfers requiring City Manager approval.
Include transfers between categories within the same department/division over the \$10,000 Department Head limit and transfers from departmental contingency to another category.
- Transfers requiring City Council approval.
Include transfers from any “Fund” contingency account to another category or any transfers between department/divisions.

Responsibilities

- For transfers requiring only Department Head approval, the originating department should complete the Appropriation Transfer Request form ALL 012, and forward the approved three-part form to Finance. Finance will process the transfer and return a copy of the form to the originating department. Each department should insure that once the \$10,000 cumulative department limit is reached that the City Manager’s approval is also obtained on the form.
- For transfers, other than transfers from departmental contingencies, the originating department is responsible for completing the Appropriations Transfer Request form ALL 012, obtaining the necessary approvals and forwarding the form to Finance.
- For any transfer from a departmental contingency account to another account in the same department & division, the originating department is responsible for completing a “Request to Utilize Prior Fiscal Period Resource Carry-Forward” form, obtaining the Department Head and City Manager approvals and forwarding the form to the Finance Department.

- For transfers requiring City Council approval, the originating department is responsible for completing the Appropriation Transfer Request form ALL 012 and obtaining department head and City Manager approval. Departments should confirm account numbers and budget balances with Finance Department before obtaining approvals. The approved document is then forwarded to Finance for preparation of a Council Agenda Commentary and inclusion on the requested meeting agenda. Finance Department will process the transfer request and send a copy to the originating department after it is approved by Council.

Approved:

/s/ Michael Dyal
Michael Dyal, City Manager

9/25/00
Date

**City of Medford
Department of Finance
Budget Administration**

**Request to Utilize Prior Fiscal Period
Resource Carry-Forward**

What is being requested?

Does the request apply to a specific outcome and what service will be delivered as a result?

Who are the customers?

How will the request aid in the satisfaction of customer needs?

How will employees be better able to satisfy customer needs?

Benefits, Outcomes and Results?

A. Process Impact

B. Fiscal Impact

Desired delivery/implementation date:

APPROPRIATIONS TRANSFER REQUEST				Fiscal Year	
Account No.	Project No.	Current Budget	Increase	Decrease	Revised Budget
Totals					

Requested by _____ Approved by _____

Department Head
Date
City Manager
Date

APPROPRIATIONS TRANSFER REQUEST

Fiscal Year

Requesting Department

Voucher #

Date of Proposed Council Action

Date

Explanation of Requested Transfer:

Transaction No.	Account Number	Project Number	Current Budget	Increase	Decrease	Revised
TOTALS			\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Requested by _____
Department Head

Date

Approved by _____
City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 00-9-R8
Page: 1 of 3
Subject Area: Personnel
Date of Issue: January 1, 2015
Supersedes: 00-9-R7
October 25, 2013

Title: Travel Authorization and Disbursement

Purpose

The purpose of this administrative regulation is to establish procedures for the proper expenditure of public funds, the authorization and approval of travel and related expenses and the required documentation and audit trail for all expenses. This regulation applies to all employees and individuals traveling on behalf of the City. Members of bargaining units should refer to collective bargaining agreements and Travel Training Time, Regulation No: 04-2 for further particulars concerning the reimbursement schedule. Each department is responsible to ensure that travel expenses are in accordance with these regulations. **Any unusual or extenuating circumstances must be petitioned by the employee and authorized by the City Manager in order to waive any provision herein.**

Travel Arrangements

Travel arrangements, including hotel reservations, airline reservations, car rentals and conference registrations may be made through the Purchasing Department, or by the departments using a purchasing card, "P-card" hereafter. If the latter option is chosen, departments should make sure that they utilize available City-arranged price agreements, such as Azumano and Enterprise.

Travel Expenses

Travel out of town may be by personal vehicle, city vehicle, or public carrier. Public air carrier is strongly encouraged for trips over 300 miles one way, when the use of a vehicle will result in substantial loss of City time, or when the public carrier is less expensive to the City than the use of a personal vehicle. This is generally the case when State price agreements for air travel are accessed. If driving is selected for trips over 300 miles one way, the cost of a round trip ticket must be obtained before the travel takes place and submitted and approved with the Travel Authorization and Disbursement. The reimbursement is limited to the lesser cost of travel.

Travel routes must be the most direct and normally traveled route, or by the least expensive itinerary. The routes and mileage will be determined using either MapQuest or Google Maps. If employees travel by an indirect route or more expensive route for personal reasons, they are responsible for any additional costs.

Mileage reimbursement for travel not associated with an out-of-town conference, training or meeting must be submitted on a Mileage Expense Report. The deadline for submitting the report is the end of the month following the calendar quarter. Any employee who fails to meet these deadlines will not be reimbursed unless an extension is granted by the City Manager, or his designee.

Meal Expenses

A daily per diem is provided for meals and incidentals. The per diem is set by the General Services Administration (GSA) by city and county in which the travel and hotel stay take place. The following website lists the per diem rates by city, <http://www.gsa.gov/portal/content/104877>. To determine the county in which travel takes place, please visit the following website, <http://www.naco.org/Counties/Pages/CitySearch.aspx>. If the city or county in which the employee is traveling to is not listed, the base per diem default rate will apply. Meals provided by the hotel, training or conference will not be deducted from the per diem rates. If the City pays an additional charge for any meals, the per diem will be reduced accordingly.

The per diem will be 50% of the daily rate for the first and last day of a multi-day conference and for conferences, meetings or training which do not require an overnight stay.

Other Authorized Expenses

Authorized expenses include but are not limited to reasonable and necessary lodging, local transportation and airline baggage fees.

Important Deadlines

Employees may submit for per diem and mileage prior to the date of travel on the Travel Authorization and Disbursement form. Checks will be issued within one week of departure date, unless provided with a written request for early issuance. Properly approved requests must be submitted to the Finance Department two weeks prior to travel.

The Travel Authorization and Disbursement form must be completed and submitted to the Finance Department within 30 days upon arriving back to work. Any employee who fails to meet these deadlines will not be reimbursed unless an extension is granted by the City Manager, or his designee.

Other Information

The City will never reimburse the cost of alcoholic beverages.

Lodging after the conference will not be reimbursed, without prior written approval from the appropriate Department Head and the Finance Director.

Generally, entertainment expenses are not paid for by the City, with the exception of entertainment included in the basic registration fee related to a conference.

Travel Authorization and Disbursement must be approved by the appropriate Department Head. The Finance Director shall approve all Department Head's Travel Authorization and Disbursement and the City Manager shall approve the Finance Director's Travel Authorization and Disbursement.

Travel expenses charged to the employee's P-card will be processed through the normal reporting and approval cycle for P-card use, as detailed in Administrative Regulation 00-6.

Spouses may attend conferences at their own expense. Any additional costs, such as spouse's meals and additional room costs must be paid by the employee.

Employees may use vacation time before or after the conference if approved by the Department Head. Vacation time is deemed to end at the start of the conference and to begin when the employee would have otherwise returned to work. Any additional expenses incurred because of the vacation will be paid by the employee.

Approved:



P. Eric Swanson, City Manager

12-1-14

Date

CITY OF MEDFORD
Check-Out and Return of City Property Form

EMPLOYEE NAME	DEPARTMENT

The employee must bring a completed “*Check-Out and Return of City Property Form*” to the department issuing their final check. This form will then be forwarded to the Human Resources Department.

Keys issued for the City Hall Complex must be returned to the Human Resources office.

Keys for the Service Center Complex must be returned to issuing department.

Keys returned? Yes _____ No _____ N/A _____

Proximity I.D. Card returned? Yes _____ No _____ N/A _____

“Key Check-Out Form” completed? Yes _____ No _____ N/A _____

Human Resources Official Signature: _____ Date: _____

CITY ISSUED PROPERTY

DESCRIPTION	SERIAL #	DATE ISSUED	EMPLOYEE SIGNATURE	DATE RETURN	SUPERVISOR'S SIGNATURE
Lap top computer					
Tool Box / Set					
Cell Phone / Smart Phone					
Credit Card					



City of Medford
Administrative Regulation

Regulation No.: 02-01-R3
Page: 1 of 6
Subject Area: Building Security
Date of Issue: Sept. 28, 2015
Supersedes: 02-01-R3

Title: Policy on Issuance and Return of City-owned Property

Purpose

This policy establishes procedures and guidelines that control the issuance and return of keys and City-owned portable, personal property to employees. City-owned and issued equipment includes, but is not limited to, lap top computers, pagers, cell phones and hand-held palm computer devices.

Definitions

The following definitions are terminologies specifically referencing the key portion of this policy.

1. *City*: City of Medford facilities.
2. *Facilities*: City owned buildings, rooms, parks, aquatic facilities or area to which access is controlled by a key or by a device restricting access.
3. *Restricted Facilities, Areas or Spaces*: City buildings, rooms, parks, aquatic facilities or area to which access is controlled by a department head and for which special arrangements for access must be arranged through that department head.
4. *Equipment*: All City of Medford property protected by a lock or security device including all city-owned maintenance equipment.
5. *Key*: Any device used to gain access/entry to any city space or equipment. This includes but not limited to: mechanical keys, card access, lockboxes, combination-locks, or any specialized manual/mechanical or electrical push button locks with or without key over-ride.
6. *Key holder*: Person to whom keys are issued.
7. *Terminating employee*: An employee who either leaves the employment of the city or who transfers to another department within the City of Medford.
8. *Grand Master Key*: Opens all doors and pad-locks in two or more city buildings or park facilities.
9. *Building Master Key*: Opens all doors in a city building.
10. *Sub-Master Key*: Opens more than one door or pad-lock in a portion of a city building or park facility.
11. *Change Key*: Opens a door or pad-lock within a city building or park facility.
12. *Outside Door Key*: Opens an exterior door of a city building.

Key Responsibility

The Facilities Management Division of the City Manager's Office is the sole source for duplicating and manufacturing keys to City facilities and equipment on the city keyway and card access system. The Facilities Management Division has discretionary authority for delegating responsibility for duplication, manufacture, and issuance of keys.

1. New buildings and facilities are keyed under the technical direction of the Facilities Management Division. All new locking hardware and the re-keying of all existing locking and security hardware is the responsibility of the Facilities Management Division.
 - a. Where practical, multiple keys to the same lock are serially numbered.
 - b. Commercial locksmiths are prohibited from working on City of Medford facilities and equipment except as directed by the City Manager.
2. Once requested keys have been issued to the department head or designee by the Facilities Management Division, the department head or designee is responsible for all keys issued by their department to employees and temporary staff. The department head or designee is responsible for maintaining accurate records of all keys issued.
3. At the request of a department head, the Facilities Management Division can produce quarterly reports on departmental and building key activity.
4. Access to Restricted Facilities, Areas, or Spaces
 - a. Department heads must provide to the Facilities and Project Manager a memorandum of justification and reasons for designating a facility or portion thereof as restricted. The memorandum must list the names of individuals who are authorized to possess keys.
 - b. The department head or designee is responsible for ensuring that supervision is provided to any non-key-carrying persons who have legitimate reasons to enter the restricted area. Departments are financially responsible for damage to facilities and equipment caused by delayed access to restricted areas.
 - c. The Facilities and Project Manager or designee is authorized to issue keys to maintenance employees who must enter restricted spaces in order to perform their duties when the regularly assigned user of the space is absent. At the request of a building, park, or area manager, the Facilities and Project Manager will furnish a list of maintenance employees with access to the affected building, park, or spaces therein. To minimize risk of damage or loss due to cleaning and/or maintenance activities, it is recommended that building occupants store sensitive items in locked desks, filing cabinets, or cupboards. Keys to such equipment are not issued to maintenance employees except at the specific written request of the department head or building manager.

- d. Department heads, directors, or building managers who believe they require access to building and utility areas that are restricted to service and operating maintenance employees should provide written request to the Facilities and Project Manager for Facilities Management.
5. Persons to whom keys are issued are prohibited from duplicating or loaning those keys to any other person.

Employees violating the City of Medford key policy are subject to disciplinary action including ineligibility to possess city-owned keys. Such disciplinary action will be the decision of the department head.

Issuance of Keys

The Facilities Management Division issues keys to eligible employees, seasonal staff, and to temporarily authorized persons (such as contractors) on a need to have basis. Only one key type or numbered key is issued to any one person. Exceptions can be requested through the Facilities Management Division.

Employees shall request keys from the City Manager's Office/Facilities Management Division as follows:

1. Employees shall submit a completed "Key Request Form" (copy attached) to the Facilities Management Division signed by their department head or designee authorizing the level of key to be issued. Alternately, an intranet or email memo from one of the above supervisors may be used.
 - a. Police Department employees shall bring a "Key Request Form," signed by the Administrative Support Lieutenant, Deputy Chief, or Chief, authorizing the level of key to be issued. Alternatively, an intranet memo or email memo from one of the above mentioned supervisors may be used.
 - b. The Facilities Management Division processes key requests within 24 hours or advises the department if additional time is required.
 - c. The key holder signs the key request form acknowledging receipt and responsibility for the keys.
2. The City Manager's Office / Facilities Management Division shall request that a "Key Check-out and Return Agreement" (copy attached) be signed by the employee at the time a key is issued. This form shall be retained by the City Manager's Office/Facilities Management Division.
3. Any full-time employee or councilmember may request a key to the Annex main doors, which allows use of the exercise facilities in the basement.

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4. Requests for building master keys shall be based on a key authorization list approved by the City Manager or his designee. Only the City Manager or his designee may make changes to this list.
 5. All proximity I.D. cards will be issued by the Human Resources Department and tracked in the same manner as keys through the City Manager's Office/Facilities Management Division, including those for the Medford Water Commission within City operated buildings.
 6. There shall not be a charge for replacing lost keys or keyless entry cards. However, an employee who does not act in a responsible manner with regard to keys and keyless entry cards may be subject to progressive discipline.
 5. Low level department keys, which are not part of the Facility Master Key System, may be issued and tracked by the relevant department.

Retrieval of Keys

Note: This section applies to terminating, lost and found keys, as well as transferring employees.

1. Lost Keys
 - a. Key holders must promptly report lost keys to their department head, building manager, and the Facilities Management Division. Where appropriate and upon receipt of an approved key request card, replacement keys are issued.
 - b. Immediately following the report of a missing key; the Facilities Management Division evaluates the significance of the loss and determines the degree of re-keying required to maintain security of facilities. The staff assigned reports its recommendation to the building manager, department head, and the Facilities Management Supervisor. Costs of re-keying are the responsibility of the affected department.
 - c. When the loss of a key justifies re-keying the locks involved, the department head must initiate the request. Previously issued keys to the compromised lock or area are exchanged at no cost to the current key holders. The costs of re-keying are the responsibility of the affected department.
2. Found Keys and Key Turned-In
 - a. All found keys must be submitted immediately to the Facilities Management Division. The Division will return all City-owned keys to the authorized key holder.
 - b. Employees who terminate employment or who transfer to another department or who possess keys that are no longer needed must return their keys to the Facilities Management Division. Staff will verify return of the keys and issues a signed receipt.

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- c. It is the responsibility of each department head or designee to verify the proper return of keys issued to a terminating employee.
 - d. Key turn-in for service personnel, contractors, and others who are not employees of the City of Medford is the responsibility of the issuing authority. At the time keys are collected and returned to the Human Resources Department. Facilities Management staff will issue a signed receipt.
 - e. Keys issued to individuals must also be returned upon the request of the City Manager, appropriate building manager, or department head.
3. Departments shall direct terminating and transferring employees to return keys/proximity I.D. cards to the Human Resources Department. The terminating or transferring employee's "Key Check-Out and Return Agreement" will be updated; and their "Property Check-Out and Return" form (copy attached) completed.
 4. In the case of terminating employees, the "Return of City Property" form must be completely signed off by all relevant departments prior to release of the final paycheck.

Schedule of Charges

1. Buildings Serviced by Facilities Management Division
 - a. When, due to normal wear and tear, cylinder re-pinning is necessary as a maintenance activity, the cost is paid by Facilities Management Division.
 - b. If, due to of security, convenience, or other considerations, re-keying is necessary, such re-keying is paid by the requesting department.
2. Buildings Not-Normally Serviced by Facilities Management Division
 - a. When, due to normal wear and tear, cylinder re-pinning is necessary as a maintenance activity, the cost is covered by the requesting department.
3. In the case of compromised security, a completed Work Request form approved by the building manager or department head to re-key the facilities is submitted by the department head to the City Manager's Office/Facilities Management Division (see Service Request tab on City intranet web page). Facilities Management verifies the request with the building manager.
4. The costs for re-keying due to loss of or failure to return keys are assessed to the department of the key holder by the Facilities Management Division. Actual re-keying costs are billed to the appropriate department.

Issuance of City-Owned Portable Personal Property

1. Department heads shall retain the discretion as to which items of portable, personal property are needed by employees in the discharge of their official duties.
2. Each department shall maintain a “Property Check-Out and Return” form (copy attached) for each employee in the department. Employees shall affix their signature to the appropriate section of the log upon sign out of equipment.
3. There shall not be a charge for replacing lost portable, personal property. However, an employee who does not accept responsibility for secure custodianship of City-issued portable, personal property can be subject to progressive discipline.

Retrieval of City-Owned Portable, Personal Property

1. This section applies to terminating, as well as transferring employees.
2. Departments shall inventory item(s) returned, comparing them to the issuance log. The supervisor shall affix his/her signature at the appropriate section of the log upon return of equipment.
3. The completed “Check-Out and Return of City Property” form shall be forwarded to the Human Resources Department for inclusion in the employee’s permanent employment file.
4. In the case of terminating employees, the Check-Out and Return of City Property form must be completely signed off by all departments prior to release of the final paycheck.

Approved:

/s/John W. Hoke
John W. Hoke, City Manager Pro-Tem

Sept. 28, 2015
Date



City of Medford
Administrative Regulation

Regulation No.: 02-2
Page: 1 of 2
Subject Area: Human Resources
Date of Issue: August 19, 2002
Supersedes: 01-1

Title: Review of Motor Vehicle Record of Prospective Employees

This regulation is intended to protect public health and safety and to minimize the City's liability exposure.

Policy

The City will engage in a routine check of a prospective employee's driving record if the prospective employee would be expected to operate a motor vehicle as a condition of employment with the City. No person with an unacceptable driving record will be hired by the City.

Driving Record Background Check

1. An applicant conditionally selected for a position that requires a valid driver's license shall, as part of the pre-employment screening process, consent to a check of his/her driving record.
2. In accordance with the provisions of State law (ORS 802.220), the Motor Vehicle Division will report any violations that have occurred within the three-year period immediately prior to the inquiry.
3. If an applicant conditionally selected for a position that requires a valid driver's license currently resides in another state, the Human Resources Department will obtain an applicable motor vehicle driving record check demonstrating the prospective employee has an acceptable driving record.
4. An individual with one conviction for a traffic crime (as defined by State law) within the three-year period will be disqualified from any position with the City that requires a valid driver's license. An individual with three or more convictions for moving violations within the three-year period will be disqualified from any position with the City that requires a valid driver's license. Disqualification will arise from a conviction in any jurisdiction that is equivalent to an Oregon crime or violation.
5. For purposes of this regulation, "moving violations" are defined to mean any offense **under** Oregon Revised Statutes, sections 811.010 to 811.050, 811.100, 811.112 to 811.135, 811.123, 811.145 to 811.170, 811.175, 811.190 to 811.205, 811.260 to 811.390, 811.400 to 811.435, 811.445, 811.455, 811.460, 811.470 to



City of Medford
Administrative Regulation

Regulation No.: 02-3
Page: Page 1 of 5
Subject Area: Energy
Date of Issue: 9/24/02
Supersedes: New

Title: Energy and Water Use Management Action Policy

Outline the City of Medford's goals in the matter of wise use and management of water and energy at City facilities and publicly owned areas.

Applicability

1) Existing Facilities and Areas: This Policy shall become an integral part of the operation of all City owned facilities and publicly owned areas including, but not limited to: fire stations; pool buildings and facilities; community centers; the Service Center and it's outbuildings; the Water Treatment Plant; the Lausmann Annex; City Hall; parking lots; public rights of way; outdoor recreational and park facilities and properties.

2) New Construction and Projects: This Policy shall become an integral part of the design and planning of new construction, partial building renovations and City of Medford projects in publicly owned areas.

Policy Implementation

Strategies and Conservation Measures shall be outlined based on the Principles and Objectives herein by the City Manager or his designee. Actions identified in that document shall be implemented and funded through the normal budget process by the departments having responsibility for the strategy. While Strategies may be repeated over more than one budget cycle, it is anticipated that some will change each budget period.

An Employee Energy Group comprised of the designee and one member from each department shall convene a minimum of two times a budget cycle to review the Objectives, Strategies and the Adopted Energy Conservation Measures, outlined herein.

Policy Objectives, Strategies and Conservation Measures

The designee shall recommend Objectives, Strategies and any additional Conservation Measures at the beginning of the budget planning process and forward to the City Manager who shall consult with impacted department staff regarding implementation. Periodic reports of Policy accomplishments shall be provided by the responsible departments to the designee, who shall periodically report to the City Manager.

Strategies shall consist of action items based on the Objectives and Principles outlined therein. In order to address organizational, technological and market changes, Objectives and Strategies may be revised as needed.

Energy

Energy Principles

- Energy use is directly related to environmental quality.
- Energy conservation, efficiency, and the investigation of uses of renewable energy as well as alternative energy sources is key to a sustainable future.
- Energy education is essential to achieve conservation and efficiency.
- The greatest opportunity for energy cost savings is to use less energy.

Energy Objectives

- Reduce the demand for energy used to operate City facilities.
- Reduce the fleet fuel demand and increase the use of alternate energy sources.
- Increase employee and contractor conservation behaviors to achieve additional energy savings.
- Demonstrate leadership in use of alternate energy and new energy technology.
- Enable employees and citizens to make wise energy choices.

Water

Water Principles

- Water is a limited resource.
- Incorporating efficient methods of water consumption demonstrates good stewardship of a natural resource.
- Proper irrigation design, installation and maintenance techniques are essential to maintain a quality landscape and to allow for optimal use of a limited resource.
- Proper facility design, construction and maintenance techniques are essential to allow for optimal use of a limited resource.
- Education is essential to achieve water conservation and efficiency.

Water Objectives

- Increase the use of efficient methods in water consumption at City facilities.
- Ensure necessary departments have opportunity to approve City of Medford facility or public land projects which have irrigation design and/or installation and/or maintenance as a component.
- Ensure new facility construction and/or renovations incorporate water conserving methods and technology.

Adopted Energy and Water Conservation Measures

In an effort to balance the comfort level of employees while still performing as responsible stewards of public funds, the following energy and water conservation measures are hereby adopted in this policy:

Lighting

- Turn off overhead lights where fluorescent task lights will suffice.
- De-lamp hallways, offices and common areas maintaining the minimum recommended lighting for safety and adjusted for type of work performed in area.
- Automated lighting in office buildings shall not be activated more than ½ hour prior to the majority of the work force's schedule, conversely the automatic lighting shall not remain on longer than ½ hour after the majority of the work force's schedule. Automatic lighting can be manually turned on or off outside of these time lines when needed.

Temperature

- Temperature setpoints:
 - Areas where the majority of the work force schedule is 7/8am – 5pm
 - Occupied: 7/8am – 5pm 70f heat, 74f cool
 - Unoccupied: 65f heat, 80f cool

Space Heating

- Radiating space heaters with a wattage of 200 watts or more may not be used.
- Foot warmers may be used if other reasonable solutions have been exhausted.

Supervisors should use problem solving approaches in helping employees adjust to temperature changes:

- Suggest that employees wear layered clothing for comfort.
- Reposition employees away from direct air vents, bare windows, or other sources of chill where possible.
- Place a divider or other barrier between the employee and the source of chill/heat.

Water Heaters

- Adjust to City of Medford Building Department recommended standards for facility types.
- All water heating units and their supply pipes shall be insulated.
- Use Demand water heating units where possible.

Approved:

 /s/ Michael Dyal
Michael Dyal, City Manager

 9/24/02
Date

Energy Strategies for 2002-2003

Objective: Reduce the demand for energy used to operate City facilities and public areas.

- Review facilities to evaluate whether vegetation, shades or awnings can be installed which may lead to energy savings or increased employee comfort.
- Complete energy audits of City facilities in order to identify and prioritize energy efficient projects and define additional lighting and operational efficiency opportunities.
- Continue Bill Tracking System to identify and prioritize energy efficiency opportunities.
- Review purchasing standards for inclusion of Energy Star specified products whenever possible.
- Evaluate review process of new City facility projects to ensure inclusion of energy/water efficiency opportunities.

Objective: Reduce the fleet fuel demand and increase the use of alternate fuels.

- Assess the feasibility of expanded uses of city facilities to decrease on-the-job-driving.
- Continue staying informed on alternative fuel developments.
- Add fuel efficient driving techniques to any mandated driving training programs.
- Implement a review process for the purchase of new and replacement vehicles to purchase the most fuel efficient vehicle suitable for the task.
- Consider purchasing alternate fuel cars or carts for departments when appropriate for the task.

Objective: Increase employee and contractor conservation knowledge on energy saving opportunities.

- Communicate expectations to employees, including supervisors and directors to enable them to exercise wise use of energy at work.
- Evaluate the feasibility of adopting the International Energy Code resulting in decreased energy consumption for all new homes and businesses constructed in Medford.
- Evaluate methods of increasing awareness to area builders and designers on the importance of their incorporating energy conservation methods in their work.
- Evaluate teleworking, carpooling and alternative transportation programs to encourage participation by employees.
- Consider assigning employees to work locations that reduce commute distances.
- Increase videoconferencing capabilities to contribute to clean air, conserve fuel and eliminate lost productivity from driving to meeting locations within the City.
- Monitor custodial services to be sure that lights are turned off in each facility after cleaning is complete.

Objective: Demonstrate leadership in use of alternative energy and new energy technology.

- Continue to evaluate the use of alternative energy technologies to supply a portion of the City's energy requirements.
- Support State and Federal alternative energy and fuel programs.

Objective: Enable employees and citizens to make wise energy choices.

- Seek employee/staff input to determine what information they have and what information they need in order to make wise energy choices.
- Provide "before and after" project information to reinforce the positive paybacks.
- Provide energy conservation, efficiency and renewable energy information via available media.
- Assess partnering with other agencies to increase communication to citizens regarding energy conservation and renewable energy.

Water Strategies for 2002- 2003
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Objective: Increase the use of efficient methods in water consumption at City facilities.

- Audit facilities and public areas to determine methods by which water is consumed.
- Investigate methods of increasing efficiency and conservation which may be applied based on audit results.
- Stay informed of irrigation technologies. Maximize efficiency of irrigation software controls and devices. Investigate methods of optimizing irrigation software to increase efficiency in water use and manpower.

Objective: Ensure necessary departments have opportunity to approve City of Medford facility or public land projects which have irrigation design and/or installation and/or maintenance as a component.

- Investigate the current process by which these types of documents are approved and make recommendations. Departments with vested interest in long term maintenance should be an approving authority for irrigation design.

Objective: Ensure new facility constructions and/or renovations incorporate water conserving methods and technology.

- Investigate review process and make recommendations.



City of Medford
Administrative Regulation

Regulation No.: 02-4-A4
Page: 1 of 5
Subject Area: Public Records
Date of Issue: 07/09/08
Supersedes: 02-4-A3

Title: PUBLIC RECORD REQUEST FEE CHARGES

PURPOSE

Establish a system for recovering city expenses incurred in responding to non-exempt public documents and records requests.

AUTHORIZATION

ORS192.440(3) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt material; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail.

DEFINITION OF PUBLIC RECORD

ORS 192.410 defines a public record as any writing containing information relating to the conduct of the public's business, prepared, owned, used or retained by a public body regardless of physical form or characteristics. ORS 192.410 goes on to define "writing" as handwriting, typewriting, printing, photostating, photographic, and every means of recordings of any type, which includes letters, words pictures, sounds or symbols, or any combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, discs, drums or other documents.

Records exempt from public disclosure are listed in ORS 192.501-502 or in the Attorney Generals Public Records and Meetings Manual

PROCEDURE

When a request is received from the public or a governmental entity and the information is readily available, staff should provide the information as quickly as possible. The first ten copies requested are provided free of charge.

If the public record request involves staff time for identification and location of the requested records, there will be included a charge for staff time required to produce the records. The Finance Department will determine on an annual basis the cost average for staff time based on hourly wage/benefits of the staff.

If determined that staff time will be involved, an estimate of costs for providing the requested information will be made, and the requestor will be informed prior to the research continuing. The requestor will be asked to pre-pay the estimated costs. If the actual costs are less than the advanced pre-payment, deposits will be refunded within three weeks of the date the actual costs are known.

If multiple records are being requested or if the request is for records which are not clearly, specifically, and individually identified, the request shall be made in writing and shall provide sufficient descriptive information to enable staff to identify and locate the records requested.

If there is doubt that the records requested for inspection are not clearly within the definition of "public record" or are exempt records, the request will be referred to the City Attorney for review and recommendation.

The City will endeavor to provide a response to public records requests within a reasonable time after receiving the request. The amount of time that is reasonable will depend upon the volume of records requested, the staff available to respond to the records request, or the difficulty in determining whether any of the records are exempt from disclosure. If the request is going to involve a delay in response, the requestor is to be advised there will be a delay in providing the requested information and an estimate on when the information could be received.

Inspection of public records shall be conducted and all copies of public records shall be produced during the regular business hours of the City of Medford. Original public documents shall not be taken out of the custody of the city. A person making a public record request may personally inspect the requested documents, but it does not include the right to examine materials exempt from disclosure, the right to rummage through file cabinets or file folders, or the right to disassemble or change the order of materials in files or document binders. A city staff person must be present while any public records are being inspected to insure protection of the documents.

FEES TO BE CHARGED

Fees for retrieving files and copying information for the public or another entity will be charged for that information. If the information is readily available the fees are waived for the first ten pages.

Any time information needs to be retrieved from a file, researched, or an employee needs to review a file for materials exempt from disclosure, it is considered not readily available and staff time will be charged. As of 2007 the staff time hourly rate was determined to be \$34 per hour with an \$9.00 minimum.

If information requested is not readily available, city staff should advise the requestor up front that there will be a \$34 per hour cost (plus copy charge) with an \$9.00 minimum. An estimate on how much time it will take and potential cost should be provided. The customer can then determine whether they want to proceed with their request.

Fees will be posted in each department.

LIST OF FEES

READILY AVAILABLE: (8 ½ x11", 11x14", 11x17")

First 10 pages are free regardless of how many pages requested.

10 cents per page beyond 10 pages

Two-sided copies equal 2 pages.

NOT READILY AVAILABLE: (8 ½ x11", 11x14", 11x17")

Hourly rate (Plus copy rate)

\$34 per hour, minimum charge of \$9.00

COLOR COPIES (8 ½ x11", 11x14", 11x17")

\$1.00 per page - no free copies.

PRE-PRINTED REPORTS, MAPS, LARGE FORMATTED DOCUMENTS, ETC.

Copies of maps, formalized reports, and large formatted documents will be provided at the city's actual cost.

Each department will determine cost basis of document. Do not charge for cost of staff time producing document.

POLICE REPORTS

\$10.00 each – Records Check

\$12.00 each – Notarized Records Check

POLICE TOWED VEHICLE ADMINISTRATIVE FEE

\$120 per vehicle

ELECTRONIC COPIES

Hard Copies from Electronic Documents: Same rates as readily available or not readily available, with exception of GIS data.

Copied to CD or DVD: \$10.00 each (\$2.00 each additional copy ordered at same time)

Can email for free.

GIS Data: Each department will determine cost of electronic GIS data.

FAX REQUESTS

Same as Readily Available or Not Readily Available

(Do not FAX more than 10 pages)

DIGITAL PHOTOS

\$1.00 per page plus research time if required. (Police Report Photos)

Additional charge for photo quality paper.

Aerial photographs. Each department will determine actual costs.

AUDIO TAPES

Based on minimum hourly charge.

\$9.00 minimum -includes city provided tape.

VIDEO DVD's

Meeting DVDs are available through the City Recorder's Office for a fee of \$10.00 each and \$2.00 for additional copies ordered at the same time.

FEES TO BE WAIVED

Copies of materials requested by any City of Medford elected official, appointed official, or consultants working for the city, may be furnished without charge if the request relates to information needed in their official capacity.

Request for fee waivers from a public entity will be made on a case-by-case basis by the department head as to whether it is in the public interest.

All other fee waiver requests must be made in writing and directed to the City Manager for decision based upon whether it is in the public interest.

PROCESSING PAYMENT RECEIPTS

Receipts are to be issued for any money received.

Photocopying can be received into department photocopy account

Research time will go into a General Fund Miscellaneous Revenue account:

001-0000-350.13-00 (All departments other than those listed below.)

001-0000-340.12-00 (Police Reports Only)

001-0000-340.13-00 (Other Police services Only)

019-0000-350.13-00 (Building Department Only)

090-0000-350.13-00 (WRD Only)

046-0000-350.13-00 (Service Center Only)

Those departments that are not set up to take in cash receipts, are to provide a hand written receipt to the customer, and submit those receipts weekly to the Finance Department. The Finance Department will establish monthly billing accounts for governmental agencies. It is the responsibility of departments to make those arrangements with the Finance Department. A receipt is required whether cash is received or the entity to be billed.

EMPLOYEE PERSONAL USE OF COPY MACHINES

Employees of the City of Medford shall be allowed to utilize the copy machines for personal use if they pay the designated fees. Personal color copies will be charged a market rate of \$1.00 per page. Any employee making personal copies shall do so only on employee's own time; i.e., lunch or breaks. Employees needing the copy machines for City business will always, without exception, have priority access to the equipment.

Money for personal copies is given to the cashier at the office where the photocopies are made.
Money is to be deposited in the same accounts as designated.

Approved:

 /s/Michael Dyal
Michael Dyal, City Manager

 July 9, 2008
Date



City of Medford
Administrative Regulation

Regulation No.: 02-5
Page: 1 of 2
Subject Area: Human Resources
Date of Issue: October 8, 2002
Supersedes: new

Title: Review of Criminal History Record of Prospective Employees

This regulation is intended to protect public health and safety and to minimize the City's liability exposure. It is to be read in conjunction with Administrative Regulation 02-2 regarding review of motor vehicle record of prospective employees.

Policy

The City will engage in a check of a prospective employee's criminal history as part of its background investigation early in the hiring process. No person with an unacceptable record will be hired by the City.

Background Check

1. An applicant for a position will be asked to indicate whether he/she has been convicted of a crime.
2. The City's Human Resources Department will perform a criminal history check through the offices of the Oregon State Police with the understanding that the prospective employee is given written notice of said request, and that the OSP will not deliver to the City an individual's record for at least 14 days following notice to the prospective employee.
3. The City's Human Resources Department will also obtain a criminal history record through a commercial background-checking vendor for any prospective new hire who has lived outside the state of Oregon within the previous ten (10) years.
4. An applicant with any of the following convictions will be disqualified from any position with the City:
 - a. Murder
 - b. Manslaughter
 - c. Criminally negligent homicide
 - d. Assault
 - e. Menacing
 - f. Kidnapping
 - g. Rape
 - h. Sodomy

- i. Sexual penetration with a foreign object
- j. Sexual abuse
- k. Contributing to the sexual delinquency of a minor
- l. Using a child in display of sexually explicit conduct, or
- m. Any other felony or misdemeanor involving moral turpitude within the last 10 years.

Conditional Job Offer

1. Background checks as described herein will normally be conducted after a prospective employee has been identified by the hiring department but before any post-employment offer pre-employment medical/physical/psychological evaluation conducted as part of the pre-employment hiring process.
2. Pending receipt of the applicant's criminal history and driving record, the City may employ individuals with the understanding that they may be dismissed without cause during the employee's probationary period, or during any temporary, seasonal or limited term employment status.
3. Failure to report a criminal conviction on the employment application shall constitute sufficient grounds for immediate dismissal from employment.

Approved:

/s/ Michael Dyal
Michael Dyal, City Manager

10/8/02
Date



City of Medford
Administrative Regulation

Regulation No.: 02-6-*R*
Page: 1 of 4
Subject Area: Human Resources
Date of Issue: January 28, 2003
Supersedes: November 7, 2002

Title: Workplace Violence Prevention

Purpose

This regulation is intended to protect public health and safety and to minimize the City's liability exposure, and provide a workplace safe from threats or incidents of violence of any form.

Policy

All employees are responsible for maintaining a safe and healthful work environment. Acts or threats of physical violence, including intimidation, harassment, coercion, or other disruptive behavior which involves or affects the City of Medford or which occur on City property will not be tolerated. Consistent with the City's Administrative Regulation 85-9 regarding unlawful discrimination and harassment, it is expected that individuals employed by the City treat their coworkers and other members of the public with dignity and respect at all times. Civility in the workplace is an expected form of behavior.

Further, the City will respond appropriately to all reported incidents; will act to stop inappropriate behavior; and supervisors and all of the departments involved in responding to incidents will be supported by the City's management team in their efforts to deal with violent and potentially violent situations.

A. Acts or Threats of Violence Defined

"Threats or acts of violence" include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions at the City of Medford, or to create a hostile, abusive, or intimidating work environment for one or more City of Medford employees.

B. Examples of Workplace Violence

General examples of prohibited workplace violence include, but are not limited to, the following:

- 1) All threats or acts of violence occurring on City of Medford property, regardless of the relationship between the City and the parties involved in the incident.
- 2) All threats or acts of violence not occurring on City property but involving someone who is on work time or acting in the capacity of a representative of the City of Medford.
- 3) All threats or acts of violence not occurring on City property involving an employee of the City of Medford if the threats or acts of violence affect the legitimate interests of the City of Medford, including but not limited to conduct committed while in City uniform or while driving a City vehicle.

4) Any threats or acts resulting in the conviction of an employee or agent of the City of Medford, or of an individual performing services on the City's behalf on a contract or temporary basis, under any criminal code provision relating to threats or acts of violence that adversely affect the legitimate interests and goals of the City of Medford.

C. Specific Examples of "Threats or Acts of Violence"

Specific examples of conduct that may be considered "threats or acts of violence" prohibited under this policy include, but are not limited to, the following:

- 1) Hitting or shoving an individual.
- 2) Threatening to harm an individual or his/her family, friends, associates, or their property.
- 3) The intentional destruction or threat of destruction of property owned, operated, or controlled by the City of Medford.
- 4) Making harassing or threatening telephone calls, letters or other forms of written or electronic communications.
- 5) Intimidating or attempting to coerce an individual to do wrongful acts that would affect the business interests of the City.
- 6) Harassing surveillance, also known as "stalking", the willful, malicious and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
- 7) Suggesting or otherwise intimating that an act to injure persons or property is "appropriate."
- 8) Unauthorized possession or inappropriate use of firearms, weapons, or any other dangerous devices on City property.

While employees of the City may be required as a condition of their work assignment to possess firearms, weapons or other dangerous devices, or permitted to carry them as authorized by law, it is the City's policy that employees are to use them only in accordance with departmental operating procedures and all applicable City codes and regulations and State and Federal laws.

D. Application of Prohibition

The City of Medford's prohibition against threats and acts of violence applies to all persons involved in the City's operation, including but not limited to City personnel, contract and temporary workers, and anyone else on City of Medford property. Violations of this policy by any individual on City property, by any individual acting as an employee or agent of the City while not on City property, or by any individual not on City property when his/her actions affect the public interest or the City's business interests will be followed by legal action, as appropriate.

Violation by an employee of any provision of this policy may lead to disciplinary action (up to and including termination, as provided in the City's Rules and Regulations or applicable employee association agreement or union contract).

E. Actions to be Taken

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on City of Medford property will be removed from the premises as quickly as safety permits, and shall remain off the City of Medford's premises pending the outcome of an investigation. The City will initiate a decisive and appropriate response. This response may include, but is not limited to, suspension and/or termination of any business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

Whenever the Human Resources Department, after consultation with the affected department and the Police Department, determines that an individual terminating employment with the City of Medford may pose a threat to employees of the City, the employee shall be advised that he/she is barred from City property, and the HR department shall notify other city departments of the trespass order, and the need for precautionary actions pursuant to departmental safety plans and procedures. The HR department shall divulge only information necessary to protect the safety of all employees.

F. Employee Obligations

Each employee of the City and every person on City of Medford property is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The City understands the sensitivity of the information reported and will recognize and respect the privacy of the reporting individual(s) to the extent possible. Identification of the reporting party shall be provided on a confidential basis to the fullest possible extent consistent with the purposes of this policy.

In cases where the reporting individual is not a City employee, the report should be made to the City of Medford Police Department.

In cases where the reporting individual is a City employee, the report should be made to the reporting individual's immediate supervisor, a management level supervisory employee if the immediate supervisor is not available, or to the City's Human Resources Department. Each supervising employee shall promptly refer any such incident to the appropriate management level supervisor, who shall take corrective action in accordance with the City's Personnel Rules and Regulations and any applicable employee association contract or union agreement. Concurrently with the initiation of any investigation leading to a proposed disciplinary action, the management level supervisor shall report the incidents of threats or acts of physical violence to the Medford Police Department, which shall make a follow-up report to the City's Human Resources Department.

Nothing in this policy alters any other reporting obligation established in City policies or in state, federal or other applicable law.

All individuals who apply for or obtain a protective or restraining order which lists specific City locations as being protected areas shall provide to a management representative of the City a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

G. Training

The City will provide opportunities for employees to be trained in the risk factors associated with workplace violence, and proper handling of emergency situations in order to minimize the risks of violent incidents occurring in the workplace.

H. Dissemination of Policy

All employees will be given copies of this policy, and asked to acknowledge that they have read and understand it. All new employees will be given a copy of this part of this policy as part of their orientation by the Human Resources Department.

I. Employee Questions

Questions regarding an employee's rights and obligations under this policy should be directed to the employee's department head or the Human Resources Department.

Approved:

Michael Dyal
Michael Dyal, City Manager

1-28-03
Date



City of Medford
Administrative Regulation

Regulation No.: 04-3 R4
Page: 1 of 2
Subject Area: Human Resources
Date of Issue: November 9, 2015
Supersedes: AR-04-3 R3

Title: Employee Recognition

Purpose

Employees are the most important asset to the efficient and effective administration of services provided to the citizens of Medford and its environs. This regulation describes the City's program to recognize employees for their contributions to the citizens of Medford and its City government.

Employee of the Quarter

Each quarter, the City will recognize an employee as "Employee of the Quarter" from the nominations submitted. Nominations may be made by any employee and require approval by the Department Head. Nominations are submitted to the City Manager's Office. Nominations must include actions by employees that exhibit knowledge, job skills, customer service, efficiency, and work place demeanor as tied to the individual competencies established for the employee's classification.

A selection committee of Department Heads will review all applications and make a recommendation to the City Manager. The City Manager will finalize the Employee of the Quarter employee selected for this recognition. The City Manager will recognize all nominated employees with a letter of congratulations and appreciation. A copy of the letter will be placed in personnel files.

Service Recognition

1. On a monthly basis, the City will present employees with certificates indicating their years of service with the City in five-year service increments beginning with a minimum of five years employment with the City. Individual certificates will be produced by the Human Resources Department on a regular basis, and these framed certificates will be presented at department staff meetings for five-years of service. Employees with ten or more years of service will be recognized during the second regular monthly meeting of the City Council.
2. Service awards shall also include a personalized coffee mug.

New Employees

New employees will be recognized by the Human Resources Director at the second regular monthly meeting of the City Council.

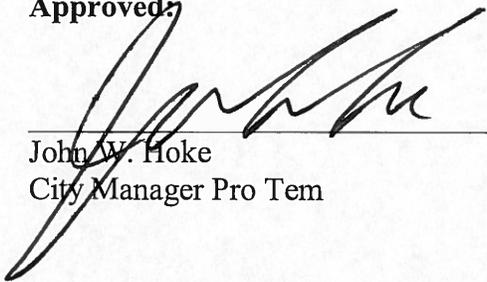
Retiring Employees

An employee retiring from the City will be recognized for their service to the City, regardless of age or service credit with the City, so long as the employee is vested under the Oregon Public Employee Retirement System.

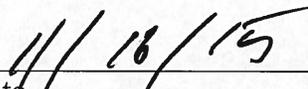
Separating Employees

Departments may recognize employees voluntarily leaving City service in good standing after ten or more years of service.

Approved:



John W. Hoke
City Manager Pro Tem



Date



City of Medford
Administrative Regulation

Regulation No.: 04-1-R4
Page: 1 of 5
Subject Area: Human Resources
Date of Issue: November 30, 2015
Supersedes: 04-1-R3

Title: Bereavement and Accrued Sick Leave Usage

Purpose

To provide a policy that applies to all employees including bargaining unit employees detailing permissible uses of bereavement and accrued sick leave under the Oregon Sick Leave law SB454. To the extent any applicable collective bargaining agreement (CBA) conflicts with the policy, the CBA shall apply.

Objectives

- To provide consistent rules for use of sick leave for all eligible employees.
- To provide an easy to use summary of permissible uses of sick leave.

Definitions

For the purpose of this Regulation, the following definitions apply:

“Family Member” means the employee’s spouse, same-gender domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent, parent-in-law, parent of same-gender domestic partner, an employee’s grandparent or grandchild, or a person with whom the employee is or was in a relationship of in loco parentis. Family member also includes the biological, adopted, foster child or stepchild of an employee or the child of an employee's same-gender domestic partner.

“OFLA” means the Oregon Family Leave Act.

“FMLA” means the Family Medical Leave Act.

Policy

USE OF SICK LEAVE

Employees are eligible to use sick leave for:

- Diagnosis, care or treatment of mental or physical illness, injury or health condition of employee or family member.
- Preventive medical care of employee or family member.

- Reasons related to domestic violence, harassment, sexual assault or stalking for an employee, employee's minor child or dependent that is considered a victim as determined by law enforcement.
- Any Oregon Family Leave Act (OFLA) qualifying reason as defined by ORS 659A.159.
- Public health emergencies which close school, work or child care.
- As a supplement to worker's compensation pursuant to the employee's applicable collective bargaining agreement.

LIMITS TO SICK LEAVE USAGE

Sick leave shall not be used or accrued under the following circumstances:

- During layoff periods.
- During a leave of absence without pay equal to 8 or more hours during a pay period (24 hours for 56-hour employee).
- During periods when a City operation is shut down due to strikes.

Sick leave shall not be used for the following circumstance:

- During a scheduled leave (vacation or holiday) if the employee and/or family member has an injury or becomes ill.

On any day when sick leave of less than 8 hours is used, sick leave used will not be considered "hours worked" for purposes of calculating any daily overtime, if provided by a collective bargaining agreement (the examples below refer to such calculations). An employee who is approved to work beyond his/her normal shift on such days shall have said hours deducted from the sick leave used. If an employee is required to attend an evening meeting on a day in which 8 or more hours of sick leave is used, said employee shall be compensated at the rate of 1½ times his/her regular rate of pay for hours worked attending such meeting.

Example One:

An employee used 1 hour of sick leave for a routine medical appointment. He then works ½ hour past his normal shift of 5 p.m. He is paid for 8 hours, 7½ hours regular time and ½ hour sick leave.

Example Two:

An employee used 8 hours of sick leave for a routine medical appointment out of town for his spouse. He then is called to attend a City Council meeting for 2 hours. He is paid for 8 hours sick leave, and 2 hours at the rate of 1½ times his/her regular rate of pay for 2 hours worked attending such meeting (3 hours compensatory time).

USE OF BEREAVEMENT LEAVE

Up to 2 weeks of unpaid bereavement leave is allowed under OFLA for the death of a family member (as defined on page 1) within 60 days of the date of death.

Management and all bargaining unit employees shall be granted up to 24 hours (or 2 shifts for 56 hour employees) of paid bereavement leave with regular salary in the event of the death of a family member or sibling. For the remainder of the 2 weeks the employee shall use accrued leave including sick leave, if available.

OFLA / FMLA LEAVE

See Administrative Regulation AR 94-6 Family and Medical Leave Policy as revised for permissible accrued leave use.

PART-TIME AND TEMPORARY EMPLOYEES

Part-time and temporary employees will accrue 1 hour of sick leave for every 30 hours worked up to a maximum of 40 hours accrued within a year and are eligible to use accrued sick leave beginning on the 91st day of employment.

“Year” means the 12 month period beginning January 1st through December 31st.

Up to 40 hours of unused accrued sick leave may be carried over into the next year. Part-time and temporary employees are limited to using no more than 40 hours of accrued sick leave in a year.

Accrued sick leave will be restored to an employee rehired within 180 days of separation. There is no waiting period for re-hired employees who have accumulated 91 days to begin using accrued sick leave.

MANAGEMENT AND BARGAINING UNIT EMPLOYEES

Management employees refer to rules and regulations for sick leave accruals and benefit details. Bargaining unit employees refer to CBA for sick leave accruals and benefit details.

NOTIFICATION REQUIREMENTS

Sick leave may be used for annual or preventive medical/dental/vision care appointments that are scheduled at least 24 hours in advance. If an employee does not complete a sick leave request form at least 24 hours in advance of the need for absence, the employee shall not be eligible to utilize accrued sick leave. However, the employee may use other accrued leave for the absence. Departmental supervisors may authorize the use of sick leave with less than 24 hours' notice to

accommodate a change in a previously approved appointment provided department needs are not affected.

In the event of illness or injury, the employee shall notify his/her immediate supervisor, on-duty supervisor, or other departmental supervisor of the absence and anticipated duration of absence, as soon as possible prior to the beginning of the regularly scheduled shift, unless the employee is unable to do so because of the serious nature of the injury or illness. If the supervisor is unavailable, employees are to follow departmental procedures for notifying other departmental management staff of the need for their absence.

An employee who is unable to complete the regularly scheduled shift due to an illness or injury shall, prior to leaving work, notify his/her immediate supervisor, on-duty supervisor, or other departmental supervisor.

In cases where an employee is unable to provide advance notice of the need for sick leave by completion of a leave request form, the leave request form must be completed by the employee on the day he/she returns to work.

HEALTH CARE PROVIDER VERIFICATION OF ABSENCE

For absences more than 3 consecutive scheduled workdays (2 days for 56-hour employee), the City may, at its option, require verification from a health care provider of need for leave (rather than the nature of the illness) and an estimated duration of the absence prior to the payment of any sick leave benefits. Requested medical verification must be provided within 15 calendar days following request. The City may also request verification from a health care provider of an injury or illness of a family member.

Prior to allowing the employee to return to work, the City may require a doctor's release stating that the employee may return to his/her normal duties without risk of aggravating the illness or injury. The City shall pay any reasonable costs for providing a requested medical verification.

CERTIFICATION OF ABSENCE

For absences more than 3 consecutive scheduled workdays (2 days for 56-hour employee), the City may, at its option, require certification of need for leave and an estimated duration of the absence. Requested certifications must be provided within a reasonable time following request. The City shall pay any reasonable costs for providing a requested certification of absence.

Examples of sufficient certifications (details related to the domestic violence, sexual assault, harassment, or stalking are not required):

- Copy of a police report indicating the employee or the employee's minor child or dependent was a victim of domestic violence, harassment, sexual assault or stalking.

- Copy of a protective order or other evidence from a court, administrative agency or attorney that the employee appeared in or was preparing for a civil, criminal or administrative proceeding related to domestic violence, harassment, sexual assault or stalking.
- Documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy or victim services provider that the employee or the employees minor child or dependent was undergoing treatment or counseling, obtaining services or relocating as a result of domestic violence, harassment, sexual assault or stalking.

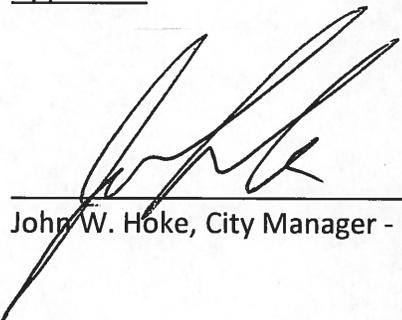
ABUSE OF SICK LEAVE

If an employee is suspected of abusing sick leave, including engaging in a pattern of abuse, the City may require verification from a health care provider of the need of the employee to use sick leave, regardless of whether the employee has used sick leave for more than 3 consecutive days.

- Pattern of abuse includes but is not limited to, repeated use of unscheduled sick leave on or adjacent to weekends, holiday, vacation days or paydays.

An employee who abuses sick leave benefits shall be subject to disciplinary action up to and including termination. Abuse of sick leave shall include, but is not limited to, falsification of reasons for leave, and failure to follow City procedures for reporting an absence.

Approved:



John W. Hoke, City Manager - Pro Tem

11/30/15

Date



City of Medford
Administrative Regulation

Regulation No.: 04-2-R1
Page: 1 of 6
Subject Area: Human Resources
Date of Issue: March 20, 2015
Supersedes: 04-2

Title: Training Travel Time

Purpose

The purpose of this policy is to establish guidelines and procedures for external training for personnel of the City of Medford. These guidelines define the differences between mandatory and voluntary training. The policy is intended to provide a certain degree of departmental flexibility in making decisions about how to accommodate travel to and from training conferences, bearing in mind that departments are accountable for their expenses. It conforms to state and federal law and clarifies the City's rules for compensation for travel time and other training expenses of employees subject to the overtime requirements of the Fair Labor Standards Act (non-exempt employees). This policy does not apply to bargaining unit employees (IAFF) of the Fire Department who are covered by department training policies.

Mandatory Training

Mandatory training is defined as any training the employee is required to attend by the employee's supervisor (by definition, this means the training is directly related to the employee's job: designed to improve or maintain an employee's skills and abilities in his/her current position. Attendance at professional conferences and meetings is normally considered directly related to an employee's job if professional membership fees or conference registration fees are paid by the City. For purposes of implementing this policy, employees registered for training sessions sponsored directly or indirectly by the City are considered to be engaged in "mandatory training."

Accounting for Travel and Training Time

Employees are paid for all hours while attending training sessions. For employees who are subject to the overtime requirements of the Fair Labor Standards Act, travel time for attending conferences is addressed separately below. Overtime is to be computed in the same manner as all other "work time."

In accordance with the Fair Labor Standards Act, for non-exempt employees, if the trip requires an overnight stay, the employee will be paid for any travel incurred during the employee's regular *work hours*, even if the travel is on a *day* not normally worked. In cases where travel is required on a day when an employee is not regularly scheduled to work, the City shall attempt to arrange travel during an employee's regular working hours. If the employee is a passenger in a vehicle, train, plane, etc, the employee is only entitled to pay during work hours. Example: The employee normally works Monday through Friday, 8 a.m. to 5 p.m. The employee travels on Sunday from 10 a.m. to 10 p.m. and on Friday from 3 p.m. to 9 p.m. The employee would be paid on Sunday from 10 a.m. to 5 p.m. and on Friday from 3 p.m. to 5 p.m. Any travel outside the usual 8 a.m. to 5 p.m. working hours would be unpaid. However, if the employee were driving the vehicle, then all travel hours would be paid.

If the travel and training will take place all in one day, without an overnight stay, the employee will be paid for all travel and training time in that day. If the employee travels directly from home to a training site (which is not the normal worksite), and returns directly home, travel time will commence upon leaving the residence and will be paid as work time until the employee returns home. If the employee must first check in at the normal worksite prior to commencing travel, then work time begins upon arrival at the normal worksite for checking in purposes and ceases when the employee returns to the normal work site.

Employees are considered on-duty while driving directly to/from the training site, attending training, or while traveling by air during their scheduled work hours for the work week. An employee's normal mid-work period "meal period" is not considered as hours worked while traveling. Example: The employee is driving to a conference between noon and 5 p.m. The normal meal period is observed between 11:30 and 12:30 p.m. The employee is compensated for 4 ½ hours of travel time (5 hours travel less 30 minutes of the normal meal period.)

In the case of an employee whose normal work shift is for 10 or 12 hours, a department shall alter an employee's work schedule for any work week in which training is to be scheduled to minimize overtime expenses for training and travel time provided reasonable advance notice of the change in schedule is given to the employee and subject to any notice requirements of an employee's collective bargaining agreement. No work schedule change is necessary for an employee whose regular work day is 8 hours, or who are following an approved 9-80 work schedule. An illustrative example is shown in Table 1.

Table 1 - Illustrative Analysis of Work Schedule Change Impacts

This policy provides that an employee's work schedule be altered for a work week in which out of area travel is involved, so that the City may be required to pay substantial additional overtime expenses in excess of that required by the Fair Labor Standards Act (for covered employees). The following is a simple example to illustrate:

The employee normally works from 7 a.m. to 7:30 p.m. (a 12-hour shift with a half-hour lunch period) and qualifies for overtime for hours worked beyond 40 in a work week. The employee travels by air on Sunday from 5 a.m. to 8 p.m., including layovers) prior to a five-day training conference, and returns on Saturday, with the travel time being 14 hours.

Under the Fair Labor Standards Act, the employee is compensated for travel time during the employee's regular shift hours—or from 7 a.m. to 7:30 p.m. No payment is required for the travel between 5 a.m. and 7 a.m., and for the travel from 7:30 to 8 p.m. The employee is therefore compensated for 12 hours.

Training then occurs for 8 hours daily for five days. The employee is paid for 40 hours of training time. Four hours on Thursday and 8 hours on Friday are paid at 1 ½ times the employee's regular rate (or overtime). The employee is also compensated for 12 hours on the Saturday return trip home at overtime rates.

Thus the employee is to be compensated for 24 hours at overtime rates. If the employee's work schedule is altered prior to the training to an 8-hour five-day schedule, then the employee is compensated under this example for 16 hours at overtime rates (travel time of 8 hours per day for two travel days).

Expenses for Training

All course costs, tuition, materials, shall be paid by the employer along with accommodations. The employer shall also pay reasonable expenses for meals according to current per diem rate set forth in Administrative Regulation 00-9.

If the employee operates a City vehicle to the training, a gasoline credit card will be provided. If the employee operates his/her own car, the employee is entitled to mileage reimbursement at the current IRS rate. The employee should not check out a gasoline credit card if he/she intends to receive mileage reimbursement, nor should he/she utilize a City provided procurement card for purchase of gasoline.

If the City assigns a vehicle for travel, but the employee requests to take his/her own car, then the employer will pay only for gas, not mileage. Neither gasoline credit nor City-provided procurement cards should be used. The employee must save receipts for the purchase of gasoline and submit them for expense reimbursement. Reimbursement may only be submitted for travel directly related to training. Any additional travel in an employee's personal vehicle, for personal benefit must not be submitted for mileage or gasoline purchase reimbursement. Employees may not utilize City vehicles for personal travel.

If the employee is provided a monthly car allowance, he/she is only eligible for reimbursement when their travel destination is at least 75 miles from City Hall.

Table 2 illustrates the reimbursement, passenger and insurance implications of the City's policy, and employees should take note of these when making decisions about methods of travel. It is expected that an employee will discuss with his/her supervisor any questions or concerns about the application of these requirements in advance of travel. If an issue is not specifically addressed, employees should base decisions they make by answering the following question: Is there a business reason to do what I'm about to do?

Table 2
What City Pays for when Traveling

<u>Method of Travel</u>	<u>Gasoline</u>	<u>Passengers</u>	<u>Insurance</u>
Assigned City Vehicle	Gasoline Credit Card; P-card should only be used as a last resort.	None except for business necessity*; personal travel is not allowed.	City
City Vehicle Assigned; Employee Uses Own Vehicle	City reimburses for gasoline purchases to/from training site.	Personal travel allowed but city expenses for gasoline will not cover personal travel.	Personal insurance
City Vehicle Not Assigned; Employee Uses City-Rented Vehicle	City pays for vehicle rental; gasoline and collision damage waiver	None except for business necessity*; personal travel is not allowed.	City
City Vehicle Not Assigned; Employee Uses Own Vehicle	City reimburses mileage at IRS rate.	Passengers allowed and may share driving; personal travel allowed but deducted from mileage.	Personal insurance
City Vehicle Not Assigned; Employee Rents Vehicle Personally	City reimburses for car rental at government rates for mileage used for business travel	Passengers allowed and may share driving; personal travel allowed but deducted from mileage	Personal insurance

*Business necessity examples:

- Two or more local government employees (including elected officials or employees of other local government units such as those of a county or local school district) car-pooling in a single vehicle to a training conference or meeting.
- A City employee showing other government employees or prospective business developers city properties or development sites, or ancillary-related travel.

Voluntary Training

Voluntary training is training that is not required by the employee's supervisor and is not necessary for the employee's current position. Training that the employee wishes to attend for future betterment, e.g., a promotion in the future, is considered voluntary. Example: The employee wishes to take a college-level course not directly related to the employee's current position, but which would qualify him or her for a different position within the department or the City. This training is considered voluntary. Training courses (including training for examinations) that would qualify the employee for established pay differentials is considered voluntary. Generally, the City does not pay directly for certification training when said certifications will qualify the employee for higher pay. Department directors may authorize city expenditures for training that would benefit the city immediately, even if such training is part of a certification program that the employee might eventually receive; in such cases this training is considered "mandatory" for purposes of this policy.

If the employee desires to attend voluntary training, and the training and/or travel to/from voluntary training falls within his/her regularly scheduled work hours, then the request will be denied unless he/she switches shifts or takes vacation, holiday, or comp time in lieu of the work hours. The employee cannot bring along or perform other productive work during voluntary training.

The City may, at a department director's discretion, pay for the costs of a voluntary training course if such training would benefit the City. Employees shall not operate City vehicles to or from voluntary training. The City may optionally reimburse an employee upon presentation of accurate and timely receipts for gasoline purchases only. Mileage will not be paid to attend voluntary training.

No funds shall be furnished by the City for meals or accommodations for voluntary training.

Procedure

An employee may be directed by a supervisor to attend external training, or may request it. Employees desiring to attend external training shall submit a request to their immediate supervisor (preferably at least 2 weeks prior to the first day of the training). The request should describe the class and how it will benefit the employee in his/her current position, and whether the request is for designation of the training as mandatory or voluntary. In acting on such requests, department directors, or their designees, will determine if the requested training is mandatory or voluntary. Departments may use departmental forms for processing such requests; no City form to implement this policy is required.

If the training request is for voluntary training, and the training or travel falls within the employee's regularly scheduled shift hours, the appropriate leave request should also be submitted to cover the employee's time absence from regular work hours. If the employee requests City funds to cover tuition, course materials or gas, a memo describing the course should also accompany the training request. If no compensatory funds are requested and the employee's work schedule is not affected by the voluntary training or travel thereto, then no training request is required.

If any per diem or mileage is requested prior to traveling, then the request must be submitted to the Finance Department prior to the normal payables deadline for processing on the next payables run. No manual checks will be prepared.

All training must be approved on the training request form by the employee's immediate supervisor and the Department director. No employee will attend any external training that has been requested without prior authorization from the employee's supervisor and department director, or designee.

Upon return from training where City funds are used, each employee who attends training must complete a Travel Authorization and Disbursement in accordance with Administrative Regulation 00-9. All original expense receipts required must accompany the Travel Authorization and Disbursement form.

Approved:



P. Eric Swanson, City Manager

20 March 15

Date



City of Medford
Administrative Regulation

Regulation No.: 04-3 R3
Page: 1 of 2
Subject Area: Human Resources
Date of Issue: July 29, 2013
Supersedes: September 21, 2010

Title: Employee Recognition

Purpose

Employees are the most important asset to the efficient and effective administration of services provided to the citizens of Medford and its environs. This regulation describes the City's program to recognize employees for their contributions to the citizens of Medford and its City government.

Employee of the Quarter

Each quarter the City will recognize an employee as "Employee of the Quarter" based on nominations submitted by department heads. The City Manager shall oversee the designation of those employees selected for this recognition of exemplary performance.

Service Recognition

1. On a monthly basis, the City will present employees with certificates indicating their years of service with the City in five-year service increments beginning with a minimum of five years employment with the City. Individual certificates will be produced by the Human Resources Department on a regular basis, and these framed certificates will be presented during the second regular monthly meeting of the City Council, or more frequently if needed.
2. Service awards shall also include a personalized coffee mug.

Retiring Employees

An employee retiring from the City will be recognized for their service to the City, regardless of age or service credit with the City.

Separating Employees

Departments may recognize employees voluntarily leaving City service in good standing after ten or more years' service.

Approved:

/s P. Eric Swanson

7/25/2013

P. Eric Swanson, City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 04-4 R3
Page: 1 of 2
Subject Area: Human Resources
Date of Issue: 12/26/08
Supersedes: 04-4 R2

Title: No-Smoking Policy

Purpose

This regulation is intended to protect public health and safety. Smoking has been found to be the major preventable cause of premature death and disability in the United States. Studies also indicate that exposure to secondhand smoke is harmful to nonsmokers, causing headaches, eye and throat irritations, and even contributing to severe medical problems.

Policy

The City of Medford is committed to providing a healthy, comfortable, and productive work environment free of tobacco smoke for all its employees.

In furtherance of this policy and State law, **SMOKING IS PROHIBITED** in all City of Medford buildings, in the parking lot between Medford City Hall and the Lausmann Annex, and in all vehicles owned or operated by the City.

This **No Smoking** policy applies to all City employees, visitors, and the general public. Violations of this policy may result in disciplinary action. All prospective new hires will be informed of this policy, and employees will be reminded of the policy requirements periodically.

Notification Requirements

"No Smoking" or "No Smoking Beyond This Point" signs are to be posted at the entrances to the parking lot between the City Hall building and the Lausmann Annex, and the entrance to all other City buildings. In accordance with the provisions of Oregon Revised Statutes 433.835-433.990, no person may smoke or carry any lighted smoking instrument within 10 feet of the following parts of City buildings: (a) entrances, (b) exits, (c) windows that open, and (d) ventilation intakes that serve an enclosed area.

Departments of the city owning vehicles are to indicate "no smoking in City vehicles" by appropriate notice posted in vehicles.

Responsibilities of Supervisors and Employees

Supervisors have the responsibility to see that their assigned personnel comply with this policy. The key for success is every employee's good will and respect for co-workers and the public.

Smoking Cessation Program

The City is committed to assisting those who wish to stop using tobacco products by offering a maximum one-time \$150 reimbursement to full-time regular employees on presentation of itemized receipts and/or proof of program completion involving the costs of nicotine/smoking cessation products, seminars, or plans sponsored by such agencies as the American Cancer Society, the American Lung Association, Asante Rogue Valley Medical Center, Providence Medical Center, and the Smullin Health Education Center.

Approved:

/s Michael Dyal

12/26/2008

Michael Dyal, City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 05-1
Page: 1 of 2
Subject Area: Human Resources
Date of Issue:
Supersedes: new

Title: Conduct in the Workplace

Purpose

The City expects its employees to maintain a high standard of professional conduct during the course of their duties. Therefore, this policy establishes standards of conduct for City employees during the course of daily work, including when in uniform or operating City vehicles, or when representing the City.

Policy

- A. It is the policy of the City, and the responsibility of every employee, to maintain a cooperative, productive and courteous work environment.
- B. Employees are expected to use common sense, patience, courtesy and good judgment in their interpersonal relationships with co-workers, superiors, subordinates, and the public.
- C. Language and conduct used in the work place shall be professional and appropriate. Language shall not be offensive, derogatory, inflammatory, or threatening in nature.

Definition and scope

- A. This administrative regulation applies unless pre-empted by any other federal or state law, city code, administrative rule, or collective bargaining agreement.
- B. Employee conduct subject to this regulation includes the methods used to communicate, such as language, mannerisms, and oral, written, or physical expression.
- C. Inappropriate conduct includes deliberate or repeated behaviors or acts that are demeaning, threatening, offensive or discriminatory, or that disrupt the workplace or impair good working relationships with fellow City employees or the public.

References

- A. Harassment; City of Medford Administrative Regulation 85-9.
- B. Workplace Violence Prevention; City of Medford Administrative Regulation 02-6.

Approved:

/s/ Michael Dyal
Michael Dyal, City Manager

October 5, 2005
Date



City of Medford
Administrative Regulation

Regulation No.: 06-1
Page: 1 of 2
Subject Area: Administration
Date of Issue: Oct. 5, 2006
Supersedes: New

Title: Visual Art Property Control

Purpose

Establish processes and procedures for inventory and control of City owned visual art property.

Definition

Visual art property are items which have been given to, bought by, or bartered for by the City of Medford with the understanding that the property will be available, at varying times, for public viewing. This includes visually aesthetic items or those of intrinsic value.

Authority

Objectives outlined herein shall be managed by a City Manager Designee with review and recommendation by the Medford Arts Commission and their staff liaison.

Objectives

Establishment and management of:

- A. Comprehensive database of City owned visual art property
- B. Public viewing areas and property rotation format
- C. Quarterly property audit process

Comprehensive database of City owned visual art property

A comprehensive database of city owned property shall include: inventory control number, photo, dimensions, medium, artist name and contact information, purchase date and cost, value, location, and have a maintenance database structure in place. After inventory all items shall have affixed an inventory number.

During the initial implementation all pieces shall be collected and inventoried in one location and then returned to original location. Only pieces which without question belong to the City of Medford shall be included. Any items of questionable ownership shall remain in place until research establishes ownership.

After inventory and placement department heads shall be required to review placement and sign an audit form. Items defined as visual art property shall be brought to the designee for inclusion into the inventory.

Public viewing areas and property rotation format

In order to display items to the benefit of the public, with aesthetic review and concern for protection, public viewing areas are established as follows: Lausmann Annex 1st and 2nd floors, City Council Chambers, City Hall 2nd and 3rd floor hallways. Other facilities or locations may be added if conditions warrant. These locations shall be available to the public during normal operating hours to the extent possible.



City of Medford
Administrative Regulation

Regulation No.: 07-1
Page: 1 of 3
Subject Area: Finance
Date of Issue: 02/01/07
Supersedes: New

Title: PAYCHECK DISTRIBUTION POLICY

PURPOSE

This policy sets forth the City's procedures for paycheck distribution.

APPLICABILITY

This policy applies to departments of the City of Medford with employees that receive physical paychecks.

GENERAL

This policy is intended to accomplish the following:

- To ensure appropriate internal controls are established within each department with regards to the safeguarding of physical paychecks.
- To ensure appropriate procedures are established for the release of physical paychecks.
- To minimize the City's exposure to legal liability from inappropriate release of paychecks.

PROCEDURE

Day One/Payday - A Paycheck Signature Log will be distributed to the departments along with the paychecks. It will list employees that receive physical paychecks. When an employee picks up his or her paycheck, the Paycheck Signature Log must be signed and dated; attached is an example. If the employee wants to authorize someone else (including a spouse) to pick up his or her paycheck, a completed Paycheck Release Form must be on file with the employee's Department; attached is an example of a Paycheck Release Form.

Day Two - The completed Paycheck Signature Log is returned to the Finance Department at the start of the business day along with any physical paychecks not distributed.

Day Three – Any paychecks not picked up are mailed standard rate.

Approved:

/s/Michael Dyal
Michael Dyal, City Manager

January 12, 2007
Date

Name _____
Department _____

CITY OF MEDFORD
PAYCHECK RELEASE FORM

I _____ authorize the following individuals to pick up my paycheck. I understand this authorization is in effect until revised.

Name:

Relationship:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Employee Signature

Effective Date

CITY OF MEDFORD
Paycheck Signature Log

Department _____
Payroll liaison _____
Payroll date _____

NAME ON PAYCHECK	EMPLOYEE SIGNATURE	NAME (if not the employee)	SIGNATURE	DATE



City of Medford
Administrative Regulation

Regulation No.: 07-2
Page: 1 of 1
Subject Area: Emergency Mgmt.
Date of Issue: 12/3/07
Supersedes: new

Title: Emergency Management Standards and Training

Purpose

The City of Medford requires employees who are identified as emergency response participants to adhere to the National Incident Management System (NIMS) standards and training guidelines.

Policy

- A. It is the policy of the City to adopt and utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters.
- B. Employees identified to participate in response to emergencies or disasters are required to complete the necessary level of Incident Command System training for all the positions that they may be required to fill during an emergency or disaster.

Definition and scope

- A. Specific individuals will be identified by relevant department directors.
- B. Not all employees will be required to participate.
- C. All persons who are identified to participate in this program, and will have active roles in the emergency response activities, must complete basic information courses which have been identified by the Emergency Coordination Manager.
- D. Employees who are identified to participate in emergency response activities will be notified by their Director and will be required to complete the training course applicable, within a reasonable time limit.
- E. It is the responsibility of the Emergency Coordination Manager to coordinate with the various departments and to maintain the training documentation for all responders of the Emergency Response Team.

Approved:

/s/Michael Dyal
Michael Dyal, City Manager

December 3, 2007
Date



City of Medford
Administrative Regulation

Regulation No.: 09-01 R-1
Page: 1 of 3
Subject Area: Leave Policy
Date of Issue: July 29, 2013
Supersedes: March 5, 2009

Title: Leave for Victims of Domestic Violence

STATEMENT OF POLICY

This policy summarizes employee rights and responsibilities under the Oregon Victims of Certain Crimes Leave Act (OVCCCLA).

REASONS FOR LEAVE

Eligible employees may take OVCCCLA leave for the following purposes:

- A. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's child, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, sexual assault, or stalking.
- B. To seek medical treatment for, or to recover from, injuries caused by domestic violence, sexual assault, or stalking of the employee or the employee's child.
- C. To obtain, or to assist the employee or the employee's child in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault, or stalking.
- D. To obtain services from a victim services provider for the employee or the employee's child.
- E. To relocate or take steps to secure an existing home to ensure the health and safety of the employee or the employee's child. Relocate includes:
 - a. Transition periods spent moving the employee or the employee's child from one home or facility to another, including but not limited to, time to pack and make security or other arrangements for such transitions related to domestic violence, sexual assault, or stalking.
 - b. Transportation or other assistance required for an employee or employee's child related to the domestic violence, sexual assault, or stalking.

LENGTH OF LEAVE

An eligible employee may take reasonable amounts of leave for the above reasons provided the leave does not create an undue hardship on the City's business operations.

DEFINITIONS

- A. “Child” – means a biological, adopted, foster or stepchild, or a child with whom the employee is or was in a relationship of in loco parentis. It also includes the employee’s same gender-domestic partner’s child. The child must be under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability.
- B. “In loco parentis” – means in place of a parent, having financial and day-to-day responsibility for the care of a child. A legal or biological relationship is not required.
- C. “OFLA” – means Oregon Family Leave Act.

COVERAGE AND ELIGIBILITY

An employee is eligible for OVCCLA leave beginning on his/her first day of employment. Eligible employees may take leave for either themselves or for their child or same-gender domestic partner’s child.

OFLA Eligible Leave: Parent-in-law, same-gender domestic partner, grandchild, or grandparent with a serious health condition; non-serious illness of a child requiring home care; and OVCCLA leave. OVCCLA leave and OFLA leave are taken concurrently.

The City’s Family Medical Leave Policy AR 94-6 provisions will apply to OVCCLA as OFLA leave. If the OVCCLA policy provides greater benefit to the employee, then the OVCCLA provision will apply.

INTERMITTENT OR REDUCED SCHEDULE LEAVE

An employee may take leave in multiple blocks of time and /or in an altered or reduced work schedule. An employee on intermittent leave or a reduced schedule may be transferred to another position with the employee’s consent. The transfer must provide equivalent pay and benefits, there must be no other reasonable option available, and employee must be returned to their original position when the employee is ready to return to the former position.

SUBSTITUTION OF PAID LEAVE TIME

An employee will be required to utilize accrued paid leave (vacation, holiday, and sick leave) concurrently with OFLA/OVCCLA leave per AR 94-6 Family Medical Leave Policy.

EMPLOYEE NOTICE REQUIREMENTS

An employee seeking OVCCLA leave will give reasonable advance notice unless giving advanced notice is not feasible.

When taking leave in an unanticipated or emergency situation, an employee must give oral or written notice as soon as practicable. This notice may be given by any other person on behalf of an employee taking unanticipated leave.

An employee able to give advance notice of the need must follow usual notification procedures per applicable union contract or City rules and regulations.

If you are absent from work and do not comply with the procedures in this policy, we will apply our usual attendance policy rules. An unexcused absence may result in disciplinary action, up to and including discharge.

CERTIFICATION REQUIREMENT

The City may require certification that the employee or child is a victim of domestic violence, sexual assault, or stalking. Any of the following constitutes sufficient certification: copy of the police report, copy of protective order or other evidence from the court, documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, or member of the clergy or victim services

If the City requests certification, the City will pay for certification that is not covered by insurance or other benefit plan.

All documentation will be held in confidence and maintained in the employee's medical records file.

Approved:

/s P. Eric Swanson

7/25/2013

P. Eric Swanson, City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 09-02
Page: 1 of 2
Subject Area: Rest Period Policy
Date of Issue: March 5, 2009
Supersedes:

Title: Lactation Support Policy

STATEMENT OF POLICY

The City recognizes the health benefits, lower insurance costs, and reduced absenteeism by providing breastfeeding mothers the opportunity to express human milk and breastfeed during designated break periods in private locations. This policy summarizes employee rights and responsibilities for taking rest periods for expression of breast milk for children under the age of 18 months.

REASONS FOR REST PERIODS

An employee may take reasonable rest periods during the work day to express milk or breastfeed a child brought in during a meal period or other break period. If feasible, an employee will take the rest periods to express milk at the same time as the rest periods or meal periods that are otherwise provided to the employee. Other than meal periods, rest period for milk expression for full time employees shall be paid for up to 30 minutes per rest period. Rest periods of greater than 15 minutes for hourly (part-time, seasonal, & temporary) employees shall not be paid.

DEFINITIONS

“Reasonable Rest Period” – means no less than 30 minutes total during each 4-hour work period, or major part of a 4 hour work period, to be taken by the employee approximately in the middle of each work period.

“Close proximity” – means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period.

FACILITIES

Employees will be provided a private location within close proximity to the employee’s work area to express milk. The private location shall be a place, other than a public restroom or toilet stall, for the employee to express milk concealed from view and without intrusion by other employees or the public. Examples of private locations for expressing milk or breastfeeding a child include, but are not limited to: (a) employee’s work area, (b) room connected to a public restroom, such as a lounge, (c) child care facility, (d) employee’s or unused office, conference room, or a storage space, so long as there is a door that closes and any windows can be covered, and there is a sign that can be placed on the door or handle of the door indicating that the room is in use.

STORAGE

An employee may bring a cooler or other insulated container to work to store the expressed milk. The employee may use City refrigerators that are located in employee break rooms.

EMPLOYEE NOTICE REQUIREMENTS

An employee who intends to express milk or breastfeed during work hours must give the employee's affected department one week written notice, if practical, of her intention, in order to allow the City time to make the necessary preparations. If, due to the nature of the work or other factors, the City is unable to accommodate the employee's request to express milk during work hours, the City will contact the Oregon Bureau of Labor and Industries for recommendations to enable compliance with State law, or obtain the required State hardship waiver.

Approved:

/s Michael Dyal

3/5/2009

Michael Dyal, City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 09-03-R1
Page: 1 of 3
Subject Area: Personnel
Date of Issue: February 1, 2010
Supersedes: August 18, 2009

Title: Electronic Telecommunications Devices

Purpose

The City of Medford recognizes the importance of electronic telecommunications devices as communication tools in the workplace, as well as the need for certain employees to be accessible during business and non-business hours. The policy affects all public officials who use city-owned or city-provided "electronic telecommunications devices." The policy recognizes that State law defines "public official" to include all city employees and volunteers. The purpose of this administrative regulation is also to ensure compliance with ORS 244.040, which prohibits public officials from using or attempting to use an official position or public office to obtain financial gain or avoid a financial detriment, the opportunity for which would not otherwise be available but for the public official's holding the official position or office.

Definition

The term "electronic telecommunications device (ETD)" as used in this policy includes all electronic telecommunication devices, including, but not limited to, telephones, wireless telephones, Blackberrys™, iPhones™, personal digital assistants, includes voice mail connected with the use of telephones and cell phones.

Eligibility

The city manager or his/her designee shall designate which employees, based on job responsibilities, shall be eligible for each alternative under this plan.

Alternative 1) City-issued cell phone: Employees identified as requiring the use of a cell phone as a part of their job duties to use for city business during normal work and/or outside of their normal work hours shall be provided a city-issued cell phone.

Alternative 2) Cell phone allowance as part of compensation: Employees identified as requiring the use of a cell phone as a part of their job duties to use for city business during normal work and/or outside of their normal work hours may elect to receive a monthly allowance in lieu of using a city-issued cell phone. The amount of the monthly allowance will be as follows:

Voice allowance \$30.00
Voice and Data allowance \$65.00

The city manager or his/her designee shall determine the appropriate cell phone allowance for each employee based on the employee's job duties. The employee is responsible for the initial purchase, maintenance and/or replacement of the cell phone should it be lost or damaged.

Responsibilities

All city employees are expected to conduct themselves in a courteous, respectful and professional manner when using electronic telecommunications devices for city business. Use of city-owned cell phones shall also be governed by City Administrative Regulation 00-1 Policy on "Use of Information and Communication Systems," which generally allows only infrequent and brief personal use of City technology systems so long as it does not interfere with work assignments and expectations of

productivity.

Every employee required to use a cell phone to perform the duties of their job shall have access to a city-issued phone at no cost to the employee. Eligible employees who elect to use their personal phone in lieu of a city-issued phone agree to meet the minimum requirements, which shall be established for business purposes in order to allow the city to operate in an effective and efficient manner.

Those employees whose cell phone use falls under Alternative 2 are responsible for all costs associated with the use and possession of such cell phone and associated service plan. Those employees who are eligible and elect Alternative 2 agree to carry the phone with them, have the phone turned on, and be available, within reason, as required by the responsibilities of their position. It is understood that cell phone allowances may be considered taxable income.

Those employees who are eligible and elect for Alternative 2 agree to maintain cellular service that provides adequate coverage so as to meet the expected accessibility required by the responsibilities of their position, shall keep the City informed of their cell phone number and any number change, and may be required to meet minimum connectivity and compatibility requirements established by the Technology Services Department for access and coordination with city-issued phones and technology.

Employees who are eligible for overtime under a union agreement or under the Fair Labor Standards Act should respond during normally scheduled work hours and on-call periods to work-related phone calls, text messages and/or email messages. At other times (outside normal work hours or outside on-call periods) employees should not respond without prior approval from their supervisor. Employees are responsible for reporting any overtime worked under this policy to their supervisor.

Personal Use of Cell Phone

City provided cell phones are made available to employees specifically to facilitate the carrying out of official business, not for personal convenience of the employee. Employees are expected to use work time to conduct city business. However, it is understood that there may be a periodic need for an employee to handle occasional personal matters when they are working.

Personal use of city-issued cell phones is generally prohibited under ORS 244.040(1)(a). An occasion when an employee's personal use of a city cell phone would not be a violation of ORS 244.040(1)(a) would be:

1. A need to contact a spouse or childcare giver to advise that the employee is going to be late getting home or picking up children for a reason directly related to official duties such as a meeting which ran later than expected or a last minute change of schedule.
2. Receiving an incoming call regarding a family emergency.

Personal use of personal cell phones during work-hours shall only be brief and infrequent, except that personal cell phones may be used without limitation during meal and rest periods.

Failure to follow the requirements of this policy with respect to prohibited uses of ETDs is grounds for disciplinary action, up to and including termination.

Acknowledgment

Please sign the attached acknowledgment to indicate that you have read this policy, consent to the terms of this policy, and agree to abide by the policy.

By my signature below, I acknowledge that I have received the City of Medford's Policy on Electronic Telecommunications Devices. I have read it in its entirety and understand the terms of the Policy. I hereby consent to be governed by the terms of the Policy and to abide by such terms. I further understand the City will update these policies as necessary.

Print Name: _____

Signature: _____ Date: _____

To be included in employee's personnel file.

Approved:



Michael Dyal, City Manager



Date

City of Medford
Administrative Regulation

Regulation No.: AR-10-1-R2
Page: 1 of 2
Subject Area: Sponsorship Fees
Date of Issue: October 1, 2012 (Rev)
Supersedes: AR-10-1-R1

Title: Recreation Program/Facility Rates and Fees

PURPOSE

The mission of the Medford Parks and Recreation Department is to provide opportunities for a full range of recreational facilities, activities and programs to meet the demands of all ages within our expanding population.

The Department offers advertising, sponsorships and partnership opportunities at affordable rates to offset program costs and to reduce the Department's dependence on the General Fund.

This regulation establishes a range of rates and fees for various program sponsorships and other promotional opportunities.

AUTHORITY

Section 2.185 - 2.191 Medford City Code

Sports Leagues and Athletic Programs

Sponsorship Item	Fee Range
Adult Basketball (2 types)	\$500-2,000
Adult Flag Football	\$500
Adult Kickball	\$500
Adult Soccer (2 types)	\$500-1,500
Adult Softball (exclusive)	\$5,000
Ultimate Frisbee	\$500
Adult Volleyball (exclusive)	\$2,000
Junior Giants	\$1,500
NFL Flag Football	\$500
So. Oregon Slam (exclusive)	\$3,000
Youth Enrichment in Sports	\$2,500 - \$5,000
All-Comers Track Meets	\$500
Youth Indoor Soccer (2 types)	\$850-5,100

Programs

Sponsorship Item	Fee Range
AAA Travel Teddy	\$200
Arbor Day Tree Partner (3 types)	\$150-500
Breakfast With Santa (2 types)	\$300-500
Candy Cane Hunt (2 types)	\$300-500
MAC-PAC (2 types)	\$1,750-3,500
MPRD Mascot	\$2,000
Day Camp (3 types)	\$500-3,500
Swim Coupon Book	\$750

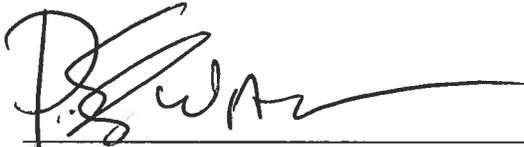
Special Events

Sponsorship Item	Fee Range
Daddy Daughter Dinner Dance (4 types)	\$300-4,000
Dog Days/Pet Parade (2 types)	\$100-450
Mother/Son Bowling Night (2 types)	\$100-400
Concert Sponsorships (5 types)	\$100-10,000
Movies-in-the-Park (exclusive)	\$10,000

See the attached documents, which outline the promotional fees for:

U.S. Cellular Community Park
The Santo Center
Community Connection Guide Advertising
USCCP Tournament Guide Advertising

Approved:



Eric Swanson, City Manager

10.11.12

Date



U.S. Cellular Community Park Promotional Opportunities

	---- Per Field ----		---- Five Fields ----	
	1 Year	2 Years	1 Year	2 Years
Signage				
3.5' x 12' banner (outfield, multi-sport)	\$300	\$540	\$1,200	\$2,160
3.5' x 12' banner – preferred location*	\$450	\$810	\$1,800	\$3,240
5' x 112" banner – Sportafences	\$500	\$900	NA	NA
28" x 6' backstop banner (faces bleachers)	\$150	\$270	\$600	\$1,080

Specialty location or size Negotiable @ \$10.71/ft²

Banner Notes:

- 10% discount for 2-year contract
- Price does not include production cost
- All pricing is based on ground level positioning with the exception of “preferred locations”
- Discounted packages must be paid in cash.
- * walk-ways, dugouts, above ground, parking-lot view, heavy traffic areas

Web Site Hyperlink Advertisements

(www.sportsmedford.com)

Lead sponsor (160 pixels wide x 140 high)	\$750/year	\$1,350/two-year contract
Basic sponsor (160 pixels wide x 70 high)	\$375/year	\$675/two-year contract

Special Discount Packages (cash contracts only)

Base Hit **\$750/year**

- 28" x 6' backstop banner at all five fields in softball/baseball complex
- Basic web site hyperlink ad
- Save \$375!

Double Play **\$1,100/year**

- Two 28" x 6' backstop banners at all five fields in softball/baseball complex
- Basic web site hyperlink ad
- Save \$775!

Daily Double **\$2,000/year**

- 3.5' x 12' outfield banner on each field in both complexes (10 total)

- Basic web site hyperlink ad
- Save \$1,375!
- Grand Slam \$4,000/year**
- 3.5' x 12' banner – preferred location in both complexes (10 total)
- Lead sponsor web site hyperlink
- 4' x 8' banner in Santo Gymnasium
- ½ page annual color advertisement in the Community Connection Guide
- Save \$2,816!

Outfield Signage Specifications and Requirements

- Ground level banners must be exact dimensions described in purchase package
- Each banner must have at least eight equally spaced grommets – one on each corner and two in the middle, top and bottom.
- Windscreen material is required to decrease the likelihood of chain-link fence bowing
- Medford Parks and Recreation reserves the right to approve banner content and location
- Sponsors own their banners and thus are responsible for the printing costs

Other Facilities

Santo Gymnasium

4' x 8' banner.....\$300/year

For More Information

Primary Contact:

Quinnan Picton, Resource Development Coordinator

541-774-2407

quinnan.picton@cityofmedford.org



MEDFORD PARKS & RECREATION Community Connection Advertising Autumn 2012—Summer 2013



ISSUES & DEADLINES	SPACE RESERVATION	PAYMENT DUE	PRINT/MAIL DATES
AUTUMN September—December 2012	August 1, 2012	August 7, 2012	August 15—30, 2012
WINTER-SPRING January—April 2013	December 1, 2012	December 7, 2012	December 15—30, 2012
SUMMER May—August 2013	April 1, 2013	April 7, 2013	April 15—30, 2013

RATES & SIZES 25% Discount for Annual Sponsorships!

Inside Covers	B+W		B+W Annual		Color		Color Annual	
	1x	3 Issues	Per Issue	1x	3 Issues	Per Issue	1x	3 Issues
Full Page	\$1,000	\$2,250	\$750	\$1,500	\$3,375	\$1,125		
1/2 Page	\$500	\$1,125	\$375	\$750	\$1,688	\$563		
1/4 Page	\$250	\$563	\$188	\$375	\$844	\$281		
1/8 Page	\$125	\$281	\$94	\$188	\$422	\$141		
Back Cover	B+W		B+W Annual		Color		Color Annual	
	1x	3 Issues	Per Issue	1x	3 Issues	Per Issue	1x	3 Issues
Full Page	\$1,200	\$2,700	\$900	\$1,800	\$4,050	\$1,350		
1/2 Page	\$600	\$1,350	\$450	\$900	\$2,025	\$675		
1/4 Page	\$300	\$675	\$225	\$450	\$1,013	\$338		
Inside Pages	B+W		B+W Annual		Color		Color Annual	
	1x	3 Issues	Per Issue	1x	3 Issues	Per Issue	1x	3 Issues
Full Page	\$750	\$1,688	\$563	\$1,125	\$2,531	\$844		
1/2 Page	\$375	\$844	\$281	\$563	\$1,266	\$422		
1/4 Page	\$188	\$422	\$141	\$281	\$633	\$211		
1/8 Page	\$94	\$211	\$70	\$141	\$316	\$105		

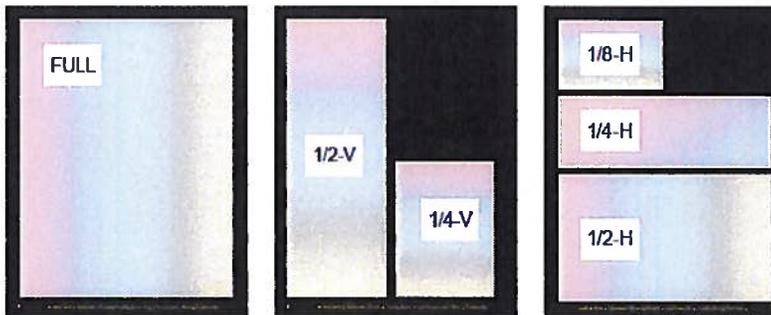
SPECIFICATIONS

Inside Covers		
Full Page	Vertical	7.50-W x 9.75-H
1/2 Page	Horizontal	7.50-W x 4.50-H
1/2 Page	Vertical	3.50-W x 9.75-H
1/4 Page	Horizontal	7.50-W x 2.25-H
1/4 Page	Vertical	3.50-W x 4.75-H
1/8 Page	Horizontal	3.75-W x 2.50-H
Back Cover		
Full Page	Vertical	7.50-W x 8.50-H
1/2 Page	Vertical	3.75-W x 8.75-H
1/2 Page	Horizontal	7.50-W x 4.25-H
1/4 Page	Vertical	3.75-W x 4.25-H
1/4 Page	Horizontal	7.50-W x 2.00-H
Inside Pages		
Full Page	Vertical	7.00-W x 9.25-H
1/2 Page	Vertical	3.50-W x 9.25-H
1/2 Page	Horizontal	7.00-W x 4.75-H
1/4 Page	Vertical	3.50-W x 4.75-H
1/4 Page	Horizontal	7.00-W x 2.50-H
1/8 Page	Horizontal	3.50-W x 2.50-H

All sizes are nominal. Please see also graphical representations of ad sizes below.

Inside Covers		
Full	V	7.50-W x 9.75-H
1/2	H	7.50-W x 4.50-H
1/2	V	3.50-W x 9.75-H
1/4	H	7.50-W x 2.25-H
1/4	V	3.50-W x 4.75-H
1/8	H	3.75-W x 2.50-H

All sizes are nominal.



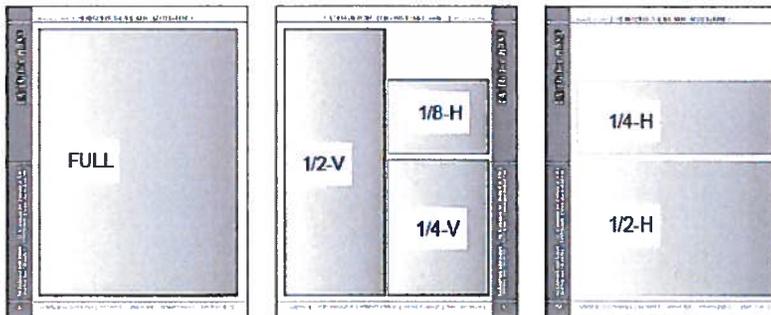
Back Cover		
Full	V	7.50-W x 8.50-H
1/2	V	3.75-W x 8.75-H
1/2	H	7.50-W x 4.25-H
1/4	V	3.75-W x 4.25-H
1/4	H	7.50-W x 2.00-H

All sizes are nominal.



Inside Pages		
Full	V	7.00-W x 9.25-H
1/2	V	3.50-W x 9.25-H
1/2	H	7.00-W x 4.50-H
1/4	V	3.50-W x 4.75-H
1/4	H	7.00-W x 2.50-H
1/8	H	3.50-W x 2.50-H

All sizes are nominal.





2013 TOURNAMENT GUIDE ADVERTISING RATES

Ad Size	Inside Pages	Inside Covers & First Page	Back Cover
¼ page	\$160	\$260	NA
½ page	\$300	\$500	NA
Full Page	\$500	\$850	\$1,100

ADVERTISEMENT DIMENSIONS

Ad Size	Horizontal Width x Height	Vertical Width x Height
¼ page	8.5" x 2.75"	4.25" x 5.5"
½ page	8.5" x 5.5"	4.25" x 11"
Full Page	8.5" x 11"	8.5" x 11"

SPECIFICATIONS & SUBMISSION INSTRUCTIONS

Please create full color ads in CMYK at 300 dpi.,
Submit electronically as .eps, TIFF, .ai or .pdf to:
quinnan.picton@cityofmedford.org

Design Services

Need your ad designed?

Contact Laurel Briggs for more information at:

laurel@creativemdesign.com.

Deadline

The 2013 Tournament Guide will be printed no later than December 1, 2012. To ensure your business is included, please have your artwork submitted prior to

November 15, 2012.

Payment must also be received by this deadline

ABOUT THE 2013 TOURNAMENT GUIDE

Content: The 2013 Tournament Guide will contain the full 2013 tournament schedule for all youth and adult bat and ball tournaments that will be held at U.S. Cellular Community Park during the 2013 season. This includes slow-pitch softball, youth baseball and fast-pitch softball.

Distribution: 2,500 copies to be distributed throughout Oregon and northern California via direct mail, regional meetings, facility partnerships and the Medford Visitors and Convention Bureau.

Audience: Regional and local softball/baseball participants, parents and families.

Web: Effective December 1, 2012, the online PDF will be posted with live hyperlinks at www.sportsmedford.com. The Tournament Guide link will be listed under "Tournaments and Events".

City of Medford
Administrative Regulation

Regulation No.: AR-10-1-R3
Page: 1 of 6
Subject Area: Sponsorship Fees
Date of Issue: December 1, 2013(Rev)
Supersedes: AR-10-1-R2

Title: Recreation Program/Facility Rates and Fees

PURPOSE

The mission of the Medford Parks and Recreation Department is to provide opportunities for a full range of recreational facilities, activities and programs to meet the demands of all ages within our expanding population.

The Department offers advertising, sponsorships and partnership opportunities at affordable rates to offset program costs and to reduce the Department's dependence on the General Fund.

This regulation establishes a range of rates and fees for various program sponsorships and other promotional opportunities.

AUTHORITY

Section 2.185 - 2.191 Medford City Code

Sports Leagues and Athletic Programs

Sponsorship Item	Fee Range
Adult Basketball (2 types)	\$500-\$2,500
Adult Kickball	\$500-\$1,500
Adult Soccer/Futsal	\$500-\$1,500
Adult Softball (exclusive)	\$5,000
Adult Volleyball	\$500-\$2,500
Junior Giants	\$1,500-\$5,000
NFL Flag Football	\$500-\$2,500
Youth Enrichment in Sports	\$500-\$2,500
All-Comers Track Meets	\$500
Youth Indoor Soccer	\$500-\$3,600
Tournaments	\$250-\$2,500

Programs

Sponsorship Item	Fee Range
Breakfast With Santa	\$300-500
Candy Cane Hunt	\$300-500
Park N Play	\$1,000-\$5,000
Day Camp	\$500-3,500
Swim Coupon Book	\$500

Special Events

Sponsorship Item	Fee Range
Daddy Daughter Dinner Dance	\$300-\$4,000
Arbor Day Tree Partner	\$150-\$500
Concert Sponsorships	\$250-\$10,000
Movies-in-the-Park (exclusive)	\$10,000
Howl-O-Ween	\$500-\$2,000

Facility Signage (annual)

Sponsorship Item	Fee Range
Jackson Pool	\$250
Santo Gymnasium	\$300
Youth Activity Center	\$250

See the attached documents, which outline the promotional fees for:

U.S. Cellular Community Park
 The Santo Center
 Community Connection Guide Advertising
 USCCP Tournament Guide Advertising

Approved:


 Eric Swanson, City Manager

12-10-13
 Date



U.S. Cellular Community Park Promotional Opportunities

	---- Per Field ----		---- Five Fields ----	
	1 Year	2 Years	1 Year	2 Years
Signage				
3.5' x 12' banner (outfield, multi-sport)	\$300	\$540	\$1,200	\$2,160
3.5' x 12' banner – preferred location*	\$450	\$810	\$1,800	\$3,240
5' x 112" banner – Sportafences	\$500	\$900	NA	NA
28" x 6' backstop banner (faces bleachers)	\$150	\$270	\$600	\$1,080
Specialty location or size	Negotiable @ \$10.71/ft ²			

Banner Notes:

- 10% discount for 2-year contract
- Price does not include production cost
- All pricing is based on ground level positioning with the exception of “preferred locations”
- Discounted packages must be paid in cash.
- * walk-ways, dugouts, above ground, parking-lot view, heavy traffic areas

Web Site Hyperlink Advertisements

(www.sportsmedford.com)

Lead sponsor (160 pixels wide x 140 high)	\$750/year	\$1,350/two-year contract
Basic sponsor (160 pixels wide x 70 high)	\$375/year	\$675/two-year contract

Special Discount Packages (cash contracts only)

Base Hit **\$750/year**

- 28" x 6' backstop banner at all five fields in softball/baseball complex
- Basic web site hyperlink ad
- Save \$375!

Double Play **\$1,100/year**

- Two 28" x 6' backstop banners at all five fields in softball/baseball complex
- Basic web site hyperlink ad
- Save \$775!

Daily Double \$2,000/year

- 3.5' x 12' outfield banner on each field in both complexes (10 total)
- Basic web site hyperlink ad
- Save \$1,375!

Grand Slam \$4,000/year

- 3.5' x 12' banner – preferred location in both complexes (10 total)
- Lead sponsor web site hyperlink
- 4' x 8' banner in Santo Gymnasium
- ½ page annual color advertisement in the Community Connection Guide
- Save \$2,816!

Outfield Signage Specifications and Requirements

- Ground level banners must be exact dimensions described in purchase package
- Each banner must have at least eight equally spaced grommets – one on each corner and two in the middle, top and bottom.
- Windscreen material is required to decrease the likelihood of chain-link fence bowing
- Medford Parks and Recreation reserves the right to approve banner content and location
- Sponsors own their banners and thus are responsible for the printing costs

Other Facilities

Santo Gymnasium

4' x 8' banner.....\$300/year

For More Information

Primary Contact:

Quinnan Picton, Resource Development Coordinator

541-774-2407

quinnan.picton@cityofmedford.org



MEDFORD PARKS & RECREATION
Community Connection Advertising
Autumn 2012—Summer 2013



ISSUES & DEADLINES	SPACE RESERVATION	PAYMENT DUE	PRINT/MAIL DATES
AUTUMN September—December 2012	August 1, 2012	August 7, 2012	August 15—30, 2012
WINTER-SPRING January—April 2013	December 1, 2012	December 7, 2012	December 15—30, 2012
SUMMER May—August 2013	April 1, 2013	April 7, 2013	April 15—30, 2013

RATES & SIZES 25% Discount for Annual Sponsorships!

Inside Covers	B+W		B+W Annual		Color		Color Annual	
	1x	3 Issues	Per Issue	1x	3 Issues	Per Issue	1x	3 Issues
Full Page	\$1,000	\$2,250	\$750	\$1,500	\$3,375	\$1,125	\$1,500	\$3,375
1/2 Page	\$500	\$1,125	\$375	\$750	\$1,688	\$563	\$750	\$1,688
1/4 Page	\$250	\$563	\$188	\$375	\$844	\$281	\$375	\$844
1/8 Page	\$125	\$281	\$94	\$188	\$422	\$141	\$188	\$422

Back Cover	B+W		B+W Annual		Color		Color Annual	
	1x	3 Issues	Per Issue	1x	3 Issues	Per Issue	1x	3 Issues
Full Page	\$1,200	\$2,700	\$900	\$1,800	\$4,050	\$1,350	\$1,800	\$4,050
1/2 Page	\$600	\$1,350	\$450	\$900	\$2,025	\$675	\$900	\$2,025
1/4 Page	\$300	\$675	\$225	\$450	\$1,013	\$338	\$450	\$1,013

Inside Pages	B+W		B+W Annual		Color		Color Annual	
	1x	3 Issues	Per Issue	1x	3 Issues	Per Issue	1x	3 Issues
Full Page	\$750	\$1,688	\$563	\$1,125	\$2,531	\$844	\$1,125	\$2,531
1/2 Page	\$375	\$844	\$281	\$563	\$1,266	\$422	\$563	\$1,266
1/4 Page	\$188	\$422	\$141	\$281	\$633	\$211	\$281	\$633
1/8 Page	\$94	\$211	\$70	\$141	\$316	\$105	\$141	\$316

SPECIFICATIONS

Inside Covers		
Full Page	Vertical	7.50-W x 9.75-H
1/2 Page	Horizontal	7.50-W x 4.50-H
1/2 Page	Vertical	3.50-W x 9.75-H
1/4 Page	Horizontal	7.50-W x 2.25-H
1/4 Page	Vertical	3.50-W x 4.75-H
1/8 Page	Horizontal	3.75-W x 2.50-H

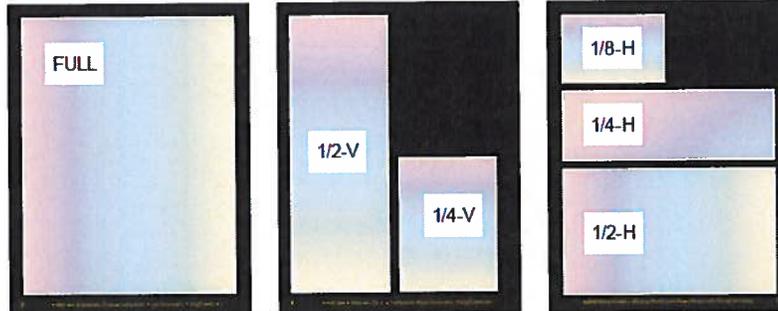
Back Cover		
Full Page	Vertical	7.50-W x 8.50-H
1/2 Page	Vertical	3.75-W x 8.75-H
1/2 Page	Horizontal	7.50-W x 4.25-H
1/4 Page	Vertical	3.75-W x 4.25-H
1/4 Page	Horizontal	7.50-W x 2.00-H

Inside Pages		
Full Page	Vertical	7.00-W x 9.25-H
1/2 Page	Vertical	3.50-W x 9.25-H
1/2 Page	Horizontal	7.00-W x 4.75-H
1/4 Page	Vertical	3.50-W x 4.75-H
1/4 Page	Horizontal	7.00-W x 2.50-H
1/8 Page	Horizontal	3.50-W x 2.50-H

All sizes are nominal. Please see also graphical representations of ad sizes below.

Inside Covers		
Full	V	7.50-W x 9.75-H
1/2	H	7.50-W x 4.50-H
1/2	V	3.50-W x 9.75-H
1/4	H	7.50-W x 2.25-H
1/4	V	3.50-W x 4.75-H
1/8	H	3.75-W x 2.50-H

All sizes are nominal.



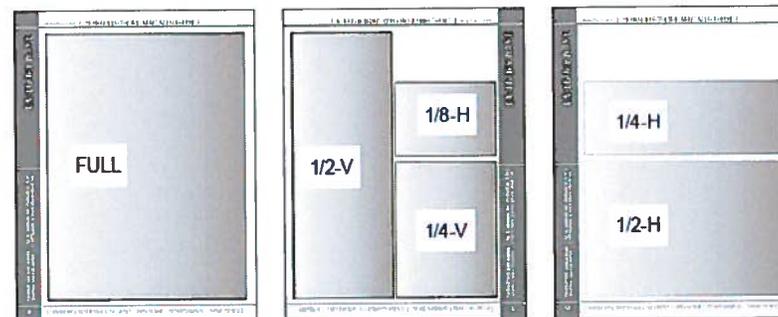
Back Cover		
Full	V	7.50-W x 8.50-H
1/2	V	3.75-W x 8.75-H
1/2	H	7.50-W x 4.25-H
1/4	V	3.75-W x 4.25-H
1/4	H	7.50-W x 2.00-H

All sizes are nominal.



Inside Pages		
Full	V	7.00-W x 9.25-H
1/2	V	3.50-W x 9.25-H
1/2	H	7.00-W x 4.50-H
1/4	V	3.50-W x 4.75-H
1/4	H	7.00-W x 2.50-H
1/8	H	3.50-W x 2.50-H

All sizes are nominal.





2014 TOURNAMENT GUIDE ADVERTISING RATES

Ad Size	Inside Pages	Inside Covers & First Page	Back Cover
¼ page	\$175	\$275	NA
½ page	\$350	\$550	NA
Full Page	\$550	\$925	\$1,200

ADVERTISEMENT DIMENSIONS

Ad Size	Horizontal Width x Height	Vertical Width x Height
¼ page	8.5" x 2.75"	4.25" x 5.5"
½ page	8.5" x 5.5"	4.25" x 11"
Full Page	8.5" x 11"	8.5" x 11"

SPECIFICATIONS & SUBMISSION INSTRUCTIONS

Please create full color ads in CMYK at 300 dpi.,
Submit electronically as .eps, TIFF, .ai or .pdf to:
quinnan.picton@cityofmedford.org

Design Services

Need your ad designed?
Contact us and we will connect you with our publication designer.

Deadline

The 2014 Tournament Guide will be printed no later than December 31, 2013. To ensure your business is included, please have your artwork submitted prior to
December 15, 2013.

Payment must also be received by this deadline

ABOUT THE 2014 TOURNAMENT GUIDE

Content: The 2014 Tournament Guide will contain the full 2014 tournament schedule for all youth and adult bat and ball tournaments that will be held at U.S. Cellular Community Park during the 2014 season. This includes slow-pitch softball, youth baseball and fast-pitch softball. Event information will also be included for other sports and events occurring at U.S. Cellular Community Park. Content will also focus on things to do in Medford for visiting teams.

Distribution: 1,500 copies will be distributed throughout Oregon and northern California via mail, regional meetings, facility partnerships and the Medford Visitors and Convention Bureau.

Audience: Regional and local sports participants, parents and families.

Web: Effective January 2014, the online PDF will be posted with live hyperlinks at www.sportsmedford.com. The Tournament Guide link will be listed under "Tournaments and Events".



City of Medford
Administrative Regulation

Regulation No.: 10-2
Page: 1 of 2
Subject Area: Filming
Date of Issue: February 10, 2010
Supersedes: N/A

Title: Film Permit/Production in City of Medford

To establish policy by which outside organizations may be permitted within the City of Medford for the purpose of motion picture, commercial filming or video production. Use of City Hall is governed by Administrative Regulation 84-3. Use of City property is governed by Medford Code sections 2.185 through 2.191

Authority:

Affirmed by the City Council and pursuant to the authority vested in the City Manager by the City of Medford Charter, Chapter V, Section (18)(3)(e), which states “...the City Manager shall have general supervision over all city property.”

Policy:

1. It shall be the policy of the City to allow certain uses of city-owned property where the City Manager has determined that the proposed use would not have an unmanageable adverse impact on City operations or the general public.
2. The City Manager, in permitting such use, may establish any conditions deemed appropriate.
3. Use of City property by public bodies, including all boards, committees and commissions of the City and other governmental entities shall be given priority.
4. Subject to the prior and superior rights of public bodies, any person, association or organization may apply for use of City property. All requests will be considered on a “first-come” basis.
5. All City property shall be returned to original condition, including but not limited to the replacement of equipment and the disposal of trash.
6. City Manager’s staff will determine the permit fee and deposit required based on the information presented in the Film Permit Application.
7. If a Parks Facility is to be utilized, City Manager’s staff will contact the Parks Department to verify if the facility is available and the appropriate cost of the facility to be charged to the applicant.
8. The applicant is required to obtain a City of Medford Temporary Business License.
9. Applicant agrees to comply with all applicable laws of the United States, the State of Oregon, Jackson County and the City of Medford.
10. Applicant agrees to include the City of Medford in production credits for filming or videotaping and to provide the City of Medford with two (2) DVD’s of the completed video/film.

Procedure:

1. Applicant completes City of Medford “Film Permit Application” form and submits signed form to the City Manager’s Office. The following documents must also be submitted:

- i. Location Detail for each location identified.
 - ii. Map detailing each location (showing streets, buildings, etc.)
2. Applicant is required to notify all addresses within 200 feet of the location(s) and will be liable for any issues due to failure to notify. Accepted methods of notification are written or placement of an ad in the Mail Tribune.
3. City Manager's staff will review the permit request and based on complexity of application will follow one of the following procedures:
 - i. If the location impact(s) is/are limited in scope, the staff will submit, via electronic mail, the completed Film Permit Application form, map and any other attachments to the following departments for endorsement: Public Works Service Center, Public Works Traffic Engineering, Police, Fire, Parks & Recreation and MURA (if event is in the renewal agency's boundaries).
 - ii. If the location impact(s) is/are interminable or extensive in nature, staff will schedule a meeting for applicant and all appropriate department representatives to review the application.
4. Each department will review the information and submit their comments, recommended conditions (if any) and endorsement or denial to all departments listed above.
5. Applicant is responsible for furnishing and removing barricades, furnishing street closure signs, providing emergency access, cleaning up area used and any other conditions as determined to be necessary as will be detailed on the permit.
6. If permit is denied, applicant may appeal to the City Council as per Medford Municipal Code, 2.185.
7. Upon approval of Film Permit Application, applicant will be required to submit the following before official permit will be issued:
 - i. City of Medford Temporary Business License
 - ii. Copy of notification to be given to impacted addresses.
 - iii. Certificate of Insurance with minimum liability amount of \$1,000,000 per occurrence.

Applicant must have signed permit readily available during filming and use of public property.

Approved


Michael Dyal, City Manager


Date



Filming Policies for the City of Medford

Do I need a Film Permit? Unless you are filming in a licensed film studio, a valid Film Permit issued by the City Manager's Office is required for all shoots on public and private property. Even if the location is a private residence or business, a Film Permit is required.

Procedures: First contact the City Manager's office at 541-774-2000 for an application or visit the city's website at www.ci.medford.or.us. Complete the application and submit it to the City Manager's office for review and endorsement.

Insurance: Applicant must maintain the following minimum insurance:

- (1) Commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: General Aggregate- \$1,000,000, Products/Completed Operations Aggregate- \$1,000,000, Personal & Advertising Injury Aggregate- \$1,000,000, Each Occurrence- \$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be named an additional Insured.
- (2) Commercial automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired autos. The combined single limit for bodily injury and property damage shall be not less than \$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be named an additional Insured.
- (3) Statutory workers compensation and employers liability insurance as required by State law.
- (4) Professional liability insurance. The limit of liability shall be not less than \$500,000.

Filming Hours: Normal hours for filming are from 7 a.m. to 6 p.m. Written requests for filming outside of normal hours will be reviewed and approved by the City Manager.

Notification: Applicant is required to notify all addresses within 200 feet of the location(s) and will be liable for any issues due to failure to notify. Accepted methods of notification are written notification to individual addresses and/or placement of an ad in the Mail Tribune prior to the date of filming.

Posting/Parking: All vehicles and equipment associated with filming activities must park in posted spaces only. Applicant is responsible for putting up and taking down all city approved "No Parking/Tow Away" signs. Signs must be posted 48 hours prior to start of production in residential areas and 24 hours prior to start of production in commercial areas.

Credits: Applicant is required to include the City of Medford in production credits for filming or videotaping.



CITY OF MEDFORD FILM PERMIT APPLICATION

ALL PERMIT REQUESTS MUST BE COMPLETED IN FULL.

Production Size	
<input type="checkbox"/>	Low Impact
<input type="checkbox"/>	Small Production
<input type="checkbox"/>	Mid-Major Production

PROJECT NAME:	
Proposed Filming Dates	Number of Locations
Production Company	Contact Name
Permanent Company Address	Phone
	Fax
Local Production Address	Contact Name
Producer	Phone
Production Manager	Phone
Location Manager	Phone
Asst. Location Manager	Phone
Brief Description of project	

Location List (submit Location Detail/Map for each location listed)	Dates
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

The undersigned hereby certify that I/we are the authorized representative(s) of the above organization, that the above statements are true to the best of my knowledge and I/we agree on the behalf of our group to assume liability at all costs for any misuse or damage to public property, to be bound to the policies and regulations of the City of Medford, and to adhere to any additional requirements imposed by the City of Medford. I further understand that if any information on this permit request is found to be fraudulent or a misrepresentation of the facts, this permit may be revoked. I/we agree to include the City of Medford in all production credits.

_____ **Printed Name and Signature of Authorized Representative** _____ **Date**

Department Approvals Police _____ PW Eng _____ PW Ops _____ Fire _____ Parks _____ MURA _____	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Film Permit Fee _____ Deposit Required _____ Business License # _____	Paid _____ _____ _____	City of Medford Approval _____ <div style="text-align: center;"> Name/Title Date </div> _____ <div style="text-align: center;"> City Manager Date </div>
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CITY OF MEDFORD FILM PERMIT APPLICATION LOCATION DETAIL

Production Size	
<input type="checkbox"/>	Low Impact
<input type="checkbox"/>	Small Production
<input type="checkbox"/>	Mid-Major Production

PROJECT NAME:		
Location Address	Date(s)	Time(s)
Location Contact Name/Phone		

Personnel & Equipment (indicate number of each) Crew _____ Crew Vehicles _____ Cranes _____ Cast _____ Motor Homes _____ Generator _____ Extras _____ Semi Trucks _____ Lights _____ Other: _____	Catering Services Company _____ Contact Name/Phone _____ Location of activity _____
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Description of filming at this location

Services Anticipated

____ Street Closure (submit map detailing request)

____ Sidewalk Closure (submit map detailing request)

____ On-street Parking (submit map detailing request)

____ Traffic Control (submit map detailing request)

____ Temporary Structure - (submit detailed drawing)

____ Police Services - _____

____ Amplification - Type: _____

____ Public Buildings - Location: _____

____ Other (describe below)

Notification to all properties within 200 feet of the above location is the responsibility of the applicant. Permit may be revoked for failure to provide adequate notification.

Upon issuance of approval for amplification, it is understood that if any complaints are received by the Police Department, you will be notified and requested to either turn the volume of the amplification down or discontinue its use.

Applicant Signature/Date

Department Approvals		YES	NO			YES	NO
Police	_____	<input type="checkbox"/>	<input type="checkbox"/>	Fire	_____	<input type="checkbox"/>	<input type="checkbox"/>
PW Eng	_____	<input type="checkbox"/>	<input type="checkbox"/>	Parks	_____	<input type="checkbox"/>	<input type="checkbox"/>
PW Ops	_____	<input type="checkbox"/>	<input type="checkbox"/>	MURA	_____	<input type="checkbox"/>	<input type="checkbox"/>



CITY OF MEDFORD FILM PERMIT BILLING AGREEMENT

PROJECT NAME: _____

PRODUCTION COMPANY NAME: _____

AUTHORIZED AGENT: _____

BUSINESS LICENSE #: _____ **DEPOSIT:** _____

The company named above agrees to pay all costs for required permits and film coordination services provided by the City of Medford as described in the Film Permit Application and Administrative Regulation.

In addition, the company named above agrees to pay a deposit, refundable upon final inspection of the film location(s) and verification that all obligations to the City incurred as a result of this activity are satisfied. The company agrees that the City Staff time and materials required to restore the location to its previous condition will be deducted from the deposit. The company further agrees to pay the City of Medford for any and all additional restoration costs in excess of the deposit amount. In addition, the company named above agrees to secure and maintain in full force and effect during the full term of the permit, comprehensive general liability insurance.

The permittee shall indemnify and hold harmless the City, its officers, elected officials, agents, employees and volunteers, from and against any and all claims, actions, suits, proceedings, costs, expenses (including reasonable attorney's fees), damages, and liabilities claimed by any person, organization, association, or otherwise arising out of or relating to any act or omission of the permittee, its agents, contractors or employees under this Agreement. Such indemnification shall not be effective to the extent that the damage or injury results from the sole negligence of the City.

Failure of the Company to comply with the terms of the City's permit as described may result in revocation of the permit and the inability to obtain future permits.

Signature of Authorized Agent

Date

City of Medford

Date

**City of Medford
Film Permit/Production Fees**

Low impact, Independent Productions: No exclusive use of streets No generator 10 or less crewmembers No special effects No closure of pedestrian areas No filming of moving vehicles	\$25 per day of filming \$200 Refundable Deposit
Small Production: Up to 20 cast/crew members Up to 3 working vehicles (no larger than 5 ton)	\$50 per day of filming \$500 Refundable Deposit
Mid sized to Major Production:	\$100 per day of filming \$1,000 Refundable Deposit

Additional costs will be assessed for exclusive use of city property/facilities.



City of Medford
Administrative Regulation

Regulation No.: 10-2 R1
Page: 1 of 3
Subject Area: Filming
Date of Issue: November 15, 2012
Supersedes: 10-2 February 10, 2010

Title: Film Permit/Production in City of Medford

To establish policy by which outside organizations may be permitted within the City of Medford for the purpose of motion picture, commercial filming or video production. Use of City Hall is governed by Administrative Regulation 84-3. Use of City property is governed by Medford Code sections 2.185 through 2.191

Authority:

Affirmed by the City Council and pursuant to the authority vested in the City Manager by the City of Medford Charter, Chapter V, Section (18)(3)(e), which states "...the City Manager shall have general supervision over all city property."

Policy:

1. It shall be the policy of the City to allow certain uses of city-owned property where the City Manager has determined that the proposed use would not have an unmanageable adverse impact on City operations or the general public.
2. The City Manager, in permitting such use, may establish any conditions deemed appropriate.
3. Use of City property by public bodies, including all boards, committees and commissions of the City and other governmental entities shall be given priority.
4. Subject to the prior and superior rights of public bodies, any person, association or organization may apply for use of City property. All requests will be considered on a "first-come" basis.
5. All City property shall be returned to original condition, including but not limited to the replacement of equipment and the disposal of trash.
6. City Manager's staff will determine the permit fee and deposit required based on the information presented in the Film Permit Application. Film Permit and Productions Fees are attached as Exhibit A.
7. If a Parks Facility is to be utilized, City Manager's staff will contact the Parks Department to verify if the facility is available and the appropriate cost of the facility to be charged to the applicant.
8. The applicant is required to obtain a City of Medford Temporary Business License.
9. Applicant agrees to comply with all applicable laws of the United States, the State of Oregon, Jackson County and the City of Medford.
10. Applicant agrees to include the City of Medford in production credits for filming or videotaping and to provide the City of Medford with two (2) DVD's of the completed video/film.

Procedure:

1. Applicant completes City of Medford "Film Permit Application" form and submits signed form to the City Manager's Office. The following documents must also be submitted:
 - i. Location Detail for each location identified.

-
- ii. Map detailing each location (showing streets, buildings, etc.)
2. Applicant is required to notify all addresses within 200 feet of the location(s) and will be liable for any issues due to failure to notify. Accepted methods of notification are written or placement of an ad in the Mail Tribune.
 3. City Manager's staff will review the permit request and based on complexity of application will follow one of the following procedures:
 - i. If the location impact(s) is/are limited in scope, the staff will submit, via electronic mail, the completed Film Permit Application form, map and any other attachments to the following departments for endorsement: Public Works Service Center, Public Works Traffic Engineering, Police, Fire, Parks & Recreation and MURA (if event is in the renewal agency's boundaries).
 - ii. If the location impact(s) is/are interminable or extensive in nature, staff will schedule a meeting for applicant and all appropriate department representatives to review the application.
 4. Each department will review the information and submit their comments, recommended conditions (if any) and endorsement or denial to all departments listed above.
 5. Applicant is responsible for furnishing and removing barricades, furnishing street closure signs, providing emergency access, cleaning up area used and any other conditions as determined to be necessary as will be detailed on the permit.
 6. Applicant is responsible for paying Film Permit and Production Fees as outlined in Exhibit A attached.
 7. If permit is denied, applicant may appeal to the City Council as per Medford Municipal Code, 2.185.
 8. Upon approval of Film Permit Application, applicant will be required to submit the following before official permit will be issued:
 - i. City of Medford Temporary Business License
 - ii. Copy of notification to be given to impacted addresses.
 - iii. Certificate of Insurance with minimum liability amount of \$1,000,000 per occurrence.

Applicant must have signed permit readily available during filming and use of public property.

Approved


Eric Swanson, City Manager



Date

Exhibit A

City of Medford Film Permit/Production Fees

Low impact, Independent Productions:	\$25 per day of filming
No exclusive use of streets	\$200 Refundable Deposit
No generator	
10 or less crewmembers	
No special effects	
No closure of pedestrian areas	
No filming of moving vehicles	
Small Production:	\$50 per day of filming
Up to 20 cast/crew members	\$500 Refundable Deposit
Up to 3 working vehicles	
(no larger than 5 ton)	
Mid sized to Major Production:	\$100 per day of filming
	\$1,000 Refundable Deposit

Additional costs will be assessed for exclusive use of city property/facilities.



City of Medford
Administrative Regulation

Regulation No.: AR-10-3
Page: 1 of 2
Subject Area: Personnel
Date of Issue: April 15, 2010
Supersedes: new

Title: Reimbursement for Training of Police Officers

Purpose

To establish requirements related to reimbursement for training costs associated with Oregon Department of Public Safety Standards and Training (DPSST), Field Training Evaluation Program (FTEP), and certification for specified positions as allowed and pursuant to Senate Bill 971.

Senate Bill 971 requires a government agency that hires an employee who voluntarily leaves employment of the original employing governmental agency to reimburse the original employing governmental agency for certain costs incurred by training the employee.

Definition

“Police Officer” has the meaning given that term in ORS 181.610. Per ORS 181.610 “Police officer” means an officer, member or employee of a law enforcement unit who is employed full-time as a peace officer commissioned by a city.

“Training costs” means training expenses paid for by the City of Medford that include the cost of salary and benefits paid to an employee during training, the cost of salary and benefits paid to another employee to cover the workload of an employee in training and the cost of initial training courses required for employment.

Policy

The City of Medford shall seek reimbursement of “training costs” from another government agency that hires a former police officer who left employment voluntarily, per the below reimbursement schedule.

The City of Medford may waive the reimbursement of training costs for an employee who voluntarily leaves employment with the City of Medford and is subsequently employed by another governmental agency. The Police Chief or designee may waive or reduce the amount of reimbursement of training costs up to \$10,000. Approval of the City Manager or designee is required to waive or reduce reimbursement amounts greater than \$10,000.

When making employment decisions, the City of Medford, as required by law, shall not take into consideration the possibility that the reimbursement of training costs the City may occur from another jurisdiction.

Employees who voluntarily leave employment shall notify the City of Medford of subsequent employment by another governmental agency in a timely manner, and shall notify future employers of the reimbursement requirements under this administrative regulation.

Employees shall be required to sign an acknowledgement of understanding and agreement of this administrative regulation upon hire.

This administrative regulation applies to police officers who begin training after April 30, 2010.

Incentive Program

The City provides a retention incentive program by offering a competitive salary package that includes DPSST certification incentive pay and educational incentive pay following completion of DPSST training, FTEP, and a probationary period. Employees are eligible for annual step increases until they reach the top of the police officer salary range.

Reimbursement schedule

The maximum training reimbursement schedule for a police officer shall be:

(A) 100 percent of training costs if the employee is employed by the subsequent employing governmental agency within 12 months from the date the employee completes training required by the City of Medford.

(B) 66 percent of training costs if the employee is employed by the subsequent employing governmental agency more than 12 months but less than 24 months from the date the employee completes training required by the City of Medford.

(C) 33 percent of training costs if the employee is employed by the subsequent employing governmental agency more than 24 months but less than 36 months from the date the employee completes training required by the City of Medford.

(D) Waived if the employee is employed by the subsequent employing governmental agency more than 36 months from the date the employee completes training required by the City of Medford.

Approved:

Michael Dyal
Michael Dyal, City Manager

April 23, 2010
Date



City of Medford
Administrative Regulation

Regulation No.: 11-1
Page: 1 of 3
Subject Area: Personnel
Effective Date: May 11, 2011
Supersedes: none

Title: Nepotism and Conflicting Relationships

Purpose

The purpose of this policy is to ensure effective supervision, safety, security, performance, assignments, and discipline while maintaining positive morale by avoiding actual or perceived favoritism, discrimination, sexual harassment, or other actual or potential conflicts of interest by or between employees of the City.

Definitions

For the purpose of this Regulation, the following definitions apply:

“Relative” means an employee’s parent (including step-parent or parent-in-law), spouse, domestic partner, significant other, child (natural, adopted or step), sibling (including brother-in-law or sister-in-law), cousin, or grandparent.

“Personal Relationship” includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

“Business Relationship” means serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company partnership, corporation, venture, or other transaction where the City employee’s annual interest, compensation, investment, or obligation is greater than \$250.

“Conflict of Interest” means any actual, perceived or potential conflict of interest in which it reasonably appears that a City employee’s action, inaction, or decisions are or may be influenced by the employee’s personal or business relationship.

“Supervisor” means an employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation, and/or performance of a subordinate employee.

“Subordinate” means an employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

“Uninvolved” means an employee who is not a relative or an individual in a personal or business relationship with the employee.

Restricted Duties and Assignments

While the City will not prohibit personal or business relationships between employees, the following reasonable restrictions shall apply:

- A Employees are prohibited from directly supervising, occupying a position with grievance or complaint adjustment authority, or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.
 - 1) If circumstances require that such a supervisor/subordinate relationship exists temporarily, the supervisor shall make every reasonable effort to defer matters involving the involved employee to an uninvolved supervisor.
 - 2) When personnel and circumstance permit, the City will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The City however, reserves the right to transfer or reassign any employee to another position within the same classification as it may deem necessary in order to avoid conflicts with any provision of this policy.

- B. Employees are prohibited from participating in, contributing to, or recommending promotions, assignments, performance evaluations, transfers, or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.

- C. Whenever possible, employees will not be assigned to train relatives. Employees are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.

Employee Responsibility

Prior to entering into any personal or business relationship or other circumstance which the employee knows or reasonably should know would create a conflict of interest or other violation of this policy, employees shall promptly notify his/her uninvolved, next highest level of supervisor.

Whenever any employee is placed in circumstance which would require the employee to take enforcement action or provide other official information or services to any relative or other individual(s) with whom the employee is involved with in a personal or business relationship, the employee shall promptly notify his/her uninvolved, immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify the next highest level of supervisor that is uninvolved, or to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.

Supervisor Responsibility

Upon being notified of or becoming aware of any circumstance(s) which could result in or constitute an action or potential violation of this policy, a supervisor shall take all reasonable steps to mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Department Head of such actual or potential violations through the chain of command. The Department Head shall notify the Human Resources Department and City Attorney's Office.

Prior to a Supervisor entering into a personal relationship or other circumstance which the supervisor knows or reasonably should have known would create a conflict of interest, other violation of this policy, or could be construed as sexual harassment, the supervisor shall promptly notify his/her uninformed, next highest level of supervisor. The City shall not permit a supervisor to have a personal relationship with a subordinate and may transfer or reassign any employee to another position within the same classification, or terminate any employee as it may deem necessary in order to avoid conflicts with any provision of this policy.

Approved:

/s Michael Dyal

Michael Dyal, City Manager

June 20, 2011

Date



City of Medford
Administrative Regulation

Regulation No.: 12-01-R2
Page: 1 of 2
Subject Area: Administration
Effective Date: February 12, 2015
Supersedes: 12-01-R1

Title: Use of City-Owned Gym/Weight Room

Purpose

The purpose of this administrative regulation is to establish procedures and guidelines regarding the use of the City-owned gym/weight room located in the basement of the Lausmann Annex (hereinafter referred to as "Gym").

Authority

The authority for this regulation is vested in the City Manager for all administrative rules.

Effective Date

This regulation is effective the first day of the month following approval by the City Manager, and for each employee with the subsequent submission to Human Resources of their updated signed Waiver of Liability form referenced in this regulation.

Policy and Regulations

1. The Gym is available to all City of Medford and Medford Water Commission employees 7 days a week, 24 hours a day as a privilege granted under the conditions outlined in these rules. Any exception is subject to the approval of the City Manager.
2. Councilmembers share the same privileges and responsibilities of City employees with respect to Gym use.
3. Spouses and dependents at least 16 years of age are authorized to use the facility as guest Gym users when accompanied by employee. No children under 16 will be admitted. Employees are responsible for the safety and conduct of family members and must be present at all times when they are using the Gym. No other guests are permitted.
4. Access to the Gym requires a City key card. (See Administrative Regulation entitled *Policy on Issuance and Return of City-Owned Property* for additional information regarding key card responsibility.)
5. All Gym users, including authorized family member guest Gym users, are required to read, understand, and sign a Waiver of Liability/Assumption of Risk, a document to be kept on file in the Human Resources Department. Employees must sign the waiver for their authorized minor dependents (age 16 and over). Waiver shall be signed before previously authorized employees may continue use of Gym under this updated regulation, before authorized family members may begin use of Gym, or before new employee Gym users are issued a key card to begin Gym use.
6. Gym users should consult their physician before beginning Gym use.
7. Gym use is voluntary and at Gym user's own risk.

8. No food or beverages (except water) are allowed in the workout area.
9. Limit your workout to 20 minutes per cardiovascular exercise machine when others are waiting.
10. Gym users shall wipe down each piece of equipment after each use and shall maintain the gym's cleanliness out of respect for all users.
11. Return all weights to their proper storage after use. Never leave weights lying on the floor.
12. Never move Gym equipment to a position inside the striped-off safety-zones.
13. Do not bring equipment to donate to the gym (and do not leave it there temporarily) without permission from the Gym equipment coordinator.
14. Gym is a self-service facility and does not provide trainers, instruction, or attendants. Gym users are responsible for self-education in the proper operation of Gym equipment.
15. Immediately notify the Gym equipment coordinator of any unsafe condition or equipment in need of maintenance or repair.
16. Reach the equipment coordinator through the Health Promotion Team by email at health@cityofmedford.org or by phone message at 541-774-2010.
17. Lockers are to be used for the duration of Gym visit only.
18. Gym users shall also abide by the rules posted in the Gym by the delegated rule-making authority.

The City Manager reserves the right to revoke permission for any employee or Councilmember found in violation of the terms herein and/or in violation of the posted Gym rules, including but not limited to the above.

Approved:


Eric Swanson, City Manager


Date



EMPLOYEE NAME (PLEASE PRINT)

**CITY OF MEDFORD GYM / WEIGHT ROOM
WAIVER OF LIABILITY / ASSUMPTION OF RISK**

I understand and acknowledge that use of the City of Medford's Gym/Weight Room ("Gym") may expose me to many inherent risks, including accidents, injury, illness, or even death. I knowingly assume all risk of injuries or damages incident to or arising from Gym use including but not limited to falls, contact with other participants or equipment, the effects of the weather, including high heat and humidity, and all other such risks. I have full knowledge of my physical condition and limitations, and acknowledge that I am physically fit, sufficiently trained, and capable of performing the physical activity in which I choose to participate, and the operation of the equipment I choose to use. I acknowledge that the Gym is a self-service facility and does not provide trainers, instruction, or attendants. I assume full responsibility for self-education in the proper operation of Gym equipment and for my safe use of equipment at all times.

I understand that the City of Medford's Gym and its equipment are available for use only by City of Medford and Medford Water Commission employees and their authorized spouse and dependents at least 16 years of age as guest users when accompanied by employee and only if employee and applicable family members have been designated on the employee's signed waiver form. No children under 16 will be admitted. No other guests are permitted. The Gym is not for use by other agencies, the general public, or dependents under 16. Councilmembers are granted access and are bound by the same rules and policies as employees. Any exception is subject to the approval of the city manager.

I agree for myself, anyone entitled to act on my behalf, and survivors of same, to hold harmless, waive and release the City of Medford, its officers, agents, employees, representatives, and successors from any liabilities, demands, or claims of any kind arising out of my use of this facility. I understand that this waiver also includes but is not limited to damages which are caused or alleged to be caused in whole or in part by the negligence of the City of Medford, its officers, agents, employees, representatives, and successors. I agree that my use of the facility is voluntary, not related to any employment or volunteer activities sponsored by the City, and that I am not covered by Workers' Compensation or other City liability insurance while using the Gym. In the event of accident, illness or other incapacity incident to, or arising from my participation in Gym-related activity, I hereby consent to emergency medical care provided by ambulance or hospital personnel, and assume financial responsibility for that care.

I have also read, understand, and agree to follow the Gym Use Rules. I understand the city manager or manager's designee may terminate my use of the facility for my failure to follow rules. I have had sufficient opportunity to read and fully understand this entire document and agree to be legally bound by its terms.

ON BEHALF OF MINOR DEPENDENTS AT LEAST 16-YEARS OF AGE:

Printed Name:	Age:	Date of Birth:
Printed Name:	Age:	Date of Birth:
Printed Name:	Age:	Date of Birth:

ADULT DEPENDENT / SPOUSE / DOMESTIC PARTNER:

Printed Name:	Date:
Signature:	

CITY OF MEDFORD EMPLOYEE:

Printed Name:	Date:
Signature:	



City of Medford
Administrative Regulation

Regulation No.: 12-2 R3
Page: 1 of 3
Subject Area: Administration
Date of Issue: Sept. 1, 2014
Supersedes: 12-2 R2

Title: FEES FOR PARKING WITHIN
THE CENTRAL BUSINESS DISTRICT

PURPOSE

Establish fees for parking on City owned facilities or right-of-way located within the Central Business District.

AUTHORIZATION

Municipal Code 2.446 authorizes the City Manager to promulgate regulations for the safe and proper public use and protection of public parking facilities and right-of-way in the Central Business District. The regulations shall not be inconsistent with any ordinance or resolution of the Council or any regulation or the traffic engineer or State of Oregon motor vehicle code and shall relate to monthly permit parking, including permits in hardship cases; requirements for the display of parking permits; parking machine fees; deposits for events located in public parking facilities; day passes, citation vouchers, and validation fees.

DEFINITION OF PARKING FEES, PERMITS, PASSES AND DEPOSITS

A fee is an amount charged for parking in a public parking lot or facility within the Central Business District and is charged hourly, daily, weekly, or monthly. Deposits may be charged for events located in public parking facilities.

PROCEDURE

When a vehicle parks within the Central Business District on a public owned lot or in a public facility a fee will be charged. Parking machines may be located in public facilities and lots in the Central Business District. Parking in such lots and facilities will be charged on an hourly, daily, weekly, and/or monthly basis. Permits for weekly or monthly parking will be available in some lots and facilities within the Central Business District.

LIST OF CURRENT FEES

- 1) Parking Machines
 - a) Evergreen Parking Structure
 - i) Hourly rate – First three hours free, \$.50 per hour for the fourth and fifth hours, \$1.00 per hour for hours six and up with a maximum of \$4.00
 - ii) Daily rate \$4.00
 - b) Middleford Parking Structure
 - i) Hourly rate – First two hours free, \$.50 per hour for the third and fourth hours, \$1.00 per hour for hours five and up with a maximum of \$4.00
 - ii) Daily rate \$4.00
 - c) Central A & B lots
 - i) Hourly rate - \$.50 per hour for first two hours, \$1.00 per hour for hours three & up with a maximum of \$5.00
 - ii) Daily rate - \$5.00 per day
 - iii) Weekly permit rate - \$8.00 per week

-
- d) Bartlett Street lot
 - i) Hourly rate - \$.50 per hour for first two hours, \$1.00 per hour for hours three & up with a maximum of \$5.00
 - ii) Daily rate - \$5.00 per day
 - e) Library lot
 - i) Hourly rate – First hour free, \$.50 per hour for the second and third hour, \$1.00 per hour for hours four and up with a maximum of \$5.00 per day
 - ii) Daily rate - \$5.00 per day
- 2) Permits
- a) Evergreen Parking Structure
 - i) \$10 per month for the roof and basement of structure
 - ii) \$20 per month for the interior of structure
 - b) Middleford Parking Structure
 - i) \$15 per month for the roof of the structure
 - ii) \$25 per month for the interior of the structure
 - iii) \$40 per month for guaranteed 24/7 permit in designated area of the structure
 - c) Bear Creek North and Bear Creek South
 - i) \$30 per quarter (three months) permit that can be used in either of these locations
 - d) N. Front Street lot (Habaneros) and Evergreen Alley in designated spaces
 - i) \$20 per month permit that can be used in either of these locations
 - e) Evergreen South lot
 - i) \$15 per month permit that is specific to this location
 - f) Grand lot
 - i) \$15 per month permit that is specific to this location
 - g) Sixth Street lot
 - i) \$10 per month permit that is specific to this location
 - h) Library and Holly Street lots
 - i) \$25 per month permit that is specific to these locations
 - i) Central A and B lots
 - i) \$8 per week permits may be purchased at the pay machines located in the lots and are specific to these lots (the permit is interchangeable in the above listed facilities)
 - ii) \$40 per month for guaranteed 24/7 permit in designated area of Central B
 - j) Residential Permit
 - i) Areas signed for residential permit parking or R Permit may be issued one free permit per residence per year
 - ii) Additional permits may be purchased at a rate of \$50 per residence per year and may be purchased in six month increments for \$25 each. A maximum of two additional permits may be purchased per residence per year.
 - k) Riverside North lot (when lot is open for parking)
 - i) \$15 per month permit this is specific to this location
 - l) Riverside South lot (when lot is open for parking)
 - i) \$20 per month permit that is specific to this location
- 3) On-Street Parking
- a) \$1.00 for 2 hours of parking on designated streets within the Central Business District.
- 4) Miscellaneous fees
- a) Citation vouchers
 - i) \$5.00 each to participating merchants
 - b) Daily passes
 - i) \$5.00 per day
 - c) Validation fees – based on the above rate schedules
 - i) \$.50 on the dollar for the first 50 validations per month

- ii) \$.75 on the dollar for the next 51-150 validations per month
 - iii) Full price for 151 or more validations per month
-
- d) Deposits for use of facilities and right-of-way (includes restrooms at Middleford Parking Structure)
 - i) Fees range from \$250 - \$1,000 for events in parking facilities or right-of-way depending on the size of the facility and type of event
 - ii) If alcohol is served or consumed the appropriate fee will double to \$500 - \$2,000 depending on the size of the facility and type of event
 - iii) Deposits will be refunded if facility and/or right-of-way is returned in as good as condition prior to use. All costs to return facility to as good as condition will be deducted from deposit.
 - iv) Additional charges shall result if facility and/or right-of-way is damaged and shall cover all repairs needed to restore facility and/or right-of-way in as good as condition prior to use

Approved:

Eric Swanson, City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 12-3-R1
Page: 1 of 3
Subject Area: Building Modification
Date of Issue: **Sept. 28, 2015**
Supersedes: 12-3

Title: Building Maintenance & Modification Requests

Purpose

The purpose of this policy is to establish and implement procedures for facility management on City of Medford facilities and permanent assets, to facilitate and manage building modifications, and to implement procedures for routine and preventative maintenance of city operated facilities and related building equipment.

Definitions

The following definitions are terminologies specifically referencing the key portion of this policy.

1. *City*: City of Medford Facilities.
2. *Facilities*: City owned buildings; rooms, park building structures, service facilities, or area requiring maintenance of such structures, utilities, and related equipment.
3. *Facilities Management*: A division of the City Manager's Office responsible for building maintenance, building utilities, and project management for all park facilities, aquatic facilities, Service Center compound, Santo Community Center, Lausmann Annex, City Hall, Carnegie building, Police station, Fire stations and parking structures.
4. *Equipment*: City of Medford property permanently attached to the building structure, including all city-owned maintenance equipment.
5. *Work Request*: An electronic form used to communicate a requested repair or service to the Facilities Management Division. Work requests are part of a computerized maintenance management system (CMMS).
6. *Preventative Maintenance*: Maintenance which is performed in order to prevent an item from failing or wearing out by providing systematic inspection, detection and prevention of incipient failure. Preventative maintenance is usually programmed and scheduled.
7. *Response Time*: A response time is the time it takes Facilities to first respond to the work request and is not the actual work completion time. Completion of a work request may be affected by a number of factors, for example, parts may need to be ordered, or equipment may need to be taken to another location for repair. Response and completion times may also be affected by the volume requests received.
8. *Emergencies*: Building structure or facility problems after normal business hours that require immediate attention and are unable to wait until the next business day.
9. *Billable Services*: Any project or activity that is not considered "routine maintenance" (for which Facilities Management receives budget funds).

-
10. *Non-Billable Services:* Any routine repair or activity in which the Facilities Management Division is normally funded to perform.
 11. *Utilities:* Essential services required to operate a facility (electricity, natural gas, water, and sanitation).
 12. *Statutory Maintenance:* When facilities mechanical system such as lifts, fire systems, elevators, and air conditioning systems are serviced and maintained in accordance with legislative requirements.
 13. *Building Modification:* Alterations made to facilities that change the design or purpose of allocated space, equipment, or utility designed for facility operation.

Policy Objective

The Facilities Management Division is the sole provider for maintaining all building, building utilities, and project management for all park building facilities, aquatic facilities, Service Center compound, Santo Community Center, Lausmann Annex, City Hall, Carnegie building, and parking structures. The division is also the sole source for facilitating and managing modifications to City of Medford facilities or permanently affixed building equipment. No activities by external contractors are permitted on the structures and utilities identified above without prior approval and involvement of the City Manager's Office/Facilities Management Department. This will assure the following objectives are obtained:

1. Ensuring assets are adequately maintained.
 - a. Ensuring associated risks and facility projects are effectively managed.
 - b. Ensuring that building assets perform effectively and efficiently throughout their service life cycle.
2. Maintenance funds will be used to achieve the greatest benefit for City buildings and associated infrastructure. Within the constraints of available resources, City facilities will be maintained to the best standard possible while meeting statutory obligations and the operational needs of the organization.

Procedures

1. All building and utility modification requests must be submitted on a Request for Building Modification Form (attached) for all park facilities, aquatic facilities, Service Center compound, Santo Community Center, Lausmann Annex, City Hall, Carnegie building, Police station, Fire stations and parking structures. All work and facility modification requests received by the Facilities Management Division will be assigned a priority rating. The Facilities Management Supervisor determines the priority based on information received from the requestor. Priorities are allocated by the category the work requested falls into.
2. All general maintenance and repair requests must be submitted on an electronic service request form. The electronic service request link is located on the City of Medford intranet site. Please contact the City Technology Services department at ext. 2050 for assistance locating the service request link on the city's intranet site.

3. Billable Services

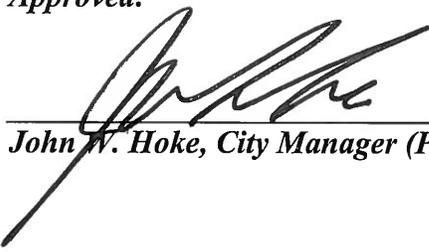
- a. Charges will apply for services provided by Facilities Management that fall outside the parameters of this maintenance policy and the funding responsibilities are the requesting department(s). Billable services are identified in the following Procedure 3.b.
- b. Maintenance services will be delivered either in-house or assigned to an external service contractor(s). For work carried out by Facilities Management staff, a flat hourly rate will be applied. In the instance a service contractor is used, maintenance work and materials will be charged at cost. The cost of supervisory staff utilized in the delivery of work requests external to this maintenance policy are not included in recovery unless they are actually providing the labor to undertake the task.

Facilities Assessment

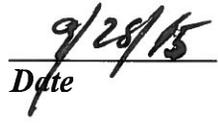
1. A facilities audit will be carried out by Facilities Management Services on City of Medford owned facilities each year. Audits will be carried out in accordance with guidelines for strategic asset management. The audit scope will encompass assessment of compliance with statutory requirements, condition of the facility, functionality and space utilization. Where resources are available, audits will be carried out as follows:

Level 3	Detailed audit
Level 2	Walk through audit
Level 1	Desktop audit
2. Each facility should undergo a Level 2 or Level 3 audit every 5 years and a Level 1 audit each intervening year. Level 3 audits are usually undertaken by consultancies to provide a comprehensive report for maintenance and to provide a basis for rehabilitation projects.
3. Building maintenance deficiencies will be identified and placed on appropriate works programs (e.g. Corrective Maintenance, Deferred Maintenance, Rehabilitation, Capital Management Plan, Minor Works etc.).

Approved:



John W. Hoke, City Manager (Pro-Tem)



Date

**CITY OF MEDFORD FACILITY MANAGEMENT
BUILDING MODIFICATION FORM – AR: 12-3**

This form is to be used for all CIP projects that have not been included in the approved biennial budget. This work includes items such as; remodels, carpet replacement, new construction, etc. or that have not been budgeted for preventive or corrective maintenance covered by the Facilities Management Division of the City Manager’s Office. The requesting department must provide a Billable Account Number in the field provided in order for the request to be processed.

Deadline: Requests can be submitted anytime during the fiscal year, however requests must be submitted to Facilities Management no later than the 1st of March within the budget year the work is to be completed. This will allow time to obtain quotes and process all necessary Supplemental Budget Adjustments. No exceptions will be made.

Please complete the top portion of this form and send to Facilities Management. We will provide an estimate of cost and scheduling and return the form to you. The Department Director or authorized signer will need to complete the bottom portion of the form and return it to Facilities Management. Costs exceeding \$10k will also require a signature from the City Manager to authorize work. If you have any questions, please call the Facilities and Project Manager at 774-2657.

Please note: Unless mutually agreed upon prior to commencement of work, Facilities Management labor costs will not be charged to the building modification. Facility Management staff labor is charged to your department through the maintenance budget and does not show as part of the estimate for the improvement request. For all outsourced services, actual costs of services rendered will be charged to your department.

Project Contact Person: Click here to enter text.		Phone: Click here to enter text.	Fax: Click here to enter text.
Department: Click here to enter text.	Department Division: Click here to enter text.	Billable Account: Click here to enter text.	Date: Click here to enter a date.
Project Title: Click here to enter text.	Project Location: Click here to enter text.	Dept. Priority : Choose an item.	Scheduling: Choose an item.
Description of Project: Include sketch on back if needed: Click here to enter text.		Other departments affected: TS (Data or Phone Line Changes) Other: Click here to enter text.	

I acknowledge that I am an authorized signer for the department requesting the work. I am authorizing the Facilities Management Division to obtain an estimate for the cost of work. This is not an authorization to perform the work.

Requesting Department Director’s Signature: _____ (Required)

RESERVED FOR USE BY FACILITY MANAGEMENT STAFF		ESTIMATED COSTS
Recommendations & Scheduling:	Plans/Engineering Construction Materials Labor Other TOTAL COST	
		\$

I acknowledge that I have reviewed the request. The amount is an estimate only.

Facilities/Project Manager’s Signature: _____ (Required)

I acknowledge that I am an authorized signer for the department requesting the work. If the form is marked "Approved", I agree to reimburse Facility Management for the cost of the work requested.

APPROVED per estimated cost and scheduling

DECLINED _____

_____ Date: _____

Requesting Department Director's Signature

APPROVED

DECLINED _____

_____ Date: _____

City Manager's Signature

**CITY OF MEDFORD FACILITY MANAGEMENT
BUILDING MODIFICATION FORM – AR: 12-3**

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APPROVED per estimated cost and scheduling

DECLINED _____

_____ Date: _____
Requesting Department Director's Signature

APPROVED

DECLINED _____

_____ Date: _____
City Manager's Signature



City of Medford
Administrative Regulation

Regulation No.: 13-01
Page: 1 of 2
Subject Area: Human Resources
Date of Issue: June 3, 2013
Supersedes: none

Title: Veterans Honoring Veterans Day

Policy

This policy sets forth how qualified City of Medford veterans may observe Veterans Day in accordance with the provisions of Oregon State law.

Eligible Employees

Full or part-time employees are eligible if they meet the definition of veteran as defined in ORS 408.225. "Veteran" means a person who:

(A) Served on active duty with the Armed Forces of the United States:

(i) For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;

(ii) For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;

(iii) For 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability;

(iv) For 178 days or less and was discharged or released from active duty under honorable conditions and has a disability rating from the United States Department of Veterans Affairs; or

(v) For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;

(B) Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or

(C) Is receiving a non-service-connected pension from the United States Department of Veterans Affairs.

"Active duty" does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or a National Guard unit.

The employee is responsible for providing official documents (for example, a DD-214 form) to establish his or her status as an eligible veteran. This information is to be provided to the City of Medford's Human Resources Department, and will be kept on file.

Veterans Day Observance

Veterans Day is observed on November 11. In the event November 11 falls on Saturday, Veterans Day for purposes of this regulation will be observed on the preceding Friday. If November 11 falls on Sunday, the Veterans Day will be observed on the following Monday. If the holiday falls on either a Saturday or Sunday on which the employee is scheduled to work, the employee may request that weekend day off, or observe the holiday on either Friday or Monday.

Requesting Veterans Day Off

To qualify for time off on Veterans Day, the employee must complete a leave request slip noting Veterans Day and what type of leave the employee will be using. This request must be made at least 21 days prior to Veterans Day. The City will respond to the request no later than 14 days before Veterans Day.

Use of Leave

Full-time employees will be required to use vacation or holiday leave, or compensatory time off for hours not worked on Veterans Day. An employee may not use sick leave for this purpose. A fulltime employee may go in absent without pay status only if the employee has no other leave available. A part-time employee may request and take time off without pay if he or she is scheduled to work on the day recognized by the City as the Veterans Day holiday.

Denial of Leave

The City may deny the request if the request would cause significant economic or operational disruption or an undue hardship to the City. If the City does deny the request, the City will permit the employee a single day off before the following Veterans Day to honor the holiday, and in such event, the employee will use leave time in accordance with this regulation.

Approved:

/s P. Eric Swanson

6/4/2013

Eric Swanson
City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 13-02
Page: 1 of 4
Subject Area:
Effective Date:
Supersedes:

Title: Bond Issuance and Post Issuance Policy

Purpose

Issuance and post-issuance compliance procedures relating to tax-exempt bonds, build America Bonds (Direct Pay), Recovery Zone Bonds, Tax Credit Bonds and Tax Credit Bonds (Direct Pay) for the City of Medford, Oregon.

Introduction

Many conditions, restrictions and requirements must be complied with to permit and preserve the tax-exempt, tax credit or direct federal subsidy treatment of bonds and other financings by the City of Medford (the "City"). The City recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of bond obligations and is an integral component of the City's debt management. The analysis of those facts and implementation of this Policy will require constant monitoring and consultation with bond counsel. At this time, Federal tax law encourages tax-exempt bond issuers to develop formal written issuance and post-issuance compliance procedures related to tax-exempt bonds. Developing this policy through formal written procedures will help to ensure the preservation of the tax-exempt status of the City's bonds throughout the life of the bonds.

Failure to comply with these procedures may cause City to be (a) liable to the bondholders, (b) subject to enforcement action by the Internal Revenue Service, (c) subject to a loss of all or part of the direct federal subsidy, and (d) subject to enforcement action by the Securities Exchange Commission. Therefore, it is important that the City take the necessary action to ensure compliance with the conditions, restrictions and requirements applicable to each bond or other financing.

Prior to issuance, the City and its bond counsel will review the facts and the reasonable expectations to determine if the issue will comply with these conditions, restrictions and requirements at the time of issuance. There are things the City must do after issuance to preserve the favorable tax treatment and certain actions of the City after issuance can adversely affect the tax treatment. In addition, the City must maintain proper records showing compliance. Because the tax benefits are critical to the investors' decision to purchase the bonds or other obligations which the City covenants to the bond purchasers, the City must authorize the City's City Council, City Manager and City Finance Director, or his or her designee, to comply with all of the conditions, restrictions and requirements throughout the life of the bonds.

To ensure compliance, the City must identify a single person with overall compliance responsibility. The City Finance Director, or his or her designee, will be the responsible person and is referred to in these procedures as the "Bond Compliance Official." Anyone with any questions about the bonds, the proceeds of the bonds, or compliance with the conditions, restrictions and requirements should discuss them with the Bond Compliance Official who shall, as necessary, discuss them with bond counsel. The Bond Compliance Official shall meet with bond counsel to discuss these requirements and from time to time any changes in these requirements.

Issuance of Obligations

- A. The Bond Compliance Official shall obtain and store a closing binder and/or CD or other electronic copy of the relevant and customary transaction documents.
- B. Confirm that the applicable information report (e.g. Form 8038-G, Form 8038-CP) has been filed for such issue with the IRS on a timely basis.
- C. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditure of the proceeds of such Obligations with other applicable City Staff.
- D. Schedule the payments of the debt service on a timely basis.

Investment of Proceeds Until Expended

Detailed records of investments and earnings will be made and kept by the City with respect to all bond proceeds. The Bond Compliance Official or his or her designee will ensure that bond proceeds are invested in a manner that complies with the bond documents and arbitrage rules.

Generally, proceeds of bonds cannot be invested at a yield higher than the bond yield except during certain specific temporary periods. Therefore prior to closing, the Bond Compliance Official will determine with bond counsel which funds do or do not qualify for one of these temporary period. Qualifying information will be set out in a tax certificate. No proceeds will be invested at a yield higher than the bond yield unless they qualify. If the actual facts regarding the use of proceeds changes from what was reasonably expected at closing, the Bond Compliance Official will discuss those changes with bond counsel to see if the temporary periods are changed.

Bond proceeds include the amount received from the sale of the bonds, amounts held in a payment or reserve fund for the bonds and investment earnings on those amounts. The proceeds will not be invested in any investment where a yield cannot be determined.

Bond proceeds will be invested so that they can be tracked separately from any other funds of the City. The City will work to ensure that invested earnings are properly allocated between bond proceeds and other funds. The Bond Compliance Official will ensure investments are acquired at fair market value.

Use of Proceeds

The proceeds will be used in a manner that complies with the bond documents. Detailed records will be made and kept by the City with regard to the use of bond proceeds. The amount, date of and purpose for each expenditure will be recorded. If the project is also funded with non-bond proceeds, the records will reflect an allocation of expenditures between bond proceeds and other funds. No proceeds will be used to reimburse an expenditure made prior to the issue date of the bonds unless the reimbursement requirement, including the prior declaration of intent to reimburse, has been fully complied with and evidence of such compliance is maintained.

The Bond Compliance Official is expected to understand the “spend-down” tests and monitor spending to determine if one or more of the exceptions can be met. The City will exercise due diligence to expend the proceeds according to the spend down tests. The Bond Compliance Official or his or her designee will periodically review the progress of the projects and the expenditure of the proceeds, including expending most of the proceeds within three years if

able. If proceeds are not spent within a three year period, the Bond Compliance Official will determine if there are any requirements to yield restrict the investment of the proceeds.

Additionally, the City will comply with the specific use of proceed rules and expenditure rules for any Build America Bonds, Recovery Zone Economic Development Bonds, Tax Credit Bonds or Tax Credit Bonds (Direct Pay).

Use of Bond Financed Facilities Including Private Activity Concerns

Detailed records of the use of proceeds will identify those facilities that are financed in whole or in part with bond proceeds and must reflect the allocation of bond proceeds and other funds used. Any sale or lease to, or other agreement for use by, a private party in a trade or business can adversely affect the tax status of the bonds. The City will not sell or lease any bond financed property or enter into any agreement with non-governmental entities for use or management of any bond financed property without a thorough review by the Bond Compliance Official and bond counsel. The Bond Compliance Official shall periodically review the use of all bond financed facilities to ensure compliance with the private use restrictions.

Arbitrage Rebate

Any time that bond proceeds are permitted to be invested at a yield higher than the bond yield, the amount earned over the bond yield is arbitrage. With certain exceptions, the City is obligated to pay over (rebate) to the United States any arbitrage earned. The City will keep complete and accurate records of all investments of bond proceeds and all information supporting any applicable exceptions to the rebate requirement and will retain a professional rebate consultant to review the records and prepare a report so that the City can make any necessary rebate payments. Unless exempt, payments must be made at every fifth anniversary of the issue (at a minimum) and upon final payment. The Bond Compliance Official will review any exemption prior to each fifth anniversary and upon final payment to determine if any facts have changed which might eliminate the exemption.

Record Retention

Coordinate the retention of all records in a manner that ensures their complete access to the IRS. While this is typically accomplished through the maintenance of hard copies, records may be kept in electronic format so long as applicable requirements such as Revenue Procedure 97-22 are satisfied. All records concerning the bond issue will be retained according to retention rules (normally the life of the bond plus 3 years), including

- a) the transcript of the original proceedings,
- b) investment of proceeds,
- c) use and allocation of proceeds,
- d) non-governmental use of bond financed property,
- e) payment of principal and interest on the bonds,
- f) the interest rate or rates on the bonds from time to time, if variable,
- g) compliance with reimbursement requirements,
- h) refunding of all or part of the bonds,
- i) payment of arbitrage rebate or information supporting any exemption to rebate

Disclosure and Other Bond Document Responsibilities

The Bond Compliance Official or his or her designee will ensure that continuing disclosures noted in the bond documents are published and/or provided on a timely basis and that immediate

notice of Material Event Disclosure will be provided to Nationally Recognized Municipal Securities Information Repository (NRMSIR). The Bond compliance official will ensure that any other responsibilities will be provided on a timely basis, (including but not limited to): providing audited financial statements by a certain date, compliance with rate covenants and compliance with other financial tests. Material event Disclosures include:

- a) Principal and interest payment delinquencies
- b) Non-payment related defaults
- c) Unscheduled draws on debt service reserves reflecting financial difficulties
- d) Unscheduled draws on credit enhancements
- e) Substitution of credit or liquidity providers or their failure to perform
- f) Adverse tax opinions or events affecting tax exempt status of the bonds
- g) Modifications to rights of holders of the bonds
- h) Bond calls
- i) Defeasances
- j) Release, substitution or sale of property security repayment of the bonds
- k) Rating changes

Failure to provide the Annual Report or Material Events Notices in accordance with the Continuing Disclosure Certificate could result in the issuer having to disclose such failure in its official statements for the next five years. Failure to comply with covenants in the bond documents could constitute a default and could lead to a declaration of an Event of Default and consequent remedies, including acceleration of bonds.

Approved:



P. Eric Swanson, City Manager

16 Dec 2017

Date



City of Medford
Administrative Regulation

Regulation No.: 14-01
Page: 1 of 7
Subject Area: Technology Services
Effective Date: March 01, 2014
Supersedes:

Title: Policy on Internet and Email

Purpose

The purpose of this policy is to explain acceptable use of the Internet and email. This policy supplements AR 00-1-R1, the policy on the general use of technology systems. Inappropriate use of the Internet and email exposes employees, and the City, to operational risks, legal issues, and civil liability. This policy is intended to protect both employees and the City.

Introduction

The City, through the Technology Services Department, provides technology systems to meet the City's requirements.

Technology systems include, but are not limited to:

- Computer systems and software
- Local and Wide Area Networking (LAN/WAN)
- Wireless and mobile systems
- Telephony systems
- Video and television systems
- Radio systems
- Wide area applications (email, Internet, conferencing, etc.).

Each of these technology systems has specific policies ("do's and don'ts"). Every person who uses the City's systems is required to know and understand the City's technology policies for the systems they use and to comply with these policies.

Scope

These policies apply to all City employees, temporaries, volunteers, contractors, consultants, and any other workers, including all personnel affiliated with third parties.

These policies apply at all times, at all locations, and in all situations, where any of the above personnel use, or have access to, technology systems that are for the use of the City of Medford.

Roles and Responsibilities

Every user has personal responsibility and some individuals and departments have additional specific roles and responsibilities.

Individual users are responsible for their own compliance with policies, as well as for reporting violations and abuses by other users, internal or external to the City.

Department Heads of the City's individual departments are responsible for policy compliance and discipline of employees within their department.

Technology Services department is responsible for the following activities:

- Assessment of the City technological needs
- Specification of systems to meet the City's technological needs
- Budgeting and purchase of technology systems
- Installation, configuration, and operation of the City's technology systems
- Auditing compliance with license, maintenance, and support agreements
- Facilitation of Training
- Backup and Recovery
- System security
- Technology maintenance, replacement, and upgrades
- Monitoring for inappropriate use and violations
- Continuous operations

To assure system compatibility, safety, and effectiveness, any department desiring to implement new technology is required to have the system reviewed and approved by the Technology Services department.

Violations and Sanctions

It is a violation of City policy to knowingly fail to follow any of these policies, or to assist or allow, another person to do so. Any employee found to have violated these policies may be subject to disciplinary action, up to and including termination of employment. If the policy violation also constitutes a violation of federal, state, or local law, prosecution may also be pursued.

Authorization

Appropriate measures are in place to ensure that access to City systems is restricted to authorized users so that the confidentiality, integrity, and availability, of sensitive information is ensured.

Unauthorized persons will not use, or attempt to use, any City systems unless and until they are authorized to do so. In general, authorization requires the following steps:

- Technical orientation on systems required by the user.
- Review of the City technology policies.
- Certification by the user that the policy and technical orientation was received, reviewed, understood, and will be complied with.
- Assignment of a system user name and one time use password from Technology Services.

NOTE: Access to some public safety systems requires fingerprinting, background checks, and successful completion of training and tests.

Authentication

Persons who have received authorization to use any of the City's technology systems are required to create a unique authentication password to continue to use the systems after initial authorization. Users are responsible for the security of their own passwords and user accounts.

- Passwords must be "strong" to prevent discovery by malicious outsiders, or other City users. Passwords must be at least 8 characters long and contain 3 of these 4 types of characters: uppercase letters, lowercase letters, numbers, or special characters.
- Passwords for access to City technology may not be the same as passwords used for access to non-City technology.
- Passwords must not be written down and stored anywhere in your office.
- Passwords must not be stored in unencrypted files on ANY device, including computers, cell phones, or similar devices.
- Passwords must not be revealed to anyone for any reason.
- If you think your password has been compromised, change it immediately.
- Do not attempt to learn, or use, another user's password. If you inadvertently learn someone else's password, advise them that it needs to be changed.
- Do not defeat or attempt to defeat security restrictions on any City technology system or application.
- Do not use a network or application session that has been logged on by another user or as another user.

Physical Security

Users must take appropriate steps to prevent unauthorized physical access to the technology systems they use.

- Do not leave PCs or other devices logged on to any system, if you are out of sight of them
- Anytime a system device is beyond your control, it must be locked or shut down
- Do not allow unsupervised physical access to facilities and systems by persons not authorized to use them, including consultants, vendors, auditors, and other non-city personnel, including children, spouses, relatives, and friends
- Also see standards addressed under Hardware, below

Ethics and Accountability

Technology systems provide opportunities and temptations for improper or unethical activities.

Users shall not use any City owned systems for personal advantage, gain, or benefit.

Users will be held accountable for their personal use of the City's systems. Any wrongdoing, impropriety, or unethical behavior in any aspect of City business will be just cause for disciplinary action.

Internet Access and Use

Background

The City of Medford provides Internet access to users on City networks and authorizes Internet usage to provide timely access to business processes and data. This access and authorization does not provide for unregulated usage of the Internet.

Policy

Internet access is provided to improve the user's performance of their job functions. It is not provided for personal entertainment or for the conduct of personal or private business or hobbies.

- Limited non-business (personal) use of the Internet is permitted during a user's break period(s), provided this privilege is not abused and such use is not excessive or inappropriate
- Internet use is defined as "excessive" if it interferes with City job functions
- A user's Department Head will determine whether their internet use is appropriate and/or excessive
- Internet connectivity to the City's technology systems, which bypasses City firewall(s), filtering, logging, and archiving is prohibited

Users shall apply common sense and personal restraint to their Internet usage. The City has deployed a web filtering and monitoring system to control and record internet traffic.

- All Internet traffic is filtered and inappropriate content is blocked
- All pages accessed by users (whether blocked or not) and the time spent viewing the pages, are recorded and stored by the monitoring system
- The monitoring system creates an Internet history profile for each user showing page links, content type, date/time accessed, time on site, and cumulative time for access
- This data is stored and is available to the Technology Services Department and shall be made available upon request by a user's Department Head, the City Human Resources Department, or Law Enforcement

Accessing certain categories of web sites is prohibited for all users, at all times, on the City's networks. The City blocks access to categories of web pages, such as:

- * Adult Material (Nudity, Sex)
- * Social Networking
- * Gambling
- * Games
- * Advertisements
- * Pay-to-surf
- * Security Risks (Phishing, Spyware, etc.)
- * Tasteless
- * Instant Messaging/Chat (Such as MSN, ICQ, Yahoo)
- * Malicious Traffic (Bot Nets, etc.)
- * P2P File Sharing (BitTorrent, etc.)
- * Proxy Avoidance

Attempts to visit prohibited sites will be blocked and a warning message may be displayed as a reminder to avoid this type of site. Repeated attempts to access blocked sites will trigger an alert and a user's Department Head will be notified of these violations.

Law Enforcement personnel may be granted access to some categories of restricted sites for special investigations, upon written approval from the Chief of Police, or the Chief's delegate. Access is still logged.

Use of City technology resources to create, access, view, transmit, archive, or distribute racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited. "Material" is defined as any visual, textual, or auditory item, file, page, graphic, or other entity.

Copyright and trademark laws generally apply to material on the Internet. Users shall not use material accessed on the City's systems in violation of copyrights or other restrictions.

No employee shall use the City's Internet/Intranet facilities to deliberately collect or propagate any virus, worm, Trojan, program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the City's networks and systems or those of any other individual or entity.

The Technology Services department will comply with requests from Department Heads and law enforcement agencies for logs, archives, or files on individual Internet activities. Unless specifically granted in this policy, any non-City-business use of the City's technology systems is expressly forbidden.

Any employee who violates provisions of this policy is subject to disciplinary action, up to, and including dismissal.

Email and Messaging

Background

An efficient email system is essential to the City's business functions. The Technology Services Department operates an email system which gives the City's users email and messaging functionality. This functionality is provided for the conduct of City business and is not intended for personal communication or private business activities.

Policy

The City of Medford owns all messages and information generated by, received on, or processed by, any of its email systems.

All email communication on the City's systems may be monitored or audited in real time, without notice to the user. The content of all communications is logged and stored, for future recovery, audit, or investigation.

Users have no expectation of privacy or confidentiality for any communication (email, text, video, image, audio), of any type, created or received on any device or network, owned or operated by the City. Such devices include, but are not limited to, PCs, laptops, mobile devices, smart phones, cell phones, pagers, cameras, copiers, printers, and portable storage devices. All communication on City systems is subject to investigation, subpoena, and public records requests.

Certain business email is subject to the Oregon Records Retention law. The Secretary of State establishes records retention policy for the City. It is the responsibility of users to know the law and City policies and to make sure they are in compliance with Oregon Records Retention law.

Any City business-related communications conducted on an employee's personal computer, cell phone, or other electronic device is the property of the City and is subject to public records disclosures under the same conditions as other City materials. Upon separation from the City, an employee using a privately owned electronic device will be required to back up all such data onto the City network. An employee using a privately owned electronic device for City work must also realize that in the process of the City examining or recovering City data from the employee's electronic equipment the employee's personal data may be inadvertently examined, transferred, or destroyed.

Any confidential data stored on privately owned electronic devices which concerns program activities that would be considered confidential according to statute (State or Federal), must be encrypted and/or password protected. The use of privately owned electronic devices to access or store confidential information is permitted only upon prior approval of the Department Head and the Technology Services Director.

Employees who use privately owned electronic devices to access or store records are responsible for ensuring that confidentiality is maintained in accordance with City policy and any and all statutes, licenses, use or operating agreements. Failure to do so will result in discipline up to and including termination of employment.

Limited personal use of the City's email system is permissible, provided this privilege is not abused, and does not become excessive. Personal email is not confidential and is subject to the same monitoring and archiving policies as business email. Personal email is not likely subject to public records request. However, personal email on City systems is difficult to separate from business email and may be included in a record request.

Personal email may be subject to investigation and subpoena. When the "From" address line of personal email contains a City reference, such as "@cityofmedford.org", the same as business email, the city will be judged on content.

Users shall not use the City's email system to gain personal advantage with a correspondent.

Users will communicate with courtesy and restraint with both internal and external recipients. Email should demonstrate professionalism and reflect well on the City.

Deleting email, or other electronic information, will not delete the data from the City's systems. All email and message information on City Systems is archived and kept for a minimum of 5

years, and is subject to viewing, inspection, investigation, court order, subpoena, discovery, and release to public records requests.

Received email messages and/or attachments shall not be altered without the sender's permission, nor shall they be forwarded to any recipient not authorized to view the content.

Prohibited conduct on the City's email system includes, but is not limited to:

- Conducting private or personal business activities
- Misrepresenting oneself or the City
- Engaging in unlawful or malicious activities
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Sending or receiving pornographic materials or links to such materials
- Sending messages that constitute personal political activity
- Sending or forwarding jokes, cartoons, images, movies, or links, purely for entertainment purposes.
- Causing congestion, disruption, disablement, alteration, or impairment of any email system.
- Infringing in any way on the copyrights or trademark rights of others.
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way.

It is a violation of City policy for any employee, including System Administrators, Police Officials, Managers, or Supervisors, to view the contents of another's electronic mail without their permission, or Department Head approval and documentation of a demonstrated compelling business need, probable cause to believe a violation of policy or law has occurred, or in obedience to a court order, search warrant, subpoena, or public records request. This restriction does not apply to viewing only email header information (To, From, Cc, Subject), or a user's email statistics.

Approved:


Eric Swanson, City Manager

11 FEB 14
Date



City of Medford
Administrative Regulation

Regulation No.: 14-02
Page: 1 of 6
Subject Area: Technology Services
Effective Date: March 01, 2014
Supersedes:

Title: Policy on Remote and Mobile Access

Purpose

The purpose of this policy is to explain acceptable use of remote and mobile use of City technology systems. This policy supplements AR 00-1-R1, the policy on the general use of technology systems. Inappropriate use of remote and mobile access exposes employees, and the City, to operational risks, legal issues, and civil liability. This policy is intended to protect both employees and the City.

Introduction

The City, through the Technology Services Department, provides technology systems to meet the City's requirements.

Technology systems include, but are not limited to:

- Computer systems and software
- Local and Wide Area Networking (LAN/WAN)
- Wireless and mobile systems
- Telephony systems
- Video and television systems
- Radio systems
- Wide area applications (email, Internet, conferencing, etc.).

Each of these technology systems has specific policies ("do's and don'ts"). Every person who uses the City's systems is required to know and understand the City's technology policies for the systems they use and to comply with these policies.

Scope

These policies apply to all City employees, temporaries, volunteers, contractors, consultants, and any other workers, including all personnel affiliated with third parties.

These policies apply at all times, at all locations, and in all situations, where any of the above personnel use, or have access to, technology systems that are for the use of the City of Medford.

Roles and Responsibilities

Every user has personal responsibility and some individuals and departments have additional specific roles and responsibilities.

Individual users are responsible for their own compliance with policies, as well as for reporting violations and abuses by other users, internal or external to the City.

Department Heads of the City's individual departments are responsible for policy compliance and discipline of employees within their department.

Technology Services department is responsible for the following activities:

- Assessment of the City technological needs
- Specification of systems to meet the City's technological needs
- Budgeting and purchase of technology systems
- Installation, configuration, and operation of the City's technology systems
- Auditing compliance with license, maintenance, and support agreements
- Facilitation of Training
- Backup and Recovery
- System security
- Technology maintenance, replacement, and upgrades
- Monitoring for inappropriate use and violations
- Continuous operations

To assure system compatibility, safety, and effectiveness, any department desiring to implement new technology is required to have the system reviewed and approved by the Technology Services department.

Violations and Sanctions

It is a violation of City policy to knowingly fail to follow any of these policies, or to assist or allow, another person to do so. Any employee found to have violated these policies may be subject to disciplinary action, up to and including termination of employment. If the policy violation also constitutes a violation of federal, state, or local law, prosecution may also be pursued.

Authorization

Appropriate measures are in place to ensure that access to City systems is restricted to authorized users so that the confidentiality, integrity, and availability, of sensitive information is ensured.

Unauthorized persons will not use, or attempt to use, any City systems unless and until they are authorized to do so. In general, authorization requires the following steps:

- Technical orientation on systems required by the user.
- Review of the City technology policies.
- Certification by the user that the policy and technical orientation was received, reviewed, understood, and will be complied with.
- Assignment of a system user name and one time use password from Technology Services.

NOTE: Access to some public safety systems requires fingerprinting, background checks, and successful completion of training and tests.

Authentication

Persons who have received authorization to use any of the City's technology systems are required to create a unique authentication password to continue to use the systems after initial authorization. Users are responsible for the security of their own passwords and user accounts.

- Passwords must be "strong" to prevent discovery by malicious outsiders, or other City users. Passwords must be at least 8 characters long and contain 3 of these 4 types of characters: uppercase letters, lowercase letters, numbers, or special characters.
- Passwords for access to City technology may not be the same as passwords used for access to non-City technology.
- Passwords must not be written down and stored anywhere in your office.
- Passwords must not be stored in unencrypted files on ANY device, including computers, cell phones, or similar devices.
- Passwords must not be revealed to anyone for any reason.
- If you think your password has been compromised, change it immediately.
- Do not attempt to learn, or use, another user's password. If you inadvertently learn someone else's password, advise them that it needs to be changed.
- Do not defeat or attempt to defeat security restrictions on any City technology system or application.
- Do not use a network or application session that has been logged on by another user or as another user.

Physical Security

Users must take appropriate steps to prevent unauthorized physical access to the technology systems they use.

- Do not leave PCs or other devices logged on to any system, if you are out of sight of them
- Anytime a system device is beyond your control, it must be locked or shut down
- Do not allow unsupervised physical access to facilities and systems by persons not authorized to use them, including consultants, vendors, auditors, and other non-city personnel, including children, spouses, relatives, and friends
- Also see standards addressed under Hardware, below

Ethics and Accountability

Technology systems provide opportunities and temptations for improper or unethical activities.

Users shall not use any City owned systems for personal advantage, gain, or benefit.

Users will be held accountable for their personal use of the City's systems. Any wrongdoing, impropriety, or unethical behavior in any aspect of City business will be just cause for disciplinary action.

Remote Access

Background

The City's networks are strongly protected from outside access. The City, however, recognizes that some technology users occasionally need to perform job functions from outside the City's normal work sites, and that vendor's need remote access to some systems, for maintenance and support. In order to meet this need, the City allows remote access and maintains network security by using firewall devices and Virtual Private Network (VPN) protocols, to allow encrypted data "tunnels" across unsecured networks, such as the Internet.

Policy

Authorized users, including vendors with an established need, may be granted remote access to the City's networks via secure VPN.

- A user's Department Head must grant permission for remote access
- "Broadband" internet service is generally required at the remote location by the authorized user to maintain a successful VPN work session
- Remote access to City technology shall be in compliance with City technology policy
- Remote access is a privilege and may be revoked for abuse or violations of policy

Authorized users may establish a remote connection by using the City's Virtual Portal Services website.

- Connections made from home, or public access computers, must use the Virtual Portal Services website.

Remote access to the City's network via VPN is a "user managed service". This means that the user is responsible for providing, and paying for, any required hardware, software, and internet connection as well as for installing, configuring and operating required equipment and software.

- Remote users must configure their hardware and software to comply with the City's VPN and Network policies
- Only software or hardware VPN clients provided by, or approved by, the Technology Services Department may be used
- Any PC connected to the City's networks via VPN, or any other technology, must use anti-virus software with the most current updates
- When remotely connecting to the City's networks, dual (split) VPN connections are NOT permitted; no bridging or concurrent remote connections are allowed
- When remotely connected to the City's networks, VPN connections must force all traffic to and from the PC over the VPN tunnel: all other traffic must be dropped
- Users with remote access privileges are prohibited from allowing any unauthorized person to use their connection to the City's network

Remote access VPN services on the network are set up and managed by the Technology Services Department. The Technology Services Department may deny or cancel remote access to anyone for any reason at any time.

-
- Remote access users and vendors must obtain final authorization and instruction from TS
 - VPN services are configured to automatically disconnect a user from the City's network after 4 hours total connectivity or 30 minutes of inactivity. The user must then logon again to reconnect to the network
 - Pings, or other scripted processes may not to be used to keep the connection open
 - VPN sessions are logged and may be monitored for compliance with applicable policies

When remotely connected via VPN using their personal equipment, users machines become part of the City's network, and, while connected, are subject to the same usage rules and policies that apply to users and City owned equipment, at City owned work sites.

Please be advised remote access to the City's network may expose a user's personal equipment to e-discovery.

Mobile Access

Background

Mobile access creates many potential problems for network security, yet some City departments depend on mobile applications, such as Computer Aided Dispatch (CAD), that require mobile access to City network resources and information. City departments may also authorize employees to use personal mobile devices, such as smartphones and tablets to access the City's network. In some cases, the City may authorize stipends, which reduces the cost of mobile device ownership to both the City and the employee. The City provides limited mobile access to City applications.

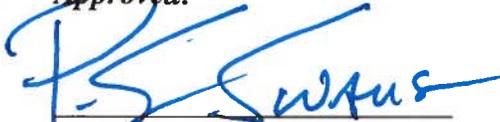
Policy

Mobile access is allowed only for authorized employees in City departments that use City owned mobile devices which are configured and managed by the Technology Services Department and to authorized employees in City departments that accept a city stipend for the use of mobile devices.

- Use of mobile access requires specific authorization
- Access is provided only for employees to specific applications
- Network credentials used to obtain access to the City's network shall not be shared with others.
- Network credentials used to obtain access to the City's network shall not be used to gain access to non-City technology
- Mobile devices used by Law Enforcement with access to City applications must be kept in a locked condition when not in use
- Mobile devices used by Law Enforcement with access to City applications may be "wiped", that is all information on the mobile device may be erased if/when a mobile device is reported lost or stolen

- Mobile access to City technology shall be in compliance with City technology policy

Approved:


Eric Swanson, City Manager

12 FEB 14
Date



City of Medford
Administrative Regulation

Regulation No.: 14-03
Page: 1 of 6
Subject Area: Technology Services
Effective Date: March 01, 2014
Supersedes:

Title: Policy on Social Media

Purpose

The purpose of this policy is to explain acceptable use of social media. This policy supplements AR 00-1-R1, the policy on the general use of technology systems. Inappropriate use of social media exposes employees, and the City, to operational risks, legal issues, and civil liability. This policy is intended to protect both employees and the City.

Introduction

The City, through the Technology Services Department, provides technology systems to meet the City's requirements.

Technology systems include, but are not limited to:

- Computer systems and software
- Local and Wide Area Networking (LAN/WAN)
- Wireless and mobile systems
- Telephony systems
- Video and television systems
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- Wide area applications (email, Internet, conferencing, etc.).

Each of these technology systems has specific policies ("do's and don'ts"). Every person who uses the City's systems is required to know and understand the City's technology policies for the systems they use and to comply with these policies.

Scope

These policies apply to all City employees, temporaries, volunteers, contractors, consultants, and any other workers, including all personnel affiliated with third parties.

These policies apply at all times, at all locations, and in all situations, where any of the above personnel use, or have access to, technology systems that are for the use of the City of Medford.

Roles and Responsibilities

Every user has personal responsibility and some individuals and departments have additional specific roles and responsibilities.

Individual users are responsible for their own compliance with policies, as well as for reporting violations and abuses by other users, internal or external to the City.

Department Heads of the City's individual departments are responsible for policy compliance and discipline of employees within their department.

Technology Services department is responsible for the following activities:

- Assessment of the City technological needs
- Specification of systems to meet the City's technological needs
- Budgeting and purchase of technology systems
- Installation, configuration, and operation of the City's technology systems
- Auditing compliance with license, maintenance, and support agreements
- Facilitation of Training
- Backup and Recovery
- System security
- Technology maintenance, replacement, and upgrades
- Monitoring for inappropriate use and violations
- Continuous operations

To assure system compatibility, safety, and effectiveness, any department desiring to implement new technology is required to have the system reviewed and approved by the Technology Services department.

Violations and Sanctions

It is a violation of City policy to knowingly fail to follow any of these policies, or to assist or allow, another person to do so. Any employee found to have violated these policies may be subject to disciplinary action, up to and including termination of employment. If the policy violation also constitutes a violation of federal, state, or local law, prosecution may also be pursued.

Authorization

Appropriate measures are in place to ensure that access to City systems is restricted to authorized users so that the confidentiality, integrity, and availability, of sensitive information is ensured.

Unauthorized persons will not use, or attempt to use, any City systems unless and until they are authorized to do so. In general, authorization requires the following steps:

- Technical orientation on systems required by the user.
- Review of the City technology policies.
- Certification by the user that the policy and technical orientation was received, reviewed, understood, and will be complied with.
- Assignment of a system user name and one time use password from Technology Services.

NOTE: Access to some public safety systems requires fingerprinting, background checks, and successful completion of training and tests.

Authentication

Persons who have received authorization to use any of the City's technology systems are required to create a unique authentication password to continue to use the systems after initial authorization. Users are responsible for the security of their own passwords and user accounts.

- Passwords must be "strong" to prevent discovery by malicious outsiders, or other City users. Passwords must be at least 8 characters long and contain 3 of these 4 types of characters: uppercase letters, lowercase letters, numbers, or special characters.
- Passwords for access to City technology may not be the same as passwords used for access to non-City technology.
- Passwords must not be written down and stored anywhere in your office.
- Passwords must not be stored in unencrypted files on ANY device, including computers, cell phones, or similar devices.
- Passwords must not be revealed to anyone for any reason.
- If you think your password has been compromised, change it immediately.
- Do not attempt to learn, or use, another user's password. If you inadvertently learn someone else's password, advise them that it needs to be changed.
- Do not defeat or attempt to defeat security restrictions on any City technology system or application.
- Do not use a network or application session that has been logged on by another user or as another user.

Physical Security

Users must take appropriate steps to prevent unauthorized physical access to the technology systems they use.

- Do not leave PCs or other devices logged on to any system, if you are out of sight of them
- Anytime a system device is beyond your control, it must be locked or shut down
- Do not allow unsupervised physical access to facilities and systems by persons not authorized to use them, including consultants, vendors, auditors, and other non-city personnel, including children, spouses, relatives, and friends
- Also see standards addressed under Hardware, below

Ethics and Accountability

Technology systems provide opportunities and temptations for improper or unethical activities.

Users shall not use any City owned systems for personal advantage, gain, or benefit.

Users will be held accountable for their personal use of the City's systems. Any wrongdoing, impropriety, or unethical behavior in any aspect of City business will be just cause for disciplinary action.

Social Media

Background

Social media includes many technologies and forms, such as blogs, wikis, photo and video sharing, podcasts, forums, social networking, online customer support chat sites, and other Internet-based technology communication tools with a focus on immediacy, interactivity, user participation and information sharing in multiple ways.

The City of Medford utilizes social media as a means to encourage informed citizen participation in local government. City departments may consider participating in social media to enhance customer service. The City supports the use of social media to further Council goals and the City's Vision Statement.

The City Council, City Manager's Office, and Department Heads have a vested interest in who may communicate on behalf of the City and what is said on behalf of the City. City communication is best when it is delivered with a branded and consistent voice. This policy establishes guidelines for City use of social media.

Policy

The use of social media technology follows the same standards of professional practice and conduct associated with City business. All City presences on social media sites or services are considered an extension of the City's information networks and are governed by the City technology policies.

City departments shall only utilize City approved social media networks for hosting official City social media sites. Social media networks will be reviewed and approved by the City Manager's Office and the Technology Services Director with consultation from the City Attorney, when appropriate.

Only one account for each approved social media shall be used by the City. In order to comply with Oregon Records Retention Law (ORS 192 and OAR 166.30), social media cannot be used to post original content. Links to more information should direct users back to the City's official website for more information, forms, documents or online services necessary to conduct business with the City. City of Medford's website, www.ci.medford.or.us, will remain the City's primary and predominant internet presence.

Wherever possible, content posted to City of Medford social media sites will also be available on the City's main website.

Each social media account must include the following statement, which may be posted or referenced via hyperlink: "The purpose of this site is to present matters of public interest in the City of Medford. Participation is encouraged. However, this site is not considered to be a public forum. The City reserves the right, but does not assume the obligation to remove posted comments, which are illegal, lewd, obscene, defamatory, threatening, invade privacy, contain vulgar language, include personal attacks, target or disparage ethnic, racial, or religious groups, or which infringe upon the intellectual property of others. In addition, the City reserves the right

to remove postings, which are considered spam, include links to other sites, are clearly off topic, advocate illegal activity, promote particular services, products, or organizations, or infringe upon copyrights, or trademarks. Comments expressed on this site do not necessarily reflect the opinions and position of the City of Medford's Mayor, Council, or employees. The City of Medford takes no responsibility and assumes no liability for content posted on this site."

City departments that use social media are responsible for complying with applicable federal, state, and local laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Oregon public records law, privacy laws and information security policies established by the City.

Social media network access shall be limited only to those with a clear business purpose to use the forum. The most appropriate City of Medford uses of social media tools fall generally into two categories:

- Channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
- Promotional channels to increase the City's ability to broadcast its messages to the widest possible audience. (example: Parks & Recreation Department events)

Published content is persistent in the public domain. When the City is represented in any capacity, the City is responsible for the content published on blogs, wikis or any other form of user-generated media. Assume that all communications are in the public domain, available for publishing or discussion in all forms of media. Have no expectation of privacy.

Employees representing the City via Social Media outlets must conduct themselves at all times as representatives of the City. Employees that fail to conduct themselves in an appropriate manner shall be subject to discipline, up to and including termination.

Authorized Use

Department Heads, or their designees, are responsible for determining who is authorized to use social media on behalf of the department, and for designating appropriate access levels.

Appropriate access levels include identifying what sites, or type of sites, the individual is approved to use, as well as defining capability: publish, edit, comment or view only.

Only Official Spokespersons, Public Information Officers and select individuals shall have permission to create, publish or comment on behalf of a City department. Responses are a public record with retention dependent upon content. A response with content that is transitory or ephemeral is a public record that does not require retention (an example is directing the user to information on the City's Web site.) A response with content that does not meet the definition of transitory or ephemeral is a public record that will require retention and may require disclosure. Therefore, all responses using social media shall be of a transitory or ephemeral nature only so retention of that record is not required.

Access to personal social media sites from City systems is prohibited, unless expressly granted by this policy.

Approved:



Eric Swanson, City Manager

12 Feb 14

Date



City of Medford
Administrative Regulation

Regulation No.: 14-04
Page: 1 of 2
Subject Area: Human Resources
Effective Date: July 1, 2014
Supersedes: AR 79-1-R

Title: Employee Performance Management System

Purpose

The purpose of this regulation is to provide for an employee performance management system that enables supervisors and managers to consistently and uniformly monitor and document employee performance.

Objective

The objective of the employee performance management system is to provide:

- A mechanism to foster appropriate and impartial personnel decisions;
- A system to maintain and improve performance;
- A medium for counseling and recognition;
- A system to facilitate proper decisions regarding probationary employees;
- An objective means for measurement and recognition of individual performance;
- A means to identify training needs.
- A means for two-way communication between supervisor and employee.

Procedure

The Human Resources Department will be responsible for the development and maintenance of a performance management system that enables employees, supervisors and managers to objectively acknowledge, record and track performance. This responsibility includes the production of a supervisory handbook and guide for managing performance and the subsequent training necessary to implement and maintain a successful program. The program will require that:

- Supervisors acknowledge employee performance and act to correct deficiencies at the earliest opportunity.
- Supervisors document discussions regarding recognition of performance excellence, deficiencies, and training or guidance provided.
- Managers meet and discuss supervisors' performance management activities at least quarterly.

- Each full-time non-probationary employee receives an annual summary of his/her performance.
- Each probationary employee receives a quarterly summary of his/her performance.
- Employees have a mechanism for reporting their performance to their supervisors.
- Bi-monthly performance summaries are completed for all full-time non-probationary employees that don't meet standards at the time of their annual performance summary.
 - *This requirement is in addition to any corrective measures that have been taken or will be taken as performance continues to be monitored.*

Approved:



Eric Swanson, City Manager

4/10/2014

Date



City of Medford
Administrative Regulation

Regulation No.: 14-05
Page: 1 of 3
Subject Area: Administration
Effective Date:
Supersedes:

Title: Staff Responsibilities for Boards and Commissions

Purpose

The purpose of this administrative regulation is to document the responsibilities of the staff liaisons and the City Manager's Office regarding the City's Boards, Commissions and Committees.

Procedure

A. City Manager's Office Responsibilities

During the annual interview and appointment process, the City Manager's Office is responsible for:

1. Organizing and managing information for the annual recruitment and interview process for Boards, Commissions and Committees applicants.
2. Providing information to the City Council regarding vacancies, appointment recommendations, and term expirations.
3. Informing the department staff liaisons of the City Council's appointment of new Boards, Commissions and Committees members.
4. Scheduling interviews for applicants to the Planning Commission, Landmarks & Historic Preservation Commission, Medford Urban Renewal Agency Budget Committee, City Budget Committee, Site Plan & Architectural Commission, Mayor's Youth Advisory Commission and the Water Commission.
5. Providing completed applications to the department staff liaison by November 7th.

Throughout the year, the City Manager's Office is also responsible for the following duties:

1. Managing and maintaining all revisions to the Municipal Code regarding all Boards, Commissions and Committees.
2. For mid-year vacancies, the City Manager's Office will provide applications to the department staff liaisons as they are received.
3. Maintaining the database containing contact information for Boards, Commissions and Committees members.
4. Updating and maintaining the City's website information for Boards, Commissions and Committees members.
5. Organizing and hosting the annual Boards and Commissions luncheon.

B. Department Staff Liaison Responsibilities

Each Board, Commission and Committee is assigned **one** City staff member to serve as the staff liaison. This staff liaison serves as the link between their Board, Commission or Committee members and the City Manager's Office.

During the annual appointment process, the staff liaison is responsible for:

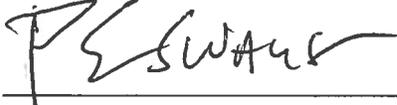
1. Scheduling interviews for applicants to their Board, Commission or Committee.
2. Providing a written recommendation of any interviewed applicant to the City Manager's Office for consideration by the City Council within the timeline required by the City Manager's Office.

Throughout the year, the staff liaison, or designee, is also responsible for:

1. Notifying City Manager's Office **immediately** if:
 - a. A staff liaison appointment changes.
 - b. A recording secretary or any other staff member is appointed or resigns.
 - c. A member changes names, addresses, phone numbers or emails.
 - d. A member resigns or is removed from service.
 - e. The meeting times and/or dates changes.
 - f. If errors are found regarding member information.
2. Preparing all agendas and minutes for their Board, Commission or Committee.
3. Noticing all agendas and posting the approved minutes on the City's website.
4. Sending all hardcopy original agendas and approved minutes to the City Manager's Office for permanent retention.
5. Following all public meeting notification laws and procedures.
6. Ensuring all meeting times, places, and dates are listed correctly on their Board, Commission or Committee webpage.
7. Updating the City's website calendar with meeting times and dates for their Board, Commission or Committee.
8. Scheduling required meeting room(s) for their Board, Commission or Committee meetings.
9. Posting any changes and/or cancellations of their meetings to the City's webpage and website calendar as well as advising the City Manager's Office of the change.

10. Maintaining contact information lists for all members of their Board, Commission or Committee. A copy of the list should be forwarded to the City Manager's Office when updated.

Approved:



P. Eric Swanson, City Manager

12-29-14

Date



City of Medford
Administrative Regulation

Regulation No.: 15-01
Page: 1 of 2
Subject Area: Admin.
Effective Date: 2/9/15
Supersedes: ----

Title: City Sponsored Special Events Policy

The City Council supports special events that celebrate the vitality of our community and the continued livability of the City of Medford.

The City Council policy requires City sponsored special events to have sufficient volunteers to ensure the event is managed in an efficient and effective manner. The City supports the following events, but is not to be considered an “event coordinator”.

- A. The City Council has identified the following community events to receive “sponsorship” from the City of Medford in the form of “in-kind” contributions (defined in Section B).

Pear Blossom Festival
Art In Bloom
Jazz Jubilee/Festival
Multicultural Fair
Taste of Alba
Chalk Art Festival

Medford Cruise
Winter Lights Festival (transferred to Parks in 2015)
Red, White & Boom
Toy Run
Martin Luther King Day

- B. “In-Kind” support is defined to cover City expenses:

City Personnel Costs (Parks, Public Works, Police, Fire, etc.)
City Facility Rental Fees (Parks, Carnegie Bldg., Middleford Garage Restrooms, etc.)
Limited Material & Services (signs for Police, Public Works equipment rental)
Banner Installation Costs (Managed by Parks Dept.)

No reimbursement of receipts or disbursement of funds will be made to the organizations or individuals managing the events, with the exception of the following two events scheduled for 2015:

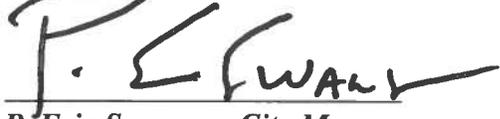
January 2015 Martin Luther King Event
June 2015 Taste of Alba Event

- C. Any community event not listed in Item A above as a City sponsored event, that would like to request sponsorship support from the City, **must apply** via the biennial Budget Committee meetings.

D. Any community event requesting an increase in the sponsorship support from the City **must apply** for the increase via the biennial Budget Committee meetings.

1. Application to be submitted to the City Manager's office no later than February 25th of odd numbered years.
2. Application must be made on the City Sponsored Special Event Application form.
3. All applicants will be notified of the date and time for presentation of the Budget Committee meetings.

Approved:



P. Eric Swanson, City Manager

9 Feb 15

Date



CITY OF MEDFORD

City Sponsored Special Event APPLICATION FORM

Form must be completed in full and turned into the City Manager's Office by February 25th of odd numbered years for Budget Committee consideration.

EVENT NAME:		
Event Description:		
Event Date(s):	Contact Name:	
Event Location(s):	Contact Phone:	
	Contact Address:	
FUNDING TO BE USED FOR:		FUNDING REQUESTED: \$
<p>The undersigned hereby certify that I/we are the authorized representative(s) for the event, that the above statements are true to the best of my/our knowledge and I/we agree on the behalf of our group to be bound to the policies and regulations of the City of Medford, and to adhere to any additional requirements imposed by the City of Medford.</p>		
_____ Printed Name and Signature of Authorized Representative		_____ Date
Date Application Received:	Budget Meeting Date:	Council Meeting Date:
	Application Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Request Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Reviewed by:	Funding Recommended:	Funding Approved:



City of Medford
Administrative Regulation

Regulation No.: 15-02
Page: 1 of 1
Subject Area: Human Resources
Effective Date: July 13, 2015
Supersedes: N/A

Title: Outside Employment

Outside employment shall be permitted only with the express prior written approval of the City Manager/designee. Any employee with existing outside employment on the effective date of this regulation shall notify the City thereof within 30 days thereafter. Outside employment will be approved unless the City Manager/designee determines:

- A. that such employment is in conflict with the interest of City employment;
- B. that such employment detracts from the efficiency of the employee in his/her City work;
- C. that such employment is a discredit to City employment; or
- D. that such employment takes preference over the requirements of the City.

No outside employment activities shall occur during regular City hours of operation, applicable to the affected employee, unless the employee is on authorized vacation or holiday leave.

Approved:

John W. Hoke, City Manager Pro Tem

13 JUL 2015

Date



City of Medford
Administrative Regulation

Regulation No.: AR 15-04
Page: 1 of 2
Subject Area: Surplus Furniture
Date of Issue: November 1, 2015
Supersedes:

Title: Surplus Furniture Relocation

Purpose

This policy establishes procedures and guidelines that control the storage and removal of City-owned surplus furniture. City-owned furniture includes, but is not limited to, desks, credenzas, chairs, filing cabinets, tables, and most other office furnishings.

Objective

The objective of systematic surplus furniture relocation is to help create a service that will enable departments to shift their furniture needs without contributing to overstocking common areas, basements or compromising safety.

Schedule

Work requested furniture moves are coordinated between the requesting department and the Facilities Management division. To help ensure efficient coordination and work time management, furniture work requests should be submitted with at least 7 days advance notice.

Work Order Process

To avoid excess furniture build-up, advanced planning from each department will be required. Departments will need to:

1. Submit a work order – Each work order would contain: the department name, the current location and description of the furniture, the expense account to be charged and the approximate moving date needed.
2. Tag Furniture – Each department will print a copy of their work order and attach it to the furniture being removed

Temporary Storage

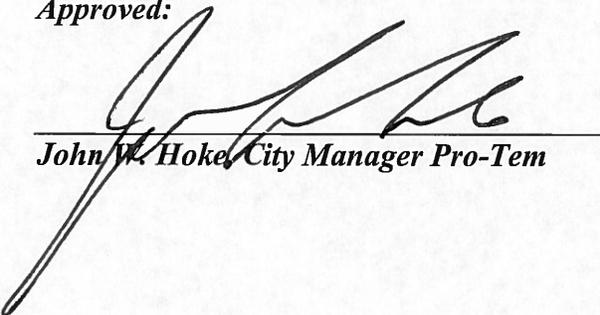
Until a removal date is set, temporary storage of excess furniture will be the responsibility of the requesting department. Excess furniture cannot be stored in the basements, hallways or lobbies of the City Hall, Lausmann Annex, or any other City building.

Processing of Fees

FMD will contact a furniture moving provider and schedule movement of all furniture. When a bill is received by the FMD, the total amount will be split amongst all departments that requested

furniture to be moved during that billing cycle. All open contracts and purchase orders will be maintained by FMD. All charges will be processed with the account number provided by each department within their work order.

Approved:



John W. Hoke, City Manager Pro-Tem

11/2/15
Date



City of Medford
Administrative Regulation

Regulation No.: 16-03
Page: 1 of 2
Subject Area: Human Resources
Date of Issue: April 5, 2016
Supersedes: N/A

Title: Leave Donation Program

Purpose

To provide a policy that applies to all non-probationary full-time management and bargaining unit employees detailing use of the leave donation program.

Definitions

For the purpose of this Regulation, the following definitions apply:

“AWOP” means the employee is in an absent without pay status and has used all accrued sick, vacation and floating holiday hours.

“FMLA” means the Family Medical Leave Act.

“OFLA” means the Oregon Family Leave Act.

Policy

The Leave Donation Program allows employees to donate their accrued vacation and earned floating holiday hours to another employee who would otherwise be in an absent without pay status.

Donations of hours are strictly voluntary.

Donations of time are confidential, with only those employees in Human Resources and the Finance Department who are responsible for administering the leave donation program to know which employees are donating hours.

Transfer of donated hours to the employee will be made, as needed, during each payroll period, in the amount and order donated by the date and time stamped on the request form by the Human Resources Department. Any remaining donated hours beyond the duration of the leave donation request will not be transferred.

Donations may not be withdrawn once made.

Eligibility

- 1. Requesting employees must be on a qualified FMLA/OFLA leave of absence in or nearing an AWOP status.
- 2. Only donations of accrued vacation and earned floating holiday hours are allowed. Sick leave, compensatory time hours and unearned floating holiday hours may not be donated.
- 3. Donations are made in a minimum of four-hour (4-hour) increments. Multiple donations are possible, but no person may donate more than 20 hours total during each leave request.
- 4. Donations may only be made by individuals with a balance of at least 80 hours of combined accrued sick, floating holiday and vacation time after the donation occurs.
- 5. Employees who receive donated leave for more than half of a pay period will not receive accruals for vacation or sick leave.

Process

- 1. Employees may request the Leave Donation Program through Human Resources; or their Supervisor or Union Representative may submit the request on the employee’s behalf. Requests must include the duration of time the employee is expecting to be in an AWOP status.
- 2. Requests for a leave donation are submitted to Human Resources. Once validated, Human Resources will email a notice out to employees.
- 3. Finance will transfer donated hours as needed during each payroll period in the order donated by the date and time stamped on the request form.

Approved:



John W. Hoke, City Manager - Pro Tem

4/5/16

Date



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 83-1

Page 1 of 1

Subject Area Claims Form

Date of Issue April 18, 1983

Supersedes Regulation No. N/A

Title CLAIMS FORM PROCEDURE

I. PURPOSE

The purpose of this administrative regulation is to centralize the processing of all claims made against the City of Medford, Oregon. However, it does not apply to Workers Compensation or unemployment compensation claims.

II. RESPONSIBLE DEPARTMENT

The City Attorney's office is responsible for processing all claims.

III. PROCEDURE

Whenever someone or some group wishes to file a claim against the City for whatever cause, they are to be referred to the City Attorney's office.

No department is to take information or initiate processing of claims other than the City Attorney's office.

IV. PROCESSING

The City Attorney's office, along with the Finance Department, will be responsible for whatever actions the City may or may not take with each individual claim.

The department responsible for the activity out of which the claim arises will furnish the City Attorney's office all information which it has relevant to the claim.

The City Attorney's office will furnish claimants with an appropriate claim form and will notify the appropriate insurance carrier.



City of Medford
Administrative Regulation

Regulation No.: 83-2-Rescinded
Page: 1 of 3
Subject Area: Forms Control
Date of Issue: 8/23/1983
Rescinded: August 5, 2009

Title: Forms Inventory

In view of current technology, the Forms Inventory Administrative Regulation is now obsolete. This regulation is rescinded as of August 5, 2009 .

Approved:

Michael Dyal
Michael Dyal, City Manager

8/6/09
Date



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 84-2

Page 1 of 2

Subject Area Grievance Procedure

Date of Issue 9/20/84

Supersedes Regulation No.

Title HANDICAPPED GRIEVANCE PROCEDURE

I. PURPOSE

The purpose of this grievance procedure is to provide for prompt and equitable resolution of complaints alleging any action prohibited by the Office of Revenue Sharing (ORS) regulations (31 C.F.R. 51.55(d)(2)) implementing Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794). This section states, in part, that:

"No otherwise qualified handicapped individual . . . shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. . ."

This grievance procedure has seven sections:

- I. Purpose
- II. Where to File Complaint
- III. How to File a Complaint
- IV. When to File a Complaint
- V. What is Done with a Complaint
- VI. Appeal
- VII. Rights of Complainant

II. WHERE TO FILE A COMPLAINT

Complaints should be addressed to: Personnel Officer, Personnel Office, 411 W. 8th Street, Medford, Oregon 97501, 770-4439, who has been designated to coordinate Section 504 compliance efforts.

III. HOW TO FILE A COMPLAINT

A complaint should be filed in writing, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations. If the complainant is unable to write, the Personnel Officer will reduce the complaint to writing and have it verified by the complainant.

IV. WHEN TO FILE A COMPLAINT

A complaint should be filed within 15 days after the complainant becomes aware of the alleged violation.

V. WHAT IS DONE WITH A COMPLAINT

- A. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the Personnel Officer. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 31 C.F.R. 51.55 (d)(2), the City of Medford need not process complaints from applicants for employment.
- B. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by the Personnel Officer and a copy forwarded to the complainant no later than 30 days after its filing.
- C. The Personnel Officer shall maintain the files and records of the City of Medford relating to the complaints filed.

VI. APPEAL

- A. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 15 days to the City Manager.
- B. A written determination as to the validity of the appeal and description of resolution, if any, shall be issued by the City Manager and a copy forwarded to the complainant no later than 30 days after its filing.

VII. RIGHTS OF COMPLAINANT

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Office of Revenue Sharing, U.S. Department of the Treasury. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the City of Medford complies with Section 504 and the ORS regulation.



City of Medford
Administrative Regulation

Regulation No.: 85-2 REVISED - A
Page: 1 of 3
Subject Area: City Property
Date of Issue: 6-23-03
Supersedes: ~~N/A~~ 85-2 Revised

Title: USE OF CITY PROPERTY

Purpose:

To establish policy by which outside organizations may use city-owned property other than City Hall. Use of City Hall is governed by Administrative Regulation 84-3. Use of City property is governed by Medford Code sections 2.185 through 2.191. [MIS]

Authority:

Affirmed by the City Council and pursuant to the authority vested in the City Manager by the City of Medford Charter, Chapter V, Section (18)(3)(e), which states "... the City Manager shall have general supervision over all city property."

Policy:

1. It shall be the policy of the City to allow certain uses of city-owned property where the City Manager has determined that the proposed use would not have an unmanageable adverse impact on City operations or the general public.
2. The City Manager, in permitting such use, may establish any conditions he deems appropriate.
3. Use of City property by public bodies, including all boards, committees and commissions of the City and other governmental entities shall be given priority.
4. Subject to the prior and superior rights of public bodies, any person, association or organization may apply for use of City property. All requests will be considered on a "first-come" basis.
5. All City property shall be returned to original condition, including the replacement of equipment and the disposal of trash.
6. City Manager's staff will determine the "event type" based on the information presented in the Special Event Permit Request using the following criteria:

SMALL EVENT – is defined as an event that has a nominal impact on city operations or the general public, such as garage sales, block parties (not requiring a street closure), and special parking requests.

MEDIUM EVENT – is defined as an event that has a minor impact on city operations or the general public, such as small parades or street closure requests.

LARGE EVENT – is defined as an event that has a major impact on city operations or the general public, such as multiple street closures (for example, the Pear Blossom Festival, Medford Cruise, Art in Bloom, etc.) Large events will require applicant attendance with appropriate City staff at event preparation and

planning meetings. Applicant will also be required to provide an adequate number of volunteers to assist with the event.

7. Depending on the “event type”, submission deadline of Special Event Permit Request must be made as follows:

SMALL EVENT – two weeks prior to event.

MEDIUM EVENT – three months prior to event

LARGE EVENT – six months prior to event

8. The applicant may also be required to obtain a Special Event Business License or Exposition License if any business may sell goods from temporary booths or stalls, and/or approvals from other governmental entities.

Procedure:

A. Parks Facilities/Property

1. Applicant fills out permit form obtained from Parks & Recreation Department office.
2. Parks & Recreation Director or Recreation Superintendent may approve or deny the permit (as agent for the City Manager).
3. If approved, applicant pays required deposits as appropriate and agrees to conditions of use.
4. Applicant may also be required to obtain other permits, licenses, and certificate of insurance.
5. If permit application is denied, applicant may appeal to the City Council as per Medford Municipal Code, 2.185.
6. Parks & Recreation Department staff provide follow-up on required conditions of use.

B. Other Publicly Owned Facilities/Property

1. Applicant completes City of Medford “Special Event Permit Request” form and submits signed form with map detailing area of event to the City Manager’s Office.
2. Applicant is required to notify all addresses affected by event and will be liable for any issues due to failure to notify. Accepted manners of notification are verbal, written or placement of an ad in the Mail Tribune.
3. City Manager’s staff will notate on the permit request the event type category based on the provided information from the applicant and then will submit, via electronic mail, the completed Permit Request Form, map and any other attachments to the following departments: Public Works Service Center, Public

Works Traffic Engineering, Police, Fire, Parks & Recreation and MURA (if event is in the renewal agency's boundaries).

4. Each department will review the information and submit their comments, recommended conditions (if any) and approval/denial to all departments listed above. This will be done via electronic mail utilizing the "reply to all" feature.
5. Applicant is responsible for furnishing and removing barricades, furnishing street closure signs, providing emergency access, cleaning up area used and any other conditions as determined to be necessary by city staff.
6. If permit is denied, applicant may appeal to the City Council as per Medford Municipal Code, 2.185.
7. If any department representative determines that the proposed event warrants a detailed review, the department representative may request a meeting of the Special Events Task Force, which consists of the departments listed above.
8. Once all departments have submitted their comments, recommended conditions and approval to the City Manager's Office, a permit will be issued and city manager's staff will contact applicant. Applicant may be required to submit Certificate of Insurance and any other required fees, deposits or submittals. Applicant must have signed permit readily available during the event.

*Approved*_[s2]:

Michael Dyal
Michael Dyal, City Manager

6-23-03
Date



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No.	85-3-R
Page	1 of 4
Subject Area	Personnel
Date of Issue	Revised December 9, 1986
Supersedes Regulation No.	N/A

Title Position Classification Questionnaire

I. PURPOSE

The purpose of this administrative regulation is to provide information and instructions for use of the Position Classification Questionnaire. The purpose of the Position Classification Questionnaire is to provide information concerning a position to assist in determining its proper classification. (See attached Position Classification Questionnaire.)

II. SCOPE

A. The Position Classification Questionnaire is to be initiated by any of the following:

1. City Manager
2. Personnel Office
3. Department Head

B. The Position Classification Questionnaire is to be used for the following:

1. New positions for which no appropriate classification exists, or
2. Existing positions which are either improperly classified, or the duties of which have changed due to a change in organization or responsibility, or
3. Existing positions which are to be upgraded or downgraded where the Questionnaire will be used to determine if the change is appropriate.
4. Periodic audit and review of position duties and responsibilities to keep the classification an accurate reflection of current conditions.

III. INSTRUCTIONS

A. General

1. This questionnaire is designed to assist in updating the job classification. Completion of this form will give an opportunity to describe what is done.
2. Please read the entire questionnaire carefully before answering any of the questions. If any question is not understood, discuss it with the supervisor. Careful and thoughtful answers will be a great help to the City and will provide the basis for an accurate class specification.
3. This is a four-part questionnaire. Answer the questions in Sections A, B, and C; and give the questionnaire to the supervisor, who will complete Section D. The supervisor will then forward the form to the Department Head for completion of Section E.
4. The description will not be changed by the supervisor or Department Head. They will review the completed form and may make any comments

they believe necessary to clarify the answers provided, add information, or indicate disagreement.

5. The department is responsible for the timeliness of the form submittal. If the questionnaire is being used for an upgrade or downgrade at budget, the completed questionnaire should be submitted to Personnel at the same time the Department Request Budget is submitted to Finance.
6. The questionnaire should be typed when submitted.
7. The form should be completed by the following:

Section A - the Department Head.

Section B - the employee currently in the position being evaluated.
If new or vacant, the immediate supervisor.

Section C - same as Section B.

Section D - the employee's immediate supervisor.

Section E - the Department Head.

8. Where appropriate, samples of work may be attached to the form. (Do not attach a large amount of forms or other routine paperwork.)
9. Any questions regarding use or proper completion of the questionnaire should be directed to the Personnel Office.

B. Specific

This questionnaire should be completed as indicated in the sample form following these instructions.

1. Place an "X" in the box if for a new position.
2. Place an "X" in the box if for an existing position that is currently filled.
3. Insert the name of the person currently filling the position (e.g., John Doe).
4. Place an "X" in the box if for an existing position that is currently vacant.
5. Insert present Official Class Title if for an existing position (e.g., Light Equipment Operator).
6. Insert Department name (e.g., Public Works).
7. Insert Division name if appropriate (e.g., Streets).
8. Insert name of Working Title if appropriate (e.g., Operator or Street Worker).
9. Insert number of hours in standard work week and schedule of hours (e.g., 40 hours, M-F, 7:30 AM - 4:00 PM).
10. Place an "X" in the space if any license, permit, special training, education, certificate, etc. is required to perform the job.
11. Place an "X" in the space if no license, permit, special training, education, certificate, etc. is required to perform the job.
12. List all required licenses, permits, special training, education and certificates. Explain why these are required (e.g., Oregon Chauffer's License needed for operation of vehicles and equipment).
13. Place an "X" in the space if the job requires operation of machines, tools, office appliances or equipment (including motor vehicles).

14. Place an "X" in the space if the job does not require operation of machines, tools, office appliances or equipment (including motor vehicles).
15. List all machines, tools, office appliances, or equipment (including motor vehicles) operated on the job (e.g., jackhammer, roller, 10 c.y. dump truck, backhoe, etc.).
16. For all machines, tools, etc. listed for #15 above, identify the average frequency and duration of use (e.g., 2 hours per day).
17. For all machines, tools, etc. listed for #15 above, identify the estimated percent (%) of time spent using them (e.g., 25%). The total of this column must be 100%.
18. List the Importance Rating for each duty listed for #19 below, with "5" being the most important and "1" being the least important. The list should be in descending order with the most important duties listed at the top.
19. List each duty performed (in order of importance), with a description of that duty. Each duty should be numbered consecutively (not to be confused with the Importance Rating numbers). Use of a work log or draft to improve accuracy is recommended for completing numbers 18-21.
20. For each duty listed for #19 above, identify the average frequency with which the duty is performed (e.g., twice per week).
21. For each duty listed for #19 above, identify the estimated percent (%) of time spent on each (e.g., 15%). The total of this column must be 100%.
22. Identify how long the duties and amounts of time spent on each have been the same as listed for #19 and #20 above (e.g., three years, or since July 1, 1982).
23. List the parts of the job that are the most difficult and/or require the most skill to perform. For each part of the job listed, explain why it is the most difficult (requires the most skill) and give examples (e.g., Backhoe Operation most difficult because it requires a great deal of eye-hand coordination and extensive practice. Example: digging a sewer lateral trench for connection without damaging other underground utilities).
24. Place an "X" in the space if physical hazards or disagreeable working conditions exist on the job.
25. Place an "X" in the space if no physical hazards or disagreeable working conditions exist on the job.
26. List all physical hazards or disagreeable working conditions which exist on the job. For each listed, explain the nature of the hazard or condition (e.g., Asphalt Paving - This is a disagreeable working condition because it is done during the summer months; and the asphalt is hot and has a strong odor.).
27. Place an "X" in the space if the position has supervisory or administrative responsibility.
28. Place an "X" in the space if the position has no supervisory or administrative responsibility.
29. List the official position titles of all employees that are directly supervised. For each listed, identify the level of supervision given (e.g., immediate, general, etc.).

30. Identify the types of previous experience desirable for a new employee in this position. For each listed, identify the amount of experience that is desirable (e.g., Backhoe operation - 2 years. Asphalt Paving - 6 months.).
31. Insert the signature of the person who provided the answers for Section B of the questionnaire, certifying that the answers are complete and correct (e.g., John Doe).
32. Insert the official position title of the person who provided the answers for Section B of the questionnaire (e.g., Light Equipment Operator).
33. Insert the date on which the signature was placed (e.g., April 1, 1986).
34. Place an "X" in the box if the position has a direct supervisor other than the Department Head, and if the supervisor position is currently filled.
35. Place an "X" in the box if the position has no direct supervisor other than the Department Head, or if the supervisor position is currently vacant.
36. List the reason or reasons why the Supervisor's Statement is not applicable to this classification evaluation (e.g., The positions of Public Works Supervisor-Streets and Public Works Superintendent are currently vacant.).
37. Place an "X" in the box if an organization chart is attached to the questionnaire. A draft organizational chart must be prepared if official organization chart does not show the present functions and staff relationships of the position being studied.
38. Explain the degree to which the work of the position is reviewed by the supervisor (e.g., The position is directly observed at work an average of six (6) hours each day. The remainder of the work performed is reviewed by later inspection. The position is also reviewed through annual performance evaluations.).
39. List all answers provided by the person who completed Section B which the supervisor feels may be inaccurate or incomplete. For each listed, clarify the answer (e.g., The number of years' experience needed as a backhoe operator (#8-Section B) is too large. The actual experience needed as a backhoe operator is one (1) year.).
40. Insert the signature of the supervisor who completed Section D (e.g., Ray Smith).
41. Insert the official position title of the supervisor who completed Section D (e.g., Public Works Supervisor-Streets).
42. Insert the date on which the signature was placed (e.g., May 2, 1986).
43. List all answers provided by the person who completed Section B, or the supervisor who completed Section D, which the Department Head feels may be inaccurate or incomplete (e.g., The supervisor was correct. The number of years' experience as a backhoe operator needed should be one year.).
44. Insert the signature of the Department Head who completed Section E (e.g., Bob Brown).
45. Insert the official position title of the Department Head who completed Section E (e.g., Public Works Director).
46. Insert the date on which the signature was placed (e.g., May 3, 1986).

CITY OF MEDFORD
POSITION CLASSIFICATION QUESTIONNAIRE

GENERAL INSTRUCTIONS: Before completing this questionnaire, you should first read the detailed instructions, reference Administrative Regulation No. 85-3. If you have any questions, contact the Personnel Office for assistance. The questionnaire is for existing positions where classification re-evaluation is requested, and for new positions where a proper classification needs to be determined.

SECTION A - Position Status

1 New Position 2 Existing Position Filled by _____ 3
(Name of incumbent)

4 Existing Vacant Position

Present Official Class Title (If existing position) _____ 5

Department _____ 6 Division _____ 7

Working Title (If any) _____ 8 Work Week & Hours _____ 9

SECTION B - Position Requirements and Demands - Information on position in question to be provided by the employee for an existing filled position, or by the supervisor or department head for an existing vacant position or new position.

1. Is there any license, permit, special training, education, certificate, etc. required to perform the job? 10 Yes 11 No
If Yes, explain:

12

2. Does the job require operation of machines, tools, office appliance or equipment (including motor vehicles)? 13 Yes 14 No

<u>Machines, etc.</u>	<u>How Often Used?</u> (daily, weekly, monthly)	<u>Estimate %</u> <u>of working time</u>
-----------------------	--	---

15

16

17

DESCRIPTION OF DUTIES: Please be specific about the particular position in question. Do not copy duties statements from class specifications. List each duty by number, approximately how often each duty is performed, and the amount of time spent doing each duty. List duties in order from most important to least important.

Importance Rating Scale: 1 = Minor Importance. 2 = Somewhat Important. 3 = Important. 4 = Very Important. 5 = Critical.

If more space is needed, attach a separate sheet.

Importance Rating	Description of Duty	How Often Performed? (Daily Weekly, Monthly)	% of Time Spent On Each duty
18	19	20	21

4. How long have the duties and the amounts of time spent on them been about the same as listed in No. 3? What changes or circumstances have occurred that have caused the new or revised duties?

22

5. Which parts of this job are the most difficult and/or require the most skill to perform? Why: Please give examples. Please list changes in any other position that have contributed to or would be affected by this position's revised duties.

23

6. Do physical hazards or disagreeable working conditions exist on this job? (Such as heavy lifting, congested traffic areas, exposure to noxious fumes, etc.)

24 Yes

25 No

If Yes, explain:

26

7. Does the position have supervisor or administrative responsibility? 27 Yes 28 No
If Yes, list the position titles of those that are supervised directly and the level of supervision given.

29

8. What type and how much previous experience is desirable for a new employee in this position?

30

SECTION C - Certification of Section B by Person Providing Information

I hereby certify that the answers to these questions are my own and that to the best of my knowledge they are complete and correct.

31

(Signature)

32

(Title)

33

(Date)

SECTION D - Supervisor's Statement if Applicable

Applicable: (34) Yes (35) No If not, reason: (36) _____

If applicable: Organizational chart attached (37) and complete the following:

1. To what degree do you review the work of this position?

(38)

2. Are there any statements which have been made by the employee in this position which you feel may be inaccurate or incomplete? Please clarify.

(39)

(40)

(Signature)

(41)

(Title)

(42)

(Date)

SECTION E - Department Head's Statement

Are there any statements which have been made by the employee or supervisor which you feel may be inaccurate or incomplete? Please clarify.

(43)

(44)

(Signature)

(45)

(Title)

(46)

(Date)



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No.	85-4	375
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Subject Area	Personnel	
Date of Issue	July 12, 1985	
Supersedes Regulation No.	N/A	

Title Equal Employment Opportunity/Affirmative Action Program

I. POLICY STATEMENT

The City of Medford is committed to the policy of equal employment opportunity (EEO) and shall not discriminate against an employee or applicant for employment because of race, color, religion, sex, age, marital status, national origin, mental or physical disability unless based upon a bona fide occupational qualification. The Affirmative Action Program (AAP) described below describes how the City will take affirmative action to employ and advance in employment, qualified women and minorities as well as offer equal employment opportunity to all.

II. DESIGNATION OF EEO/AAP OFFICER

- A. To carry out the letter as well as the spirit of the City EEO/AAP program, the City Manager has appointed the Personnel Officer as the EEO/AAP Officer. The EEO/AAP Officer will lead the commitment to maximize equal employment opportunity and affirmative action for the City of Medford.
- B. The duties of the EEO/AAP Officer are:
1. To assist and to counsel all management personnel regarding their EEO/AAP responsibilities.
 2. Counsel minority, women, and handicapped employees on career planning and other employment matters.
 3. To assist and to counsel supervisors responsible for women, minority, and handicapped employees; especially in regard to the induction of new employees.
 4. To maintain a liaison with the Oregon Civil Rights Commission and other government compliance agencies.
 5. To be responsible for investigating and resolving allegations of discrimination against the City.

III. MANAGEMENT RESPONSIBILITY

It is the responsibility of all supervisory staff and manager to implement the equal employment opportunity and affirmative action program.

A. Department Heads

1. Assist the EEO/AAP Officer in the identification of problem areas, formulation of solution and the establishment of departmental goals where necessary.

2. Ensure that all supervisors in their department understand the EEO/AAP policy and the necessity of their support for effective implementation. Supervisors will be evaluated on the basis of their efforts in implementing the EEO/AAP Program.
3. Review the qualifications of each employee under his/her supervisor to insure that minorities, women and the handicapped are provided opportunity for transfer, training and promotion.
4. Prevent any harrassment of employees placed through the EEO/AAP efforts.

B. Supervisors

1. Assist department heads in the area where equal opportunity problems exist and to help formulate solutions.
2. Ensure that all non-management employees understand the City's commitment to the EEO/AAP.
3. Assist employees in realizing their full potential at the City of Medford.

IV. DISSEMINATION OF EEO/AAP POLICY

A. Internal Communication

1. During employee orientation new employees will be notified of the City's commitment to the EEO/AAP.
2. At least once a year, a meeting will be set up for all supervisors to review with them their general responsibilities regarding the EEO/AAP.
3. Required EEO posters and the City Manager's policy statement shall be posted on all employee bulletin boards.
4. Every employee shall be informed of the existence of those to whom questions can be directed and to whose counsel may be sought should they have complaints regarding City EEO practices.
5. Every employee shall be personally informed of the existence of the internal grievance procedures set under this plan for handling complaints of discrimination.

B. External Communications

1. All employment advertisements shall contain the words "An Equal Opportunity Employer. Women, Minorities and Qualified Handicapped are Encouraged to Apply".
2. Employment application forms contain the following clause:
The City of Medford is an equal opportunity employer and shall not discriminate against an employee or applicant for employment because of race, color, religion, sex, age, marital status, national origin, mental or physical disability unless based upon a bona fide occupational qualification.
3. Notification shall be sent to employment sources, vendors, handicapped and minority organizations informing them of any change in our EEO/AAP. The City will continue to send notification

of all regular job openings to appropriate sources and ask for cooperation from all groups contacted.

V. PERSONNEL PRACTICES

A. Recruitment

1. Interest in employment opportunities in the City shall be stimulated by our participation in appropriate activities in the local area.
2. Recruitment trips outside the local area may be made to solicit applications from minorities and women. This may be particularly true in the case of recruiting any professional or managerial people.
3. Efforts to hire minority and women employees for temporary positions may be made to encourage their interest in full-time employment opportunities with the City.

B. Job Analysis and Restructuring

1. Class specifications shall be periodically reviewed to assure they are related to job content and are set at the minimum level needed for entrance into the job.
2. Trainee positions may be created to facilitate movement of minorities and women into various job classes.
3. Career ladders and logical lines of progression within and between job classes shall be identified to facilitate the training and promotion of minorities and women.
4. Where feasible, jobs may be restructured to provide easier access by minorities and women. Such jobs shall be made a part of a career ladder so that they communicate to the employee the potential for advancement.

C. Selection Process

1. Where appropriate, tests other than paper and pencil varieties may be used. Experimentation with performance testing may be undertaken.
2. Written tests shall be used as only one of the factors in the selection decision.
3. Retesting may be permitted as soon as candidates can show reasonable effort to prepare themselves for such a retest.
4. Open competitive exams shall be scheduled as often as practical.
5. Application blanks and employer records will be continually reviewed to ensure all questions not related to job performance or which operate to the detriment of minorities, handicapped and women are eliminated.
6. Other selection criteria such as physical or education requirements shall be periodically reviewed, and revised to ensure job relatedness. Specifically this includes, but is not limited to, height and weight requirements, educational degrees, years

of work, experience, etc.

7. Interviews and/or oral boards are carefully structured to see only information that is job related.
8. All interviewers are carefully selected and instructed. Where feasible, minority or women interviewers shall be utilized.

D. Promotion, Job Assignment, and Termination

1. Selection for promotion shall conform to the practices outlined in the preceding ~~action~~ *section*.
2. Special counseling shall be given to all minority and women employees to stimulate their interest in promotional opportunities.
3. Where feasible, training shall be set up to enhance promotability of minorities and women.
4. No applicant shall be denied a promotion or job assignment on the basis of sex or any other prohibited criteria.
5. Records shall be kept indicating the movement of minorities and women within the City relative to promotions, position classifications, layoff, and recall.
6. Exit interviews will be conducted in the case of voluntary resignations of minorities and women to see if any factors under our control are responsible. A written record of any such factors disclosed shall be made.

E. Training

1. Whenever the City sponsors any training activity, special attention and consideration may be given to securing the participation of minorities and women.
2. Where jobs can be learned in a short period of time, formal on-the-job training programs may be instituted to facilitate the movement of women and minority candidates into these positions with minimum qualifications. *hours?*
3. Where formal training ~~is~~ *is* necessary to qualify an individual for a job, in-~~hour~~ *hour* training programs may be established.
4. Work schedules of minorities and women employees may be adjusted so as to permit the participation in training programs.
5. Supervisory training programs shall be conducted. The objective shall be to improve supervisory skills relative to working with women and minority employees.
6. Individual counseling of supervisors by the EEO/AAP Officer shall occur on a regular schedule, particularly for those supervisors responsible for on-the-job training of minorities and women.
7. Where lack of resources restrict training opportunities that we can offer, we may seek the cooperation of other employers in requesting local educational institutions to set up training programs so as to increase the numbers of qualified women and minorities in the labor force.

F. Compensation

1. Pay rates shall be reviewed particularly in light of the results of the job analysis, reclassification, and redesign efforts described above.
2. Working conditions shall be reviewed periodically to ensure that for each job or position classification, substantially similar conditions prevail.

G. Labor Relations

1. A non-discrimination clause shall be written into all labor contracts. It shall state substantially that: The City and the union agree that the provisions of this agreement shall be applied to all employees in the bargaining unit without illegal discrimination as to race, color, religion, sex, age, marital status, national origin, or mental or physical disability.
2. Examination of all provisions of each labor contract have been conducted to discover if any of its provisions work to the detriment of minorities, women and the handicapped.

H. Facilities

1. The facilities currently available to employees shall be examined to ascertain that there is no discrimination on the basis of race, color, religion, sex, age, marital status, national origin, or mental or physical disability. Particular attention was paid to such facilities as parking areas and physical layout of work stations.

I. Grievance Procedures

1. An internal grievance procedure has been set up to process complaints of alleged discrimination by employees.
2. Employees covered by a negotiated labor contract containing a grievance procedure shall use it in seeking relief from alleged discriminatory practices.
3. Employees shall be encouraged to informally seek the advice and counsel of the EEO/AAP officer when they suspect they may have been treated in a discriminatory fashion.
4. The availability and operation of this internal grievance process shall be widely publicized and posted in conspicuous places.

VI. OBJECTIVES

A. Work Force and Labor Market Analysis

1. The EEO/AAP officer shall conduct a census once a year of City employees by position classification and subunit to assess current utilization patterns for women and minorities. As a part of this survey, the EEO/AAP officer shall also seek

to identify currently promotable or transferable minority and women employees.

B. Reporting System

1. The EEO/AAP officer will present a report quarterly to the City Manager after the base line census is recorded (VI.A.1, above) to show the current status of the work force as it compares to previous quarters.
2. The EEO/AAP officer will also include City of Medford applicant information for positions by women and minorities.

C. Goals

1. It will be the goal of the City of Medford through its EEO/AAP to have employed qualified minorities and women in all jobs at all levels, wherever viable, consistent with the principal of certifying the most qualified eligible candidates and with full consideration given to the availability of persons in the pertinent labor market who possess the required skills.

VII. AUDIT AND EVALUATION

1. The EEO/AAP officer shall continually monitor progress being made in meeting the objectives of this plan. Where appropriate, periodic revisions in the annual EEO/AAP shall be made.
2. Each year the EEO officer shall prepare an annual report assessing the performance of the City and its subunits regarding the plan. This report shall include the comprehensive accounting on each action item contained in the plan.
3. The comprehensive report shall become the agenda for meeting of top level management. Out of this meeting recommendations shall be made concerning the following years of the EEO/AAP.
4. Based on these recommendations and in light of previous experience, the EEO/AAP officer shall prepare an updated draft of objectives

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of the plan, zeroing in on areas where the greatest deficiencies still remain. This to be submitted to the City Manager for consideration and approval.

5. The EEO/AAP officer shall assist the City Manager in formulating a new EEO/AAP policy statement each year.
6. The EEO/AAP officer shall prepare and submit the EEO-4 report to the Equal Employment Opportunity Commission.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
FISCAL 1986-87 GOALS

City of Medford

Following are the goals the City of Medford will pursue for fiscal year 1986-87 in support of its equal employment opportunity/affirmative action objectives.

<u>Goal</u>	<u>Timing</u>	<u>Key Staff People Responsible</u>
1. Utilize budgeted travel to out-of-town conferences and meetings to also serve as recruitment trips for women and minority applicants. This will be done on a basis of opportunity and recruiting situation.	Year-round	Department Heads
2. Hire qualified minority and women employes for temporary positions to encourage their interest in seeking full-time employment with the City. When the time comes for seasonal rehiring, we will try to not specify names specific for all openings, thereby allowing for some new entry of qualified minorities and women in these positions.	Year-round	Department Heads
3. Review all position classification specifications where women and minorities are not present in the work force and openings are likely during fiscal year 1986-87 for appropriate changes while assuring adequate qualifications.	Written report to the City Manager with recommended changes by 1/1/87.	Personnel Officer with concurrence from affected department heads.
4. Continue to pursue, and as viable, implement a "bridge" position whereby trainee level assignments can facilitate the hiring and promotion of women and minorities. New operating areas to be approached this year will be Fire, Building Inspection and Personnel. The effort will involve job/assignment reconstruction as one of the approaches to be utilized. In the case of Fire, the effort will be directed to preparing a plan for an entry level Fire Inspector position to be implemented probably in fiscal year 1987-88.	A. Activate Personnel Technician	A. City Manager
	B. Activate Building Inspection Technician as soon as in-house candidate passes required certification.	B. Building Safety Director
	C. Have Fire Inspector Trainee plan in written report form to the City Manager by 1/1/87.	C. Fire Chief
5. A career ladder schematic of all position classifications will be developed. The intent is to have this available as a tool for career development planning.	Written report to the City Manager with proposed schematic by 11/1/86.	Administrative Analyst, Building Inspection Department (cross-training assignment).

<u>Goal</u>	<u>Timing</u>	<u>Key Staff People Responsible</u>
14. Establish a bi-lingual differential (Spanish) for two high public contact jobs, specifically in the Parks and Recreation receptionist activity and the Municipal Court. Explore other areas for fiscal 1987-88 implementation.	Incorporate into MMEA Labor Agreement by July.	Personnel Assistant
15. Provide the junior and senior high schools with a program encouraging city work service as a career direction with special emphasis to encourage women and minorities.	A. Written draft program to City Manager by 10/1/86. B. Implement by coordination with schools during school year.	Administrative Analyst; Building Inspection Department; Public Works Supervisor (Ms. Marshaus); Recreation Supervisor. (Cross-training Assignment.)
16. Develop a system of working relationships with colleges having a majority female enrollment and which have a program of instruction pertinent to the job recruitment potential of the City.	Written package to City Manager in July.	Personnel Technician
17. Develop a program with implementation ready in fiscal year 1987-88, for women, pre-conditioning women to be able to pass the required physical agility test to qualify for the entry firefighter position classification.	Written proposed program to City Manager by 1/1/87.	Fire Chief

It is understood that Administrative Regulation 85-4 will be followed, therefore its direction is not restated in this plan.

<u>Goal</u>	<u>Timing</u>	<u>Key Staff People Responsible</u>
6. City jobs will be evaluated for the future hiring of the handicapped. This year the departments of Finance, Planning and Police (Dispatch) will be involved.	A. Finance written report to City Manager by 10/1/86. B. Planning written report to City Manager by 9/1/86. C. Police Dispatch written report to City Manager by 12/1/86.	A. Finance Director B. Planning Director C. Chief of Police
7. Job applicant screening and certification procedures will be formalized to assure a uniform and equal employment opportunity situation.	Written recommended procedures to City Manager by 9/1/86.	Personnel Officer/City Manager
8. Review of our current job application form to be sure all required entries are job performance related, are not discriminatory nor detrimental to minorities, handicapped or women.	Written recommendations for change to City Manager by 8/1/86.	Personnel Officer/Personnel Technician
9. Continue our career development for women employes program utilizing in-house personnel to give training to help the participants improve their skills to better compete for promotions. Also, as opportunity exists, provide cross-training.	Year-round, except an in-house supervisory training program will occur prior to 1/1/87.	City Manager
10. Consider adjustments, operationally feasible, to work schedules so as to allow women and minorities to participate in training programs.	Year-round	Department Heads
11. Continue to review all labor contracts subject to renegotiations.	In advance of scheduled negotiations on any labor agreement.	Personnel Assistant
12. Send women and minority employes to appropriate training programs.	Year-round	Department Heads. "Exchanges" on approved budget line items subject to City Manager's approval.
13. Using the Volunteer Services Program, secure volunteer help to consider appropriate training programs for our women and minority employes.	Written program for implementation by 4/1/87 due to City Manager by 1/1/87.	Personnel Officer (VSC)



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 85-6-R Revised 11/6/86

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Subject Area Personnel

Date of Issue August 7, 1985

Supersedes Regulation No. N/A

Title SAFETY AND HEALTH

I GENERAL POLICY STATEMENT

The City is committed to providing a safe and healthful working environment for all of its employees. The City recognizes the need to stress safety in all of its operations in order to reduce the risk of accidents which cause personal suffering, loss of productivity, financial liability and damage to City property.

II PURPOSE

The purpose of this regulation is to address the City's safety and health practices, establish guidelines and responsibility for its coordination and administration.

III AUTHORITY

City Manager.

IV GENERAL RESPONSIBILITIES

A. Safety Officer

The Personnel Officer is the City's Safety Officer responsible for the coordination and proper administration of all city-wide and inter-departmental safety programs under the direction of the City Manager. The Safety Officer shall be responsible for the following:

1. Maintain and monitor compliance with applicable State and Federal Safety Laws and Regulations.
2. Coordinate Safety Committee activities.
3. Advise and train supervisors regarding accident claims and reporting systems.
4. Serve as liaison with State and Federal safety agencies.
5. Coordinate First Aid and Audiogram programs.
6. Maintain all safety records and statistics and prepare related reports as required.
7. Coordinate general City-wide and inter-departmental safety programs.
8. Serve as advisor to departments in development and maintenance of intra-departmental safety programs.

IV GENERAL RESPONSIBILITIES (Continued)

B. Department Heads

1. Ensure that City property and equipment under their control is free of hazards.
2. Develop general safety departmental rules.
3. Ensure that Departmental safety rules are posted in such a manner as to be readily available to all employees.
4. Ensure that injuries are reported within 24 hours and accurately recorded.
5. Implement corrective action in cases of accidents and/or reported hazards.
6. Monitor/administer disciplinary actions taken against subordinate employees for safety violations. Include safety performance as a factor in performance evaluations and merit reviews.
7. Report to the Safety Officer any notice or citation by State or Federal safety agencies for failure to comply with required safety standards.

C. Supervisors

1. Have working knowledge of applicable health and safety codes.
2. Instruct employees in safe work procedure and the safe use of equipment and tools.
3. Monitor compliance with all department safety rules including the proper use of all protective safety devices, equipment, and clothing.
4. Correct any safety related deficiencies in tools or equipment.
5. Thoroughly investigate all accidents and determine their causes and needed corrective action.
6. Take immediate action to eliminate any known hazardous condition or procedure.
7. Counsel employees and use disciplinary action if necessary as a corrective measure for safety violations.
8. Consult with Department Head on all safety problems that cannot be corrected at the line supervisor level.

D. Employees

1. Become familiar with and follow all established safety rules and regulations pertaining to their job.
2. Refrain from acting in a manner that would create a safety hazard or risk causing an accident.
3. Report immediately any unsafe work condition, equipment or procedure to their immediate supervisor.
4. Report immediately to their supervisor any on-the-job accident resulting in injury, illness, or property damage. Failure to report such an accident may result in disciplinary action.
5. Report any medical attention received relating to City work or outside employment work related injury/illness.

V SAFETY EDUCATION AND TRAINING

Accident prevention is a key element in the City Safety Program. Training is essential to help prevent accidents and to instill safety consciousness in the work environment. Departments are responsible for providing such a training program on at least a quarterly basis to all department employees. The Safety Officer is available to assist departments in obtaining the resources and expertise necessary to accomplish the training which may include films, presentations by consultants, "tool box" discussions, and any other suitable training material. Departments will maintain a record of these training sessions to include the date given, subject, and employees attending.

VI HAZARD MANAGEMENT

Accident prevention must include a systematic review of the workplace to identify safety hazards. Preventive maintenance and good housekeeping are by themselves not enough. Hazards may go unnoticed simply because they have not contributed to an accident or near miss. Therefore, Department Heads will be responsible for having all work areas under their control inspected at least on a monthly basis. In addition, any reported hazard shall be inspected immediately. The monthly inspections shall include not only the facilities and machinery, but the environmental factors such as noise, lighting, and temperature. Any identified hazards shall be eliminated as soon as practicable. If a hazard poses a serious and imminent threat and cannot be immediately eliminated, the department head shall authorize a shutdown of work in the hazardous area until the hazard can be eliminated.

VII SAFETY EQUIPMENT

Where necessary, the City will provide safety equipment to ensure the well-being of the employees. These items may include safety glasses, gloves, safety shoes, respiratory equipment. Employees must use all safety equipment required and/or necessary to the performance of their work.

VIII OCCUPATIONAL INJURY/DISEASE REPORTING PROCEDURES

An integral part of the City's safety program is the development of a responsive claims reporting system in the event of an on-the-job injury/disease. Once an injury or disease occurs, it is essential that the claim be processed rapidly and appropriately and that the necessary follow-up investigation be initiated.

The goal of the City is to help an injured employee recover as quickly and completely as possible in order to return the employee to productive work. The key to achieving this goal is effective and timely communications.

VIII OCCUPATIONAL INJURY/DISEASE REPORTING PROCEDURES (Continued)

Following are the steps to be followed in reporting a job related injury or disease.

A. Determine if Medical Attention Required

1. A judgement must be made by the supervisor and the employee to ascertain if medical attention is required. If medical attention is required, obtain the required attention immediately, i.e. first aid, hospital emergency room care or doctor's office. The Supervisor should insist on medical attention for the employee if there is any doubt as to the employee's well being or their ability to perform their job.
2. Injuries or diseases requiring hospitalization of an employee as an in-patient for more than 48 hours, or when a fatal accident occurs shall be reported immediately by the Supervisor to the Department Head and to the Personnel Office.
3. When the employee leaves the work site to obtain medical attention, the supervisor must instruct the employee to obtain a written release from the doctor before he or she will be allowed to return to work.

B. Complete the Supervisor's Occupational Injury/Disease Investigation Report ALL/010

1. Supervisors are responsible for conducting a thorough and timely investigation of each reported injury/disease to determine the who, what, when, where and why of an injury/disease.
2. The Supervisor's Occupational Injury/Disease Investigation Report must be completed for all reported occupational injury/diseases.
3. All sections of the Investigation Report Form PERS/018 must be completed by the supervisor except the portion reserved for the Safety Committee review. A copy of this form is attached to this regulation, as Exhibit "A".

Use of this form is self explanatory. Do not leave any section blank. Write in NA if not applicable.

4. Knowledge of the definitions of the following terms will assist in completing this form:

UNSAFE ACT - An isolated action by an employee involving a recognized hazard which has been forbidden by a law, or rule.

UNSAFE PRACTICE - Actions of employee or employees which are unsafe but perhaps have not been recognized as being unsafe or actions which have been recognized as unsafe but which are common occurrences.

VIII OCCUPATIONAL INJURY/DISEASE REPORTING PROCEDURES (Continued)

5. When the cause of the injury/disease has been determined and hazards removed or work practices corrected, the supervisor will review the corrective action with the employee.

C. Complete the 801 Report of Occupational Injury/Disease

1. An 801 Report form must be completed for any occupational injury/disease requiring medical attention or if an employee requests an 801 Form to report an injury/disease not requiring medical attention.
2. The worker's section of the 801 Form must be completed by the employee unless he or she is incapacitated and unable to complete.
3. Instructions for completing the 801 are included with a sample 801 as Exhibit B.

D. Submit Report(s) Forms to PERSONNEL

The completed 801 Report and the Investigation Report Form PERS/018 must be sent to PERSONNEL within 24 hours of the injury/disease report or on Monday if the injury/disease occurs on the weekend.

IX REPORTING DELAY & AGGRAVATION PROCEDURES

A. Reporting Delay

1. Employees must be directed to report injuries upon occurrence to their supervisor.
2. Handle a late report of an injury/disease as outlined in Section VIII of this regulation.
3. With the Supervisor's submittal of the Investigation Report, include all of the employee's activities since the injury/disease occurred.

B. Aggravation of Injury/Disease

1. The Supervisor must review with the employee the circumstances relating to the aggravation of the previous injury.
2. The Supervisor should insist upon medical attention for the employee if there is any doubt as to the employee's well being or their ability to perform their job.
3. If a new incident occurs which aggravates a previous injury and it results in medical treatment or time loss, follow the procedures outlined in Section VII of this regulation.

IX REPORTING DELAY & AGGRAVATION PROCEDURES (Continued)

4. If a previous condition worsens naturally, the employee's doctor should reopen the previous claim. A new 801 should not be filed in such a case.
5. If the aggravation of the injury/disease is related to a previously reported incident and it involves times loss, the Supervisor must send to PERSONNEL a narrative report attached to the employee's City Leave Request Form PER/003 (see Exhibit "C") explaining the circumstances relating to the aggravation of the injury/disease. The employee's leave time must be designated "I" for Injury on the Leave Form.

X DOCTOR'S RELEASE

If medical attention is received for any occupational injury/disease, an employee must have a doctor's release upon returning to work. This requirement for a doctor's release includes medical attention received after the initial filing of a claim by the employee. Example: A firefighter complains of back pain after fighting a fire, but does not go to the doctor immediately, a week later, on his own time, he visits his doctor. The firefighter must get a release from the doctor before he returns to work.

The employee MAY NOT return to work without the appropriate doctor's release which states that the employee may return to work and under what conditions, if any, the employee may work without risk of aggravating the injury/disease.

XI LIGHT DUTY

No employee shall be returned to light duty work without the approval of the City Manager.

XII VEHICLE ACCIDENTS

In the event of an accident involving a motor vehicle, the Medford Police Department or other appropriate law enforcement agency shall be contacted. The Medford Police Department will investigate any accident which occurred on a public right-of-way within the City of Medford. In special circumstances, the Medford Police Department may be called on to investigate outside the City limits. The Police report of the accident shall be submitted to Personnel and the City Attorney's office along with a written narrative from the employee and supervisor describing the accident. (City of Medford form ALL/008)

XII VEHICLE ACCIDENTS (Continued)

Procedure for operator of City vehicle:

1. Make contact immediately with your supervisor and the police department. Do not make any statements as to your involvement to anyone other than your supervisor or the police officer(s) investigating the accident.
2. Do not move the vehicles involved unless it is necessary to care for injured, or to leave the vehicles could cause further injuries.
3. Get the names, addresses and phone numbers (work and home) of all witnesses.
4. Obtain vehicle identification and identification of operator(s) of vehicles involved.
5. Remain at all times with your vehicle unless injuries do not permit.
6. Do not provide any first-aid, other than what you are trained for. Do not move injured persons. Transportation will be provided by an ambulance.

XIII ACCIDENTS INVOLVING THE PUBLIC

All accidents involving the public shall be reported immediately to the City Attorney. Employees should not discuss the question of responsibility or liability with anyone pending advice from the City Attorney.

CITY OF MEDFORD
SUPERVISOR'S ACCIDENT/DISEASE INVESTIGATION REPORT
SAFETY COMMITTEE REVIEW

INSTRUCTIONS: Supervisor is to complete form and forward all copies to Personnel within 24 hours of knowledge of accident (or on Monday if incident occurs on weekend). Following Safety Committee review, copies will be returned for the department and the employee. Refer to AR 85-6, Safety and Health, for additional information on occupational injury/disease reporting procedures. Incomplete forms will not be accepted.

DEPARTMENT/DIVISION _____
EMPLOYEE'S NAME _____ POSITION TITLE _____
SUPERVISOR'S NAME _____ POSITION TITLE _____
DATE OF INJURY _____ TIME _____ DATE REPORTED TO SUPERVISOR _____ TIME _____
LOCATION OF ACCIDENT _____
WITNESSES _____

DESCRIPTION OF INJURY:

Body Part Injured: Left Right
 Head Neck Chest Wrist Hip Ankle Other _____
 Face Shoulder Abdomen Hand Leg Foot
 Eye Back Arm Finger Knee Toe

Nature of Injury:

Abrasion Bruise Strain Infection Exposure to Hazardous Material
 Laceration Fracture Dermatitis Foreign Body Fatality
 Puncture Sprain Burn Loss of Consciousness Other _____

Action Taken: First Aid Sent to Doctor Hospitalized

DESCRIPTION OF ACCIDENT:

(Explain sequence of events. Be specific--include the machine, object or substance involved; unsafe action by employee; unsafe conditions with regard to equipment, tools, clothing, or environment; failure to use proper safety equipment; failure to follow established safety procedures, etc. Attach additional page if necessary.)

REVIEW WITH EMPLOYEE/CORRECTIVE ACTION TAKEN:

(Training sessions; reinstruction on proper use of equipment or tools; use of safety equipment; establishment of rules or procedures; etc. Explain delay in reporting, if any. Attach additional page if necessary.)

*Note: AR 85-6
Pages 5 + 6
Revised 11/6/86*

Employee's Signature _____ Date _____ Immediate Supervisor _____ Date _____ Department Head _____ Date _____

SAFETY COMMITTEE REVIEW: Accept Supervisor's Report: Yes No City-wide Impact: Yes No

Committee Recommendation:

Submitted by _____ Chairperson _____ Date _____ Reviewed by _____ Safety Officer _____ Date _____

For SAIF Customer Use

CLAIM NO. _____
SUBJECT DATE _____
CLASS _____
DEFAULT DATE _____
EMPLOYER'S ACCOUNT NO. _____

801 Reporting: 1-800-285-8525
801 FAX: 1-800-475-7785

STATE OF OREGON
WORKER'S AND EMPLOYER'S
REPORT OF OCCUPATIONAL
INJURY OR DISEASE

Area _____
Dept. _____
Shift _____ CC _____

FEIN of claim administrator:

93-6001769

Insurer claim number:

1

Complete all items — Failure to do so may delay benefits

WORKER

1. Worker's legal name (first, m.i., last):		2. Home phone: () -	3. Date of birth: - -	4. Social Security Number (see back of form): - -
5. Worker's street address:		6. Male <input type="checkbox"/> Female <input type="checkbox"/>	7. Education (No. of years completed or GED):	8. Hospitalized overnight as inpatient? (If emergency room only, mark "No") <input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing address:		9. Nature of injury/disease (strain, cut, bruise, etc.):		10. Name and City of Hospital:
City	State	ZIP	11. Body part(s) affected: <input type="checkbox"/> Left <input type="checkbox"/> Right	12. Name and address of health insurance provider:
13. Date of injury/disease: - -	14. Time of injury: : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	15. Has body part been injured before? (If yes, explain) <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Full name, address, and phone no. of attending physician: () -
17. Describe accident fully (please print)				

Witness(es):

18. By my signature I am giving NOTICE OF CLAIM and authorizing medical providers and other custodians of claim records to release relevant medical records. I certify that the above information is true to the best of my knowledge and belief (see paragraphs 3 and 4 on the back). By my signature I also authorize the use of my SSN as described in paragraph 2 on the back. (If you do not authorize the use of your SSN as described in paragraph 2 on back, check here .)

Worker: Sign and give form to your employer for completion

EMPLOYER

19. Employer's legal business name:		20. Employer BIN#:	Worker signature _____ Date _____								
21. Employer's street address:		22. Employer FEIN:	Employer: Complete items 24-27 only if worker is a leased employee.								
City	State	ZIP	24. Client's legal business name:	25. Client BIN#:							
28. Nature of business:		23. Insurer policy #:	26. Client's street address:	27. Client FEIN:							
30. Worker's occupation (do not abbreviate):		29. Worker class code:	City	State	ZIP						
33. Date employer first knew of claim: - -		31. Is worker an owner or corp. officer? <input type="checkbox"/> Yes <input type="checkbox"/> No	32. Address of injury site if different from 21 or 26:								
35. Date of hire: - -		34. If fatal, date of death: - -	City	State	ZIP						
36. State of hire:		37. Injured on employer's or client's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	38. Did injury occur during course of job? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown								
39. Date left work: - -		40. Time left work: : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	41. Date returned to regular work: - -								
43. Working shift: from : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. to : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		42. Date returned to work with restrictions/light duty: - -	44. No. of hours worked per shift:								
46. Wage and wage period: \$ _____ per <input type="checkbox"/> Hr. <input type="checkbox"/> Day <input type="checkbox"/> wk. <input type="checkbox"/> Mo. <input type="checkbox"/> Yr.		45. If returned to work with restrictions, were full wages paid? <input type="checkbox"/> Yes <input type="checkbox"/> No									
48. Scheduled days off: <table border="1"><tr><td>S</td><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr></table>		S	S	M	T	W	T	F	47. If wage varies or includes other earnings (tips, room and board, commission, etc.) give total weekly wage and explain. (Attach payroll records for last 52 weeks prior to date of injury): \$ _____		
S	S	M	T	W	T	F					
49. No. of days worked per week:		50. Department and location where event occurred:									
52. Specific activity the employee was engaged in when event occurred. (Indicate if activity was part of normal job duties):		51. All equip., materials, or chemicals employee was using when event occurred:									
53. How injury or illness occurred. Describe the sequence of events and include any objects or substances that directly injured the employee or made the employee ill:											
54. Was accident caused by person (other than injured worker) or by failure of machinery or product? <input type="checkbox"/> Yes <input type="checkbox"/> No		55. Were other workers injured in the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No		56. Is worker "Premium Exempt" (a Preferred Worker)? (If "Yes," attach copy of eligibility card.) <input type="checkbox"/> Yes <input type="checkbox"/> No							
57. Signature of employer representative:		58. Print or type name and title:		59. Date: - -							
X				60. Phone: () -							

This form satisfies OSHA Form 101 record-keeping requirements.

Employer: Complete form and give worker Page 4 immediately as receipt of claim. Keep page 3. Send pages 1, 1A & 2 to insurer within five days of Notice of Claim.

Shaded fields are mandatory — Insurer's WCD will return form to insurer if not completed. Copy

Notice to Worker

Important information about your Social Security Number (SSN)

1. You must provide your SSN. The Workers' Compensation Division (WCD) of the Oregon Department of Business Services (DOBS) has authority to request your SSN under the Privacy Act of 1974, 5 USC & 552a (West 1977), Section 1010101(4) and authority under state law provided in Oregon Revised Statute 656.995 and under Administrative Order WCD 4-1997 modified at OAR 138 Division 656. Your SSN is used to determine if you are eligible for benefits under the Oregon workers' compensation system and to report claims processing and injured worker status administration.

2. Your voluntary authorization for the use of your SSN is also required for use by the state for purposes of the medical and non-medical services including, but not limited to, planning, advocacy, child support enforcement, or any other state or federal program, child labor law, child abuse and neglect management, hazard abatement, rate setting, and other programs. You may opt out of this use of your SSN by checking the box by your signature (in Section 18 on the front of this form).

Authorization to release medical records:

3. By signing this form you are giving Medical Claims and authorizing medical providers and your health care provider to release medical information to the injury or disease claimant (you) and OAR 656.995(2) OAR Chapter 415. Medical information relevant to the claim includes a past history of the complaints of, or treatment of, a condition similar to the one being claimed. Other information includes the same body part.

Caution against making false statements:

4. Any person who knowingly makes any false statement or representation for the purpose of obtaining any benefit or payment is punishable, upon conviction, by imprisonment for a term of not more than one year or by a fine of not more than \$1,000, or by both per ORS 656.990(1).

This is your receipt, when signed by your employer, that you gave notice of a claim. Keep it as your record.

5. Your employer will submit the claim for you. You will receive written notice from your employer's insurer of any action taken on your claim. If your employer is self-insured, the notice will be sent by your employer or the company your employer has hired to process its workers' compensation claims. The insurer must notify you of its acceptance or denial within 90 days from the date your employer knows of your claim. If denied, the reason for the denial and your rights will be explained.

Medical care:

6. If your claim is accepted, the insurer or self-insured employer will pay injury-related medical bills, including reimbursement for prescription medications, transportation, meals, lodging, and other expenses you pay for claim-related treatment, up to a maximum established rate. Your request for reimbursement must be made in writing and include receipts. Medical bills are not paid before claim acceptance. Bills are not paid if your claim is denied, with the following exceptions: If you are required by your insurer to receive treatment from a managed care organization (MCO), necessary medical care, not otherwise covered by your health insurance, will be paid by your insurer until you receive a notice of denial or until three days after the insurer mails the notice of denial to you, whichever occurs first.

You must tell your doctor or hospital on your first visit that your injury or illness is work related. The doctor must tell you if there are any limits to the medical services he or she may provide you under the Oregon workers' compensation system.

Your attending physician must be one of the following:

- A licensed medical doctor, a licensed doctor of osteopathy, or a licensed oral and maxillofacial surgeon.
- A licensed chiropractor, but only for 30 days from the date of the first chiropractic visit on the initial claim or for 12 chiropractic visits during the 30-day period, whichever happens first.

OR

- If you are enrolled in a managed care organization (MCO), your attending physician may be any medical service provider authorized by contract with the MCO. An MCO contracts with insurance companies to provide managed medical care to injured workers of employers covered by the insurance company. Check with the MCO to find out who can be your attending physician.

Payments for time lost from work:

7. In order for you to receive payments for time lost from work, your attending physician must notify the insurer or self-insured employer of your inability to work. You will not be paid for the first three calendar days of your disability. If you are totally disabled for at least 14 consecutive calendar days or you are hospitalized as an inpatient to a hospital within 14 days of the first onset of total disability,

you will be paid for more than three calendar days. The insurer or self-insured employer must pay you for the first seven calendar days after the 14th day after your employer knows of your claim. You will continue to receive a check every two weeks during your recovery period until you are no longer unable to work. After the 14th day of your disability, you will receive a check every two weeks during your recovery period until you are no longer unable to work. Your benefits will be based on your average weekly wage. However, if your weekly wage is 65% or less, your benefits will be a 65% per cent of your weekly wage, whichever is less.

If you have questions about your claim that are not resolved by your employer or insurer, you may contact:

Workers' Compensation Division
350 Winter Street, NE, Salem, OR 97310
Tel: (503) 947-7885, (TTY): (503) 947-7993.
Fax: (503) 947-7885

OR

Workers' Compensation Division
350 Winter Street, NE, Salem, OR 97310
(503) 378-3351, (V/TTY): (503) 378-4100.
Fax: (503) 378-3351

Workers' Compensation Claim Form 801

TOP! Read first ... *Failure to provide clear and complete information may delay benefits or cause incorrect benefits to be paid.*

- (1) Use ballpoint pen or typewriter, press firmly; write legibly.
- (2) **Worker:** Failure to file a claim with your employer within 90 days of injury or within one year of learning you have an occupational disease may result in denial of your claim. Please read the information about your rights and responsibilities on the back of Page 4.
- (3) **Employer:** Failure to report claim to your insurance company within five days of knowledge of the claim may result in untimely payment of time-loss benefits to the worker and a penalty to you or your insurance company. Submit the claim even if the worker is unavailable, unable to provide information, or unable to sign the form.

How to fill out a claim form *(items you may have questions about)*

Worker

7. Enter the number of years of education you have completed (high-school graduate or GED is 12, four years of college is 16, etc.).
8. If you were hospitalized past midnight, check "Yes."
9. Provide the type of injury (e.g., cut leg, broken arm).
11. Identify the body part(s) injured (e.g., low back, leg - right, shoulder - left, etc.).
13. Provide the actual date of accident, if an injury, or the date your condition first required medical attention, if an occupational disease.
15. If "Yes," briefly describe the prior injury (e.g., car accident in 1990, work injury in 1991, etc.).
17. Describe the accident as completely as possible. This will help the insurance company in handling your claim.
18. Read this important information as well as information on the back of the form: "Important information about your Social Security Number (SSN)," "Authorization to release medical records," and "Caution against making false statements."

Employer

20. Business Identification Number (BIN) is assigned by the Oregon Department of Revenue and is printed on your Oregon Tax Coupons (OTCs).
22. FEIN is your Federal Employers Identification Number.
- 24-27. If you are a "worker leasing company" as defined in Oregon Revised Statute 656.850(1), the businesses you provide workers to are your "clients." Complete this section only if your worker was injured while leased to a client.
28. Examples: truck manufacturing, retail grocery, log hauling, etc.
29. Enter the payroll class code under which you report this worker's earnings to your workers' compensation insurer.
33. Report the earliest of the following:
 - the date you first knew of a claim; or
 - the date you first knew of an accident or disease that may result in a compensable injury that requires medical services or causes time loss, permanent disability, or death.
50. E.g., Loading dock-north end, or Client's office at 452 Monroe Street, Washington, D.C., 20210.
51. E.g., Acetylene cutting torch, metal plate.
52. E.g., Cutting metal plate for flooring (indicate if activity was or was not part of normal job duties).
53. E.g., Worker stepped back to inspect work and slipped on some scrap metal. As she fell, worker brushed against the hot metal.
56. Check "Yes" if the worker presented a "Preferred Worker Eligibility Card" to you at the time of hire or you received a "Notice of Premium Exemption" from the Workers' Compensation Division (and the injury occurred on or before the eligibility end date on the card or notice).

This form satisfies OSHA
Form 101 record-
keeping requirements.
See reverse.

Si Ud. tiene preguntas relacionadas a este formulario, comuníquese con la División de Compensación para Trabajadores, Sección de Beneficios, en Salem al número telefónico 947-7585, (TTY: (503) 947-7993), o (llamada gratis en Oregon) 1-800-452-0288.

If you have questions about this form, call the Workers' Compensation Division, Benefits Section, in Salem at 947-7585, (TTY: (503) 947-7993), or toll-free in Oregon: 1-800-452-0288.

OSHA Recordkeeping Guidelines

Recordable Cases

If you are subject to recordkeeping regulations, you are required to record information on OSHA Form 200 about: (1) every occupational fatality; (2) every nonfatal occupational illness; and (3) those nonfatal occupational injuries that involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment other than first aid (see guidelines below).

Nature of injury	Medical treatment (recordable)	First aid (non-recordable)
<p>Cuts, lacerations, punctures, abrasions, splinters</p>	<ul style="list-style-type: none"> • Sutures (stitches). • Butterfly sutures. • Treatment of infection. • Application of antiseptic on second or subsequent visit to a doctor or nurse. • Removal of foreign bodies requiring skilled services of physician due to depth of embedment, size or shape of object(s), or location of wound. 	<ul style="list-style-type: none"> • Bandaging on any visit to doctor or nurse • Application of antiseptic on first visit to doctor or nurse. • Application of ointments on first or subsequent visits to prevent drying or cracking of skin. • Removal of foreign bodies from wound by tweezers or other simple techniques. • Removal of foreign bodies in the eye, not embedded, by irrigation.
<p>Fractures</p>	<ul style="list-style-type: none"> • Where X-ray results are positive. Application of a cast or other professional means of immobilizing injured part. 	<ul style="list-style-type: none"> • Where X-ray taken as a precaution is negative for fracture.
<p>Strains, sprains, dislocations Any strain, sprain, or dislocation is recordable if the worker's range of motion is affected in a manner which prevents carrying on any of his or her regularly assigned duties, whether or not medical treatment is rendered.</p>	<ul style="list-style-type: none"> • Application of a cast or other professional means of immobilizing injured part. • Use of hot or cold compresses for treatment of strains, sprains, and dislocation on second or subsequent visits to a doctor or nurse. • Use of diathermy and whirlpool treatments. 	<ul style="list-style-type: none"> • Use of an elastic (Ace) bandage on a strain that is not otherwise recordable, on first visit to a doctor or nurse. • Use of hot or cold compresses for treatment of a strain on first visit to a doctor or nurse.
<p>Thermal or chemical burns Any burn is recordable if the worker's range of motion is affected in a manner which prevents carrying on any of his or her regularly assigned duties, whether or not medical treatment is rendered.</p>	<ul style="list-style-type: none"> • Treatment of all second and third degree burns. 	<ul style="list-style-type: none"> • Treatment by a doctor or nurse for a first degree burn.
<p>Bruises, contusions Any bruise or contusion is recordable if the worker's range of motion is affected in a manner which prevents carrying on any of his or her regularly assigned duties, whether or not medical treatment is rendered.</p>	<ul style="list-style-type: none"> • Treatment of a bruise by draining collected blood. • Soaking or application of cold compresses to a bruise on second or subsequent visits to a doctor or nurse. 	<ul style="list-style-type: none"> • Soaking or application of cold compresses to a bruise, that is otherwise not recordable, on first visit to a doctor or nurse.
<p>Miscellaneous procedures</p> <ul style="list-style-type: none"> • Tetanus shots, either initial shots or boosters, are considered preventive in nature and are not considered medical treatment. • An X-ray that is negative for fracture is not considered medical treatment. • Hospitalization for observation, where no treatment is rendered other than first aid, is not considered medical treatment. However, most injuries requiring hospitalization will result in lost workdays and will be recordable for that reason. • The observation of injury by a doctor or nurse on second or subsequent visits is not recordable. • Using prescription drugs constitutes medical treatment. Recommending or giving nonprescription medicines is considered first aid. 		

OSHA recordkeeping questions may be referred to:

Department of Consumer & Business Services, Information Management Division
350 Winter St. NE, Room 21, Salem, OR 97310
Phone: (503) 378-8254 (V/TTY)

(2 part NCR)

SUPERVISOR'S VEHICLE ACCIDENT REPORT
SAFETY COMMITTEE REVIEW

INSTRUCTIONS: Supervisor is to complete this form and forward all copies to Personnel within 72 hours of knowledge of vehicle accident. Refer to Administrative Regulation No. 85-6, Safety and Health, XII, Vehicle Accidents. This report serves as the written narrative from the employee and supervisor describing the accident.

EMPLOYEE _____ CLASSIFICATION/TITLE _____

DEPARTMENT/DIVISION _____ SUPERVISOR _____

DATE OF ACCIDENT _____ TIME _____ AM PM DATE REPORTED _____ TIME _____ AM PM

LOCATION OF ACCIDENT: _____

ACCIDENT INVOLVED: One other MV Bicycle/Tricycle Non-Collision Private Property
 Three or More MVs Pedestrian Animal Other _____
 Motorcycle/Moped Fixed Object Public Property

POLICE ACTION: Accident Report Filed Yes No Police Case No. _____

Citation Issued Yes No If yes, name _____

INJURY INVOLVED: Employee Yes No Other Yes No If yes, name _____
(Refer to Administrative Regulation No. 85-6 for occupational injury reporting procedures.)

ACCIDENT REPORTED TO CITY ATTORNEY: Yes No Not Applicable

DESCRIPTION: (Describe cause of accident, contributing factors, dollar estimate(s) of damage, etc.)

SKETCH OR PHOTOGRAPH OF ACCIDENT SCENE: (Indicate north on sketch by an arrow.)

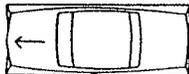
REVIEW WITH EMPLOYEE: (Describe follow-up safety procedures, corrective action taken, and discussion with employee.)

Employee _____ Date _____

Immediate Supervisor _____ Date _____

Department Head _____ Date _____

DAMAGE: (Indicate where damage occurred to vehicle.)



SAFETY COMMITTEE REVIEW: Accept Supervisor's Report: Yes No Citywide Impact: Yes No

Committee Recommendation:

Submitted by:

Reviewed by:

Chairperson _____ Date _____

Safety Officer _____ Date _____



City of Medford
Administrative Regulation

Regulation No.: 85-8-R
Page: 1 of 1
Subject Area: Purchasing
Date of Issue: January 6, 2003
Supersedes: October 31, 1985

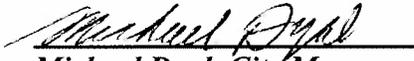
Title: CONTRACTING AND PURCHASING

Purpose

The purpose of this Administrative Regulation is to provide guidelines for contracting and purchasing by City employees. A recent undertaking by the Contract Deliverables committee has resulted in the development of a Contract/Purchasing Manual.

This manual provides a detailed interpretation of the City Council's (the local contract board) Contracting and Purchasing Code. It is the City Manager's expectation that all City staff involved in the contracting and purchasing functions will scrupulously follow the guidelines outlined in detail in this manual.

Approved:


Michael Dyal, City Manager


Date



City of Medford
Administrative Regulation

Regulation No.: 85-9 R4
Page: 1 of 2
Subject Area: Harassment
Date of Issue: Revised 3/5/09
Supersedes: 6/1/98

Title: Unlawful Discrimination and Harassment Policy

I. OUR COMMITMENT

The City is committed to providing equal employment opportunities to all persons regardless of race; color; religion; ancestry; national origin; age; marital or veteran status; physical or mental disability; on-the-job injuries; sex or pregnancy; sexual orientation, gender expression, or gender identity; military service; domestic violence victim; or any other legally protected status, unless it is a bona fide occupational requirement reasonably necessary to the operation of the City's business. This includes but is not limited to hiring, termination, layoffs, job assignments, promotions, and pay. We are also committed to providing a work environment that is free of all forms of unlawful harassment. We will not tolerate the harassment of our employees by anyone, including but not limited to: supervisors, co-workers, volunteers, members of the public, vendors, or contractors.

II. SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if (1) submission to the conduct is in any way made a term or condition of employment; (2) submission to (or rejection of) the conduct is used as the basis for any employment-related decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This means no sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings or photographs; whistling or catcalling; staring or leering; pinching, patting, inappropriate touching, unwelcome touching, unwelcome hugging or kissing; etc., or other conduct that might create or contribute to a hostile or offensive working atmosphere.

III. OTHER FORMS OF UNLAWFUL HARASSMENT

We want to maintain a working environment free from all forms of unlawful harassment, whether based on race; color; religion; ancestry; national origin; age; marital or veteran status; physical or mental disabilities; on-the-job injuries; sex or pregnancy; sexual orientation or gender identity; military service; domestic violence victim; or any other legally protected characteristic or status. This means no "ethnic jokes"; religious slurs; use of offensive "slang" or derogatory terms or slurs denoting race, age, national origin, disability, etc.; mimicking one's speech, accent or disability; derogatory comments regarding protected statuses or characteristics; or other conduct that might create or contribute to a hostile or offensive working atmosphere.

IV. REPORTING UNLAWFUL DISCRIMINATION OR HARASSMENT

Supervisors and managers are responsible to ensure that harassment does not occur in their work areas. They are expected to treat any observed or reported incident of harassment as a serious breach of organizational policy, as well as a potential violation of the law.

If you believe that you have been harassed, or if you witness any violation of this policy, you must report the matter immediately to your supervisor, department head OR directly to the Human Resources Director if you are not comfortable doing so at the supervisor or department head levels. Failure to report harassment is a violation of this policy.

The Human Resources Director is responsible for ensuring that all complaints are promptly and thoroughly investigated in as confidential a manner as possible under the circumstances. Appropriate corrective action will be taken, up to and including termination, where violations have occurred. No employee will be discriminated or retaliated against in any way for bringing a question or complaint to our attention or cooperating in an investigation of harassment.

Approved:

/s Michael Dyal

3/5/2009

Michael Dyal, City Manager

Date

Employee Signature

Date

Employee Name (Print)



City of Medford
Administrative Regulation

Regulation No.: 85-9 R4
Page: 1 of 2
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II. SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if (1) submission to the conduct is in any way made a term or condition of employment; (2) submission to (or rejection of) the conduct is used as the basis for any employment-related decision; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This means no sexual or sexist language, jokes or innuendo; nude, profane, or obscene cartoons, drawings or photographs; whistling or catcalling; staring or leering; pinching, patting, inappropriate touching, unwelcome touching, unwelcome hugging or kissing; etc., or other conduct that might create or contribute to a hostile or offensive working atmosphere.

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The Human Resources Director is responsible for ensuring that all complaints are promptly and thoroughly investigated in as confidential a manner as possible under the circumstances. Appropriate corrective action will be taken, up to and including termination, where violations have occurred. No employee will be discriminated or retaliated against in any way for bringing a question or complaint to our attention or cooperating in an investigation of harassment.

Approved:

/s Michael Dyal

3/5/2009

Michael Dyal, City Manager

Date



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 86-1

Page 1 of 9

Subject Area Personnel

REVISED 3/31/86 & 10/14/88
Date of Issue 2/5/86

Supersedes Regulation No. N/A

Title HAZARD COMMUNICATION PROGRAM

I. PURPOSE

The purpose of this regulation is to provide a system and procedure whereby the city will meet its legal obligations pursuant to Oregon Administrative Rules, Chapter 437 - Workers' Compensation Department, Division 155, Hazard Communication, which has an effective date for the city of May 25, 1986.

Aside from the above legal requirement, it is also intended to serve as a basis whereby our employes can be safeguarded from hazardous chemicals through a five-part program as follows:

- A. Hazard determination
- B. Written hazard communication
- C. Labels and other forms of warning
- D. Material Safety Data Sheets
- E. Employee information and training

II. SCOPE

This regulation applies to all city employes.

III. PROGRAM

A. Hazard Determination

- 1. Inasmuch as chemical manufacturers and importers are required to evaluate chemicals produced in their workplaces or imported by them to determine if they are hazardous, the city is not required nor shall it evaluate such chemicals. The city shall rely on the evaluation performed by the chemical manufacturer or importer.

However, in order to reinforce the city's reliance on the vendor's responsibilities regarding hazardous chemicals and mixes, the following mandatory requirement (specification) shall be an integral part of all appropriate purchase orders and bid documents:

a. Hazardous Material Labeling

All materials which shall include solvents, paints, cleaning agents, chemicals, reagents or other hazardous materials shall be labeled in accordance with OAR 437-155-020 with name(s) of the hazardous ingredient(s), the hazard(s) of the material(s), and appropriate precautions.

b. Material Safety Data Sheets

A completed Material Safety Data Sheet (OSHA Form 20 or equivalent) must be submitted within 30 days of delivery for each item. (Reference OAR 437-155-025.)

However, a department has the option to require, for its purchases, that the MSDS be provided at the time of delivery, or payment will be held until received. Such to be specifically noted on the purchase orders and bid documents.

c. Failure to comply will result in cancellation and/or deletion of item(s) from the order and will jeopardize any future business relationship.

2. The city shall determine the hazards of mixtures of chemicals or their uses if the city has mixed the chemicals. If the mix has been performed by the chemical manufacturer or importer prior to receipt by the city, the manufacturer shall make the evaluation of the mix of chemicals to determine if the mix is hazardous.

If the city performs the mix, the city shall determine the hazards of mixtures of chemicals as provided by OAR 437-155-010.

If the city performs the mix, it shall describe in writing the procedures used to determine the hazards of the chemical mix evaluated. The written procedures are to be on file with the Purchasing Agent and the utilizing department. The written procedures are to be made available by the Purchasing Agent, upon request, to employees or their designated representatives.

If a standard city-performed operating practice is to dilute the manufacturer's mixed chemicals, or unmixed chemicals, with water, and there is on file with the Purchasing Agent a general procedure covering all such dilutions, then no individual record need be submitted so long as such dilution does not cause or aggravate a chemical hazard.

Any laboratory operation is exempted from this requirement as so indicated in OAR 437.155-004 (3).

B. Written Hazard Communication

1. The city shall provide and maintain a written hazard communication program for its workplaces. This program will describe how the criteria specified in OAR 437-155-020 through 030 for labels and other forms of warning, Material Safety Data Sheets, and employee information and training will be met. This program will also include the following:
 - a. A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate Material Safety Data Sheet. The list shall be compiled for individual work areas.
 - b. The methods the city will use to inform employees of the hazards of non-routine tasks and the hazards associated with chemicals contained in unlabeled pipes in their work areas; and,
 - c. The methods the city will use to inform any contractor employers with employees working in the employer's workplace of the hazardous chemicals their employees may be exposed to while performing their work, and any suggestions for appropriate protective measures.
2. The city shall make the written hazard communication program available, upon request to the Safety Officer, to employees and their designated representatives.

C. Labels and Other Forms of Warning

1. If the city utilizes a hazardous chemical regulated by Accident Prevention Division of the State Worker's Compensation Department (APD) in a substance-specific health code, it shall ensure that the labels or other forms of warning used are in accordance with the requirements of that code.
2. The city shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged, or marked (except as indicated in subsection 3 and 4 of this regulation) with the following information:
 - a. Identity of the hazardous chemicals contained therein;
 - b. Appropriate hazard warnings; and,
 - c. Name and address of the chemical manufacturer, importer, or other responsible party.

3. The city may use signs, placards, process sheets, batch tickets, operating procedures, or other such written materials in lieu of affixing labels to individual stationary process containers, so long as the alternative method identifies the containers to which it is applicable and conveys the information required by Subsection 2 of this regulation to be on a label.

The written materials shall be readily accessible to the employes in their work area throughout each work shift.

4. The city will not label portable containers into which hazardous chemicals are transferred from labeled containers, and which are intended only for the immediate use of the employe who performs the transfer.
5. No labels on incoming containers of hazardous chemicals shall be removed or defaced unless the container is immediately marked with the required information.
6. All labels or other forms of warning shall be legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift.

D. Material Safety Data Sheets (MSDS)

1. The city shall have an up-to-date MSDS for each hazardous chemical it uses. A copy of the MSDS will be on file with the Purchasing Agent and the utilizing department(s).
2. Each MSDS shall be in English and shall include the following information:
 - a. The identity used on the label, and, except as provided for in OAR 437-155-035, Trade Secrets:
 1. If the hazardous chemical is a single substance, its chemical and common name(s);
 2. If the hazardous chemical is a mixture which has been tested as a whole to determine its hazards, the chemical and common name(s) of the ingredients which contribute to these known hazards, and the common name(s) of the mixture itself; or,
 3. If the hazardous chemical is a mixture which has not been tested as a whole:

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- (a) The chemical and common name(s) of all ingredients which have been determined to be health hazards, and which comprise 1% or greater of the composition, except that chemicals identified as carcinogens under OAR 437-155-010(4) of this Division shall be listed if the concentrations are 0.1% or greater; and,
- (b) The chemical and common name(s) of all ingredients which have been determined to present a physical hazard when present in the mixture.
- b. Physical and chemical characteristics of the hazardous chemical (such as vapor pressure, flash point);
- c. The physical hazards of the hazardous chemical, including the potential for fire, explosion, and reactivity;
- d. The health hazards of the hazardous chemical, including signs and symptoms of exposure, and any medical conditions which are generally recognized as being aggravated by exposure to the chemicals;
- e. The primary route(s) of entry;
- f. The APD permissible exposure limit, American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Value, and any other exposure limit used or recommended by the chemical manufacturer, importer or employer preparing the Material Safety Data Sheet; where available;
- g. Whether the hazardous chemical is listed in the National Toxicology Program (NTP) Annual Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions), or by APD;
- h. Any generally applicable precautions for safe handling and use which are known to the chemical manufacturer, importer or employer preparing the Material Safety Data Sheet, including appropriate hygienic practices, protective measures during repair and maintenance of contaminated equipment, and procedures for clean-up of spills and leaks;

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- i. Any generally applicable control measures which are known to the chemical manufacturer, importer, or employer preparing the Material Safety Data Sheet, such as appropriate engineering controls, work practices, or personal protective equipment;
 - j. Emergency and first aid procedures;
 - k. The date of preparation of the Material Safety Data Sheet or the last change to it; and,
 - l. The name, address and telephone number of the chemical manufacturer, importer, employer or other responsible party preparing or distributing the Material Safety Data Sheet, who can provide additional information on the hazardous chemical and appropriate emergency procedures, if necessary.
3. If no relevant information is found for any given category on the Material Safety Data Sheet, the person preparing the Material Safety Data Sheet shall mark it to indicate that no applicable information was found.
 4. Where complex mixtures have similar hazards and contents (i.e. the chemical ingredients are essentially the same, but the specific composition varies from mixture to mixture), the city may prepare one Material Safety Data Sheet to apply to all of these similar mixtures.
 5. The person preparing the Material Safety Data Sheet shall ensure that the information recorded accurately reflects the scientific evidence used in making the hazard determination. If any new and significant information is received regarding the hazards of a chemical or ways to protect against the hazards, it shall be added to the Material Safety Data Sheet within three months.
 6. Copies of the required Material Safety Data Sheets for each hazardous chemical shall be maintained in the workplace, and shall be readily accessible during each work shift to employees when they are in their work area(s).
 7. Material Safety Data Sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than the individual hazardous chemicals. However, the city shall ensure that in all cases the required information is provided for each hazardous chemical, and is readily accessible during each work shift to employees when they are in their work area(s).

8. Material Safety Data Sheets shall also be made readily available, upon request to the Safety Officer, to designated representatives in accordance with the requirements of state regulations, Employee Access to Exposure and Medical Records.

E. Employee Information and Training

1. The city shall provide its employes with information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new hazard is introduced into their work area.
2. City employes shall be provided the following information:
 - a. Those requirements of OAR 437, Division 155, Hazard Communication. Those requirements applicable to the city are provided by this Administrative Regulation.
 - b. Any operations of their work area where hazardous chemicals are present; and,
 - c. The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and Material Safety Data Sheets required by the state.
3. City employes shall receive the following training:
 - a. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area;
 - b. The physical and health hazards of the chemicals in the work area;
 - c. The measures employes can take to protect themselves from these hazards, including specific procedures the employer has implemented to protect employes from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used; and,
 - d. The details of the hazard communication program developed by the city, including an explanation of the labeling system and the Material Safety Data Sheet, and how employes can obtain and use the appropriate hazard information.

IV. DELEGATION OF RESPONSIBILITY

A. Staff Responsibility

1. The Safety Officer is responsible for overall coordination of the program and reporting to the City Manager as to any problems to its effectiveness and adherence. The Safety Officer is further specifically responsible for the following:
 - a. Develop the official city centralized record of all hazardous chemicals or mixtures of chemicals. This record will include the MSDS by organizational activity and function of use; those employees affected; distribution/posting of the MSDS; and those immediately supervising the city activities coming in contact with those chemicals. (III.D.)
 - b. Develop and maintain the written procedures used to determine the hazards of the chemical mix evaluation, where the city performs a mix of chemicals. (III.A.2.)
 - c. Develop and maintain a written hazard communication program for city workplaces. (III.B.)
 - d. Develop and coordinate implementation of a system of labels and other forms of warnings. Maintain a file of all labels, signs, placards, process sheets, batch tickets and/or operating procedures, or other such written materials used in lieu of affixing labels. A record should be included to note the type of label, or in lieu material, utilized relative to the MSDS file. (III.C.)
2. The Personnel Officer is responsible for a training program outline and checklist for new employees (and initially with activation of this regulation, all affected employees) including information and training on hazardous chemicals in the work area, and whenever a new chemical hazard is introduced into their work area. (III.E.)
3. The Purchasing Agent is responsible for procurement and/or preparation of all MSDS's on all hazardous chemicals or mixes presently used by the city and all newly introduced chemical or mixes. The Purchasing Agent is further responsible to develop and maintain a record of all hazardous chemicals and mixes on order, received, and stored. Such is to be by organizational and location references.

B. Line Responsibility

Each department head is individually responsible for the use of the hazardous chemicals and mixes utilized by his/her departmental personnel. This includes ordering, receiving, mixing, utilizing, and storing activities.

Each department will have an assigned management employee(s) responsible for the orientation, training, and communication to that department's employees as to hazardous chemicals and mixes. The departmental representatives will be responsible for setting up and maintaining a copy of all workplace materials specified in this regulation which are to be available to the employees of that workplace.

The department heads will assign the departmental representatives. The departments needing such a representative or representatives are as follows:

- Public Works (Sewer, Streets, Drainage, Equipment Maintenance)
- Engineering (Traffic)
- WQCP
- Parks & Recreation (Parks)
- Fire
- Police

C. Violations

Violation of this regulation will be considered a very serious case of misconduct subject to discipline including termination of employment.

V. EFFECTIVE DATE

- A. The city shall be in compliance with all applicable provisions of OAR 437, Division 155, Hazard Communication, by May 25, 1986.
- B. Also, by May 25, 1986, all initial training for all current employees will be completed.



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 86-2

Page 1 of 3

Subject Area Personnel

Date of Issue 2/7/86

Supersedes Regulation No. N/A

Title SAFETY COMMITTEE

I. GENERAL POLICY STATEMENT

It is the policy of the city to utilize input from both management and non-management regular city personnel as a resource to improve the city's workplace as a safe environment. The city will formally utilize a Safety Committee as applicable under OAR Chapter 437. The city also reserves the management right to voluntarily utilize that same input vehicle even if no legal requirement exists.

II. PURPOSE

The specific purpose of this regulation is to provide the basis for delegation of authority and responsibility of a Safety Committee to act. The general purpose is to provide a vehicle to make working for the city a positive situation in regard to minimizing work-related hazards and thereby improve productivity which will save the taxpayer money.

III. AUTHORITY

The authority for this regulation is from Oregon Administrative Rules, Chapter 437 - Workers' Compensation Department. The sections of those rules relating to this regulation are 437-40-045 Safety Committee, 437-40-046 Membership of Safety Committee, and 437-40-047 Functions and Duties of Safety Committee.

IV. ESTABLISHMENT OF A SAFETY COMMITTEE

The city shall have a Safety Committee for a calendar year to calendar year period so long as all the following criteria are true for the preceding calendar year.

- A. The city has ten (10) or more employees; and,
- B. The city has a Lost Workday Case Incidence Rate (LWCIR) in the previous calendar year that exceeds 5.0 (the basis for calculating the LWCIR is given via attachment "A" of this regulation); and,
- C. If the city's LWCIR is greater than three quarters of the average LWCIR for the city's Standard Industrial Classification (SIC) in the most recent Workers' Compensation Department's Occupational Injury and Illness Survey.

If the city does not meet all the above three criteria, it will be a discretionary decision of the City Manager as to formation or continuance of a Safety Committee. If such discretion is utilized, the City Manager may direct the membership, functions and duties of a Safety Committee, as he or she deems appropriate. Such direction shall be done in writing.

If the city meets all the above three criteria, the following membership functions and duties of the Safety Committee shall apply. See Sections V and VI of this regulation.

V. MEMBERSHIP OF SAFETY COMMITTEE

The membership of the Safety Committee shall be as follows:

- A. Be composed of an equal number of employer and employe representatives to be designated by the City Manager.
- B. Consist of no fewer than four members, and those members shall be familiar with the types of city work operations; and,
- C. Have a chairperson designated by the employer.

Although not a member of the Safety Committee, the Personnel Officer, serving as Safety Officer, is staff to the Safety Committee and attends all monthly meetings of this committee. A quorum is a majority of the Safety Committee.

VI. FUNCTIONS AND DUTIES OF THE SAFETY COMMITTEE

The functions and duties of the Safety Committee shall include the following:

- A. Meet monthly during regular city work time except when quarterly workplace safety inspections are made.
- B. Have written minutes for each meeting. A copy of these minutes shall be forwarded to the City Manager for his/her review. A copy of these minutes shall be posted on the Personnel Office bulletin board, and sent to all committee members.
- C. The committee will be expected to recommend to the City Manager how workplace hazards may be eliminated, and how employe adherence to safe work practices can be promoted.
- D. The committee will follow the chain-of-command to communicate in-house for promotion of cooperation by employes.

- E. The committee shall develop and maintain written procedures for its quarterly workplace inspections to locate and identify safety and health hazards. Such procedures shall provide for the quarterly inspection team to consist of one employer and one employe representative who shall document the location and identify nature (or identity) of the hazards and make recommendations as to how and when the hazards may be corrected. The documentation form shall be standardized, and it and the procedures shall be subject to approval of the City Manager. The documentation form report will be submitted to the City Manager for his/her review and approval.
- F. The committee shall develop and maintain written procedures for investigation of all significant safety-related incidents, including injury accidents, illnesses and deaths for the purpose of recommending in writing to the City Manager corrective action necessary to prevent similar events from recurring.
- G. The committee shall review city operating policies which may affect safety and health in the workplace and make written recommendations for changes or additions to the City Manager.
- H. The committee shall evaluate and make written recommendations to the City Manager on all accident and illness prevention programs forwarded to the committee by the City Manager.
- I. The committee shall develop an employe suggestion system whereby the committee can obtain information and ideas that would help create a hazard-free work environment. The suggestion system will be via use of a standard form. The system and the form shall be approved by the City Manager. A copy of all such suggestions will be provided by the City Manager. The committee reviews all such submittals at its next regular Safety Committee meeting.
- J. The committee shall develop written procedures for its review of corrective action taken on its written recommendations. If no corrective action was taken, it will record the reasons for no corrective action being taken as part of its minutes.
- K. As provided by the foregoing, and in addition as needed, all reports, evaluations, and recommendations of the Safety Committee shall be made part of the minutes of the committee meetings. Those minutes to be forwarded to the City Manager, upon minute approval by the committee.

Reference the Appendix A sheet of the following page of this regulation, Oregon Administrative Rules, Chapter 437 - Workers' Compensation Department, Instructions for Computing Lost Workday Case Incidence Rates (LWDCIR) For an Individual Firm, which is the formal procedure for calculating the LWDCIR.

At the outset, we have to obtain the most recent industry-wide incidence rate from the Annual Occupational Injury and Illness Survey which is available from the local office of the State Workers' Compensation Department. We have the technical option of utilizing the state or the national data. At this time only state data is available, so we will be limited to that data base. If and when federal data becomes available, determination of which set of data to be utilized in calculating our LWDCIR will be made by the City Manager.

The Personnel Technician, currently the Personnel Confidential Secretary, keeps the city record of the number of lost workday cases and maintains the OSHA No. 200 - Occupational Injuries and Illness Log; therefore, she/he will perform the LWCIR calculations. She/he will obtain from the Finance Office the total number of hours actually worked during the year by all employes. As we utilize different hours per work-day schedules, we will use actual hours rather than estimate hours on the basis of eight (8) hours per workday.

Upon completion of the calculation by the Personnel Technician, such will be forwarded to the City Manager and Safety Officer for review. After review of this report from the Personnel Technician, the City Manager will consult with the Safety Officer, review the industry-wide incidence rates, and then make official the city LWDCIR.

APPENDIX A

INSTRUCTIONS FOR COMPUTING LOST WORKDAY CASE
INCIDENCE RATES (LWDCIR) FOR AN INDIVIDUAL FIRM

Incidence rates for an individual establishment or firm may be calculated by employers by using the same formula used to calculate industry-wide incidence rates from the annual Occupational Injury and Illness Survey. An employer may then compare her/his own work injury and illness experience to the overall experience in her/his industry in Oregon or the nation.

The formula requires: (a) the number of lost workday cases, and (b) the number of hours actually worked by all employes during the reference period. To produce an overall incidence rate:

(a) Determine the number of lost workday cases by adding the totals for columns 2 and 9 of the Occupational Injuries and Illnesses Log (OSHA No. 200).

(b) Total the number of hours actually worked during the year by all employes from payroll or other time records. The hours worked figure should not include any non-work time even though paid, such as vacations, sick leave, holidays, etc. (If actual hours worked are not available for employes paid on commission, salary, by the mile, etc., hours worked may be estimated on the basis of scheduled hours or 8 hours per workday.)

The formula for computing the incidence rate is as follows:

$$\frac{\text{(a) Number of lost workday cases x 200,000}}{\text{(b) Employe hours worked}} = \frac{\text{Lost Workday Case}}{\text{Incidence Rate}}$$

This rate represents the number of lost workday cases occurring per 200,000 hours of work exposure or 100 full-time equivalent workers. The same base is used in computing the occupational injury and illness rates for Oregon and for the nation.

Hist: WCD Admin. Order, Safety 10-1982, f. 7/30/92, ef. 7/30/82.

OSHA RECORDS AND REPORTING REQUIRED

OCCUPATIONAL INJURIES/ILLNESSES

As outlined in Administrative Regulation 86-2 - Attachment A, the Personnel Technician keeps the City record of the number of lost workday cases and maintains the OSHA No. 200 - Occupational Injuries and Illness Log. (See Exhibit A attached.)

As required by Public Law 91-596, the Log contains a calendar year record of information on the following recordable cases:

1. Every occupational death
2. Every nonfatal occupational illness
3. Every nonfatal occupational injury involving one or more of the following:
 - A. Loss of consciousness
 - B. Restriction of work or motion
 - C. Transfer to another job
 - D. Medical treatment (other than first aid)

Applicable data concerning such recordable cases is required to be entered on the Log within six (6) workdays after learning of occurrence. Information is received and confirmed via:

1. Supervisor's Accident/Disease Investigation Report submitted for Safety Committee Review
2. SAIF 801 report of occupational injury or illness (completed by "Worker" and "Employer")
3. Copy of employee lost-time leave slip

Logs must be maintained and retained for five (5) years following the end of the calendar year to which they relate. They are to be available for inspection by the Department of Labor, the Department of Health, Education and Welfare or the State. If during the five-year period the Log must be retained there is a change in extent and outcome of injury or illness affecting specified entries (i.e., Log columns 1, 2, 6, 8, 9 or 13), the first entry is lined out and a new entry made. (See Exhibit A, Reverse Side, Paragraph II.)

Following the end of each calendar year, the Personnel Technician totals the Log columns. A copy of the Log showing totals and information following the "fold line" (deletes employee names, departments, positions and injury/illness descriptions) must be posted on the employee coffee room bulletin

board in City Hall from February 1 through March 1. Copies of the full Log information recorded are forwarded to the City Fire and Police Departments for their information and later completion of respective OSHA No. 200-S Annual Occupational Injuries and Illnesses Surveys. (See Exhibit B attached.)

In early January of each year, the Personnel Technician requests via the City Finance Department Accounting Supervisor that Data Processing furnish computer report PRO 057 - Annual OSHA Report for Payroll Year _____, showing numbers of employees and hours worked during the previous calendar year for the following City divisions:

1. Police
2. Fire
3. Public Works
4. All Else

As required by AR 86-2 for review by the City Manager and the Safety Officer, from the information provided in computer report PRO 057 along with the OSHA Log 200 data, the Personnel Technician calculates the City's LWCIR (Lost Workday Case Incidence Rate) via the following formula:

$$\frac{\text{Number of Lost Workday Cases} \times 200,000}{\text{Total Employee Hours Worked}} = \text{Lost Workday Case Incidence Rate}$$

Following the above City Manager/Safety Officer consultation and review of industry-wide incidence rates, the official City LWCIR is established.

Also, just as the Fire and Police Departments complete their respective OSHA No. 200-S Annual Occupational Injuries and Illnesses Surveys, the Personnel Technician so completes the annually received Surveys for all other City departments (i.e., above PRO 057 divisions 3 and 4)--utilizing the information from OSHA Log 200 and computer report PRO 057.

It is noted that the information collected by OSHA on Survey Form 200-S is used for statistical purposes by BLS, OSHA and cooperating State agencies. However, the report is mandatory under Public Law 91-596. Failure to report can result in issuance of citations and assessment of penalties.

Bureau of Labor Statistics
 Log and Summary of Occupational
 Injuries and Illnesses

NOTE: This form is required by Public Law 91-596 and must be kept in the establishment for 5 years. Failure to maintain and post can result in the issuance of citations and assessment of penalties. (See posting requirements on the other side of form.)

RECORDABLE CASES: You are required to record information about every occupational death, every nonfatal occupational illness, and those nonfatal occupational injuries which involve one or more of the following: loss of consciousness, restriction of work or motion, transfer to another job, or medical treatment (other than first aid). (See definitions on the other side of form.)

Company Name
 Establishment
 Establishment

Instru

Case or File Number	Date of Injury or Onset of Illness	Employee's Name	Occupation	Department	Description of Injury or Illness	Extent of and	
						Fatalities	Injury Related
Enter a nonduplicating number which will facilitate comparisons with supplementary records.	Enter Mo./day.	Enter first name or initial, middle initial, last name.	Enter regular job title, not activity employee was performing when injured or at onset of illness. In the absence of a formal title, enter a brief description of the employee's duties.	Enter department in which the employee is regularly employed or a description of normal workplace to which employee is assigned, even though temporarily working in another department at the time of injury or illness.	Enter a brief description of the injury or illness and indicate the part or parts of body affected. Typical entries for this column might be: Amputation of 1st joint right forefinger; Strain of lower back; Contact dermatitis on both hands; Electrocutation—body.	Enter DATE of death. Mo./day/yr.	(1)
(A)	(B)	(C)	(D)	(E)	(F)		
					PREVIOUS PAGE TOTALS →		
					TOTALS (Instructions on other side of form.) →		

Instructions for OSHA No. 200

I. Log and Summary of Occupational Injuries and Illnesses

Each employer who is subject to the recordkeeping requirements of the Occupational Safety and Health Act of 1970 must maintain for each establishment a log of all recordable occupational injuries and illnesses. This form (OSHA No. 200) may be used for that purpose. A substitute for the OSHA No. 200 is acceptable if it is as detailed, easily readable, and understandable as the OSHA No. 200.

Enter each recordable case on the log within six (6) workdays after learning of its occurrence. Although other records must be maintained at the establishment to which they refer, it is possible to prepare and maintain the log at another location, using data processing equipment if desired. If the log is prepared elsewhere, a copy updated to within 45 calendar days must be present at all times in the establishment.

Logs must be maintained and retained for five (5) years following the end of the calendar year to which they relate. Logs must be available (normally at the establishment) for inspection and copying by representatives of the Department of Labor, or the Department of Health, Education and Welfare, or States accorded jurisdiction under the Act.

II. Changes in Extent of or Outcome of Injury or Illness

If, during the 5-year period the log must be retained, there is a change in an extent and outcome of an injury or illness which affects entries in columns 1, 2, 6, 8, 9, or 13, the first entry should be lined out and a new entry made. For example, if an injured employee at first required only medical treatment but later lost workdays away from work, the check in column 6 should be lined out, and checks entered in columns 2 and 3 and the number of lost workdays entered in column 4.

In another example, if an employee with an occupational illness lost workdays, returned to work, and then died of the illness, any entries in columns 9 through 12 should be lined out and the date of death entered in column 8.

The entire entry for an injury or illness should be lined out if later found to be nonrecordable. For example: an injury which is later determined not to be work related, or which was initially thought to involve medical treatment but later was determined to have involved only first aid.

III. Posting Requirements

A copy of the totals and information following the fold line of the last page for the year must be posted at each establishment in the place or places where notices to employees are customarily posted. This copy must be posted no later than *February 1 and must remain in place until March 1*.

Even though there were no injuries or illnesses during the year, zeros must be entered on the totals line, and the form posted.

The person responsible for the *annual summary totals* shall certify that the totals are true and complete by signing at the bottom of the form.

IV. Instructions for Completing Log and Summary of Occupational Injuries and Illnesses

Column A — CASE OR FILE NUMBER. Self-explanatory.

Column B — DATE OF INJURY OR ONSET OF ILLNESS.

For occupational injuries, enter the date of the work accident which resulted in injury. For occupational illnesses, enter the date of initial diagnosis of illness, or, if absence from work occurred before diagnosis, enter the first day of the absence attributable to the illness which was later diagnosed or recognized.

Columns C through F — Self-explanatory.

Columns 1 and 8 — INJURY OR ILLNESS-RELATED DEATHS. Self-explanatory.

Columns 2 and 9 — INJURIES OR ILLNESSES WITH LOST WORKDAYS. Self-explanatory.

Any injury which involves days away from work, or days of restricted work activity, or both must be recorded since it always involves one or more of the criteria for recordability.

Columns 3 and 10 — INJURIES OR ILLNESSES INVOLVING DAYS AWAY FROM WORK. Self-explanatory.

Columns 4 and 11 — LOST WORKDAYS—DAYS AWAY FROM WORK. Enter the number of workdays (consecutive or not) on which the employee would have worked but could not because of occupational injury or illness. The number of lost workdays should not include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work.

NOTE: For employees not having a regularly scheduled shift, such as certain truck drivers, construction workers, farm labor, casual labor, part-time employees, etc., it may be necessary to estimate the number of lost workdays. Estimates of lost workdays shall be based on prior work history of the employee AND days worked by employees, not ill or injured, working in the department and/or occupation of the ill or injured employee.

Columns 5 and 12 — LOST WORKDAYS—DAYS OF RESTRICTED WORK ACTIVITY.

Enter the number of workdays (consecutive or not) on which because of injury or illness:

- (1) the employee was assigned to another job on a temporary basis, or
- (2) the employee worked at a permanent job less than full time, or
- (3) the employee worked at a permanently assigned job but could not perform all duties normally connected with it.

The number of lost workdays should not include the day of injury or onset of illness or any days on which the employee would not have worked even though able to work.

Columns
6 and 13 — INJURIES OR ILLNESSES WITHOUT LOST
WORKDAYS. Self-explanatory.

Columns 7a
through 7g — TYPE OF ILLNESS.
Enter a check in only *one* column for each illness.

TERMINATION OR PERMANENT TRANSFER—Place an asterisk to the right of the entry in columns 7a through 7g (type of illness) which represented a termination of employment or permanent transfer.

V. Totals

Add number of entries in columns 1 and 8.
Add number of checks in columns 2, 3, 6, 7, 9, 10, and 13.
Add number of days in columns 4, 5, 11, and 12.
Yearly totals for each column (1-13) are required for posting. Running or page totals may be generated at the discretion of the employer.
If an employee's loss of workdays is continuing at the time the totals are summarized, estimate the number of future workdays the employee will lose and add that estimate to the workdays already lost and include this figure in the annual totals. No further entries are to be made with respect to such cases in the next year's log.

VI. Definitions

OCCUPATIONAL INJURY is any injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident or from an exposure involving a single incident in the work environment.
NOTE: Conditions resulting from animal bites, such as insect or snake bites or from one-time exposure to chemicals, are considered to be injuries.

OCCUPATIONAL ILLNESS of an employee is any abnormal condition or disorder, other than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment. It includes acute and chronic illnesses or diseases which may be caused by inhalation, absorption, ingestion, or direct contact.

The following listing gives the categories of occupational illnesses and disorders that will be utilized for the purpose of classifying recordable illnesses. For purposes of information, examples of each category are given. These are typical examples, however, and are not to be considered the complete listing of the types of illnesses and disorders that are to be counted under each category.

- 7a. **Occupational Skin Diseases or Disorders**
Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; chrome ulcers; chemical burns or inflammations; etc.
- 7b. **Dust Diseases of the Lungs (Pneumoconioses)**
Examples: Silicosis, asbestosis, coal worker's pneumoconiosis, byssinosis, siderosis, and other pneumoconioses.
- 7c. **Respiratory Conditions Due to Toxic Agents**
Examples: Pneumonitis, pharyngitis, rhinitis or acute congestion due to chemicals, dusts, gases, or fumes; farmer's lung; etc.

- 7d. **Poisoning (Systemic Effect of Toxic Materials)**
Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such as parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics, and resins; etc.
- 7e. **Disorders Due to Physical Agents (Other than Toxic Materials)**
Examples: Heatstroke, sunstroke, heat exhaustion, and other effects of environmental heat; freezing, frostbite, and effects of exposure to low temperatures; caisson disease; effects of ionizing radiation (isotopes, X-rays, radium); effects of nonionizing radiation (welding flash, ultraviolet rays, microwaves, sunburn); etc.
- 7f. **Disorders Associated With Repeated Trauma**
Examples: Noise-induced hearing loss; synovitis, tenosynovitis, and bursitis; Raynaud's phenomena; and other conditions due to repeated motion, vibration, or pressure.
- 7g. **All Other Occupational Illnesses**
Examples: Anthrax, brucellosis, infectious hepatitis, malignant and benign tumors, food poisoning, histoplasmosis, coccidioidomycosis, etc.

MEDICAL TREATMENT includes treatment (other than first aid) administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does NOT include first-aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by a physician or registered professional personnel.

ESTABLISHMENT: A single physical location where business is conducted or where services or industrial operations are performed (for example: a factory, mill, store, hotel, restaurant, movie theater, farm, ranch, bank, sales office, warehouse, or central administrative office). Where distinctly separate activities are performed at a single physical location, such as construction activities operated from the same physical location as a lumber yard, each activity shall be treated as a separate establishment.

For firms engaged in activities which may be physically dispersed, such as agriculture; construction; transportation; communications; and electric, gas, and sanitary services, records may be maintained at a place to which employees report each day.

Records for personnel who do not primarily report or work at a single establishment, such as traveling salesmen, technicians, engineers, etc., shall be maintained at the location from which they are paid or the base from which personnel operate to carry out their activities.

WORK ENVIRONMENT is comprised of the physical location, equipment, materials processed or used, and the kinds of operations performed in the course of an employee's work, whether on or off the employer's premises.

CITY OF MEDFORD

INTER-OFFICE MEMORANDUM

To Assistant to the City Manager Police Chief
Fire Chief Building Safety Director
City Engineer Parks & Recreation Director

From City Manager

Subject Appointment of Safety Committee Members for balance of calendar year 1986

Date February 14, 1986

In accord with Administrative Regulation No. 86-2, Section V, copy attached, the following employes are appointed effective immediately to the Safety Committee. The members of current record not reappointed are thanked for their good service.

Clay Holstine, Assistant to the City Manager
Dave Penicook, Fire Battalion Chief
Glen Bundy, Deputy Police Chief
Don Mundlin, Traffic Technician
Carolyn "George" Hunnicut, Counter Technician
Alice Fauble, Secretary

The Chairperson of this committee will be Clay Holstine with Don Mundlin acting as alternate.

Please advise your designated employe of this appointment. If any employe so designated wishes not to be on the committee and indicates same in writing to me, I will select another employe in lieu.

The attached administrative regulation covers the functions of the committee.

Although not a member of the Safety Committee, the Personnel Officer, serving as Safety Officer, is staff to the Safety Committee and will attend all regular monthly meetings. A quorum is a majority of the Safety Committee. I will receive a copy of all committee meeting minutes upon minute approval by the committee.


John R. Thomson
City Manager

JRT:bs

Attach.

cc: Personnel Officer
All Department Heads
All immediately past and newly appointed
Safety Committee members

CITY OF MEDFORD

INTER-OFFICE MEMORANDUM

To Lisa Avey, Secretary Parks Department, via Parks & Recreation Director
From City Manager
Subject Appointment to Safety Committee
Date April 18, 1986

The purpose of this memo is to confirm your appointment to the Safety Committee replacing Alice Fauble who recently retired. This is in accordance with Administrative Regulation 86-2, Section V.



John R. Thomson
City Manager

JRT:bs

cc: Chairperson, Safety Committee
Safety Officer

CITY OF MEDFORD

INTER-OFFICE MEMORANDUM

To Members of the Safety Committee
Safety Officer

From City Manager

Subject Lost Workday Case Incidence Rate (LWCIR)

Date July 8, 1986

As you are aware, our Administrative Regulation (AR) No. 86-2, Safety Committee, under Section IV provides for a calculation of the LWCIR. Attachment "A" of that AR assigns the Personnel Technician the tasks of keeping the City record of the number of lost workday cases, maintaining the OSHA No. 200 Log, and performing the LWCIR calculations.

In order to have, as a ready reference, a means whereby someone else can step in and handle these tasks should she take ill or otherwise become unavailable, and to avoid the replacement having the task of figuring out the system, I asked her to develop a set of simple written procedures. Those written procedures are to become part of AR No. 86-2 as a supplemental attachment.

Attached is her work product; and by copy of this memo, those procedures are made part of AR No. 86-2 as a supplemental attachment.



John Thomson
City Manager

1m
Attachment

The information collected on this form will be used for statistical purposes only by the BLS, OSHA, and the cooperating State Agencies. THIS REPORT IS MANDATORY UNDER PUBLIC LAW 91-502. FAILURE TO REPORT CAN RESULT IN THE ISSUANCE OF CITATIONS AND ASSESSMENT OF PENALTIES.

St. _____ Co. _____ SIC _____
 (00000) 029 1011 1.00 EDIT _____
 Complete this report whether or not there were recordable occupational injuries or illnesses.
 PLEASE READ THE ENCLOSED INSTRUCTIONS

<p>I. ANNUAL AVERAGE EMPLOYMENT IN 1985 Enter the average number of employees who worked during calendar year 1985 in the establishment(s) covered by this report. Include all classes of employees: full-time, part-time, seasonal, temporary, etc. See the instructions for an example of an annual average employment calculation. (Round to the nearest whole number.)</p> <p style="text-align: center; font-size: 24pt;">79</p>	<p>II. TOTAL HOURS WORKED IN 1985 Enter the total number of hours actually worked during 1985 by all employees covered by this report. DO NOT include any non-work time even though paid such as vacations, sick leave, etc. If employees worked low hours in 1985 due to layoffs, strikes, fires, etc., explain under Comments (section VII). (Round to the nearest whole number.)</p> <p style="text-align: center; font-size: 24pt;">143,316</p>	<p>III. NATURE OF BUSINESS IN 1985 A. Check the box which best describes the general type of activity performed by the establishment(s) included in this report.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Agriculture <input type="checkbox"/> Forestry <input type="checkbox"/> Fishing <input type="checkbox"/> Mining <input type="checkbox"/> Construction <input type="checkbox"/> Manufacturing <input type="checkbox"/> Transportation <input type="checkbox"/> Communication <input type="checkbox"/> Public Utilities <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Finance <input type="checkbox"/> Insurance <input type="checkbox"/> Real Estate <input type="checkbox"/> Services <input checked="" type="checkbox"/> Public Administration 	<p>B. Enter in order of importance the principal products, lines of trade, services or other activities. For each entry also include the approximate percent of total 1985 annual value of production, sales or receipts.</p> <p style="text-align: center; font-size: 24pt;">Public Administration</p> <p style="text-align: center; font-size: 24pt;">100%</p>	<p>C. If this report includes any establishment(s) which perform services for other units of your company, indicate the primary type of service or support provided. (Check as many as apply.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Central administration <input type="checkbox"/> Research, development and testing <input type="checkbox"/> Storage (warehouse) <input type="checkbox"/> Other (specify) 	<p>IV. MONTH OF OSHA INSPECTION If the establishment covered by this report had either a Federal or State OSHA inspection during calendar year 1985, please enter the month of the first inspection occurred.</p> <p style="text-align: right;">(Leave this box blank.)</p>
---	---	---	--	--	---

REPORT LOCATION AND IDENTIFICATION
 Complete this report for the establishment(s) covered by the description below.

MEDFORD OREGON
 OREGON
 HIGHWAY AND STREET CONSTRUCTION

Please indicate any address changes below.

CITY OF MEDFORD -
 PUBLIC WORKS DEPARTMENT
 CITY HALL
 MEDFORD, OR

OSHA No. 200-S (Rev. December 1985)

VII. OCCUPATIONAL INJURY AND ILLNESS SUMMARY (Covering Calendar Year 1985)

- Complete this section by copying totals from the annual summary of your 1985 OSHA No. 200.
- Remember to reverse the carbon insert before completing this side.
- Leave section VI blank if there were no OSHA recordable injuries or illnesses during 1985.
- Note: First aid even when administered by a doctor or nurse is not recordable.
- Please check your figures to be certain that the sum of entries + (7c) + (7d) + (7e) + (7f) + (7g) = the sum of entries in
- If you listed fatalities in columns (1) and/or (8), please give a object or event which caused each fatality in the "Comments" section below.

OCCUPATIONAL INJURY CASES

INJURY RELATED FATALITIES** (DEATHS)	INJURIES WITH LOST WORKDAYS				INJURIES WITHOUT LOST WORKDAYS*
	Injury cases with days away from work and/or restricted workdays	Injury cases with days away from work	Total days away from work	Total days of restricted activity	
Number of DEATHS in col. 1 of the log (OSHA No. 200) (1)	Number of CHECKS in col. 2 of the log (OSHA No. 200) (2)	Number of CHECKS in col. 3 of the log (OSHA No. 200) (3)	Sum of the DAYS in col. 4 of the log (OSHA No. 200) (4)	Sum of the DAYS in col. 5 of the log (OSHA No. 200) (5)	Number of CHECKS in col. 6 of the log (OSHA No. 200) (6)
0	3	3	8	0	0

OCCUPATIONAL ILLNESS CASES

TYPE OF ILLNESS	ILLNESS RELATED FATALITIES** (DEATHS)	ILLNESSES WITH LOST WORKDAYS		
		Illness cases with days away from work and/or restricted workdays	Illness cases with days away from work	Total days away from work
Enter the number of checks from the appropriate columns of the log (OSHA No. 200).	Number of DEATHS in col. 8 of the log (OSHA No. 200) (8)	Number of CHECKS in col. 9 of the log (OSHA No. 200) (9)	Number of CHECKS in col. 10 of the log (OSHA No. 200) (10)	Sum of the DAYS in col. 11 of the log (OSHA No. 200) (11)
Occupational skin diseases or disorders Dust diseases of the lungs Respiratory conditions due to toxic agents Poisoning (systemic effects of toxic materials) Disorders due to physical agents Disorders associated with repeated trauma All other occupational illnesses	(7)	(a)	(b)	(c)
	0	0	0	0

WITHOUT LOST WORKDAYS-CASES (WITH NO DAYS LOST) RESULTING IN EITHER: DIAGNOSIS OF OCCUPATIONAL ILLNESS, LOSS OF CONSCIOUSNESS, TRANSFER TO ANOTHER JOB, OR MEDICAL TREATMENT BEYOND FIRST AID.

VII REPORT PREPARED BY (Please type or print)
 NAME Linda Mustain
 TITLE Acting Confidential Sec'y - Personnel Dept.
 SIGNATURE Linda Mustain
 AREA CODE 503 PHONE 770-4439
 DATE 5/13/86

**** IF YOU LISTED FATALITIES IN COLUMNS (1) AND/OR (8), BE SURE TO DESCRIBE THE OBJECT OR EVENT WHICH CAUSED THE "COMMENTS" SECTION BELOW.**

COMMENTS _____



ation
 O.M.B. No. 1250-0035
 Approval Exp. 3/31/87

EXHIBIT B

**OWNER'S COPY
 NOT RETURN**

**V. RECORDABLE
 INJURIES AND
 ILLNESSES**

Did the estab-
 lishment(s) have
 any recordable
 injuries or ill-
 nesses during
 calendar year
 1985?

- 1. No (Please
 complete
 section VII.)
- 2. Yes (Please
 complete
 sections VI
 and VII.)

SEE REVERSE →

Compensation Dept.
 & Statistics Section
 Industries Bldg.
 Region 97310

Information Call:

6254

columns (7a) + (7b)
 rows (8) + (9) + (13).
 description of the
 section.

	ILLNESSES WITHOUT LOST WORK- DAYS*
al s of tricted ivity	
m of DAYS col. 12 the log SHA (200)	Number of CHECKS in col. 13 of the log (OSHA No. 200) (13)
0	0

SS, RESTRICTION

**GIVE A BRIEF
 FATALITY IN**



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 86-4-R

Page 1 of 4

Subject Area Personnel

REVISED 10/14/88
Date of Issue 6/20/86

Supersedes Regulation No. N/A

Title Written Hazard Communication Program

I. Purpose

- A. In order to comply with the Oregon Occupational Health and Safety Code, OAR Chapter 437, Division 155, Hazard Communication, the following written Hazard Communication Program has been established for the City of Medford.
- B. This program also addresses the requirement of a "written hazard communication program for City workplaces" as required in City of Medford Administrative Regulation 86-1 III-B and IV-A-1-C.

II. Scope

- A. All departments of the City are included within this program. The written program will be available in the following operating locations:
 - 1. Public Works - 1. Water Quality Control Plant, Operations Office
2. Service Center, Front Office
 - 2. Parks & Recreation - Service Center, Parks Office
 - 3. Fire Department - All Fire Stations
 - 4. Police Department - Office of the Deputy Chief of Records, Property Control & Dispatch
 - 5. Engineering Department - Service Center, Traffic Division, Shop Area
- B. In addition, a copy will be kept in the office of the Safety Officer, Room 351, 3rd Floor of Medford City Hall.
- C. Department Heads for each affected department will designate in writing to the Safety Officer a representative who shall be at a supervisory level, and renotify in writing the Safety Officer if the designated representative is changed.

The designated representative will be the spokesperson in the department on Hazard Communication Program matters. Departments may develop their own specialized Hazard Communication plans, as long as they are not contrary to this one, and delegate responsibilities for program compliance. A copy of all such plans will be forwarded to the Safety Officer.

- D. The City of Medford will meet the requirements of OAR 437-155-001 through 040 as provided by Sections III through VIII of this Administrative Regulation.

III. Container Labeling

- A. The designated representative for each department will be responsible for assuring that all containers received by that department for use will:
 - 1. Be clearly labeled as to the contents
 - 2. Note the appropriate hazard warning
 - 3. List the name and address of the manufacturer
- B. It is the policy of the City that no container will be released for use until the above data is verified.
- C. The department representative will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning.
- D. Labeling of secondary containers does not apply to use in the Water Quality Control Plant Laboratory or if the material is to be used within the time limit of one work shift. This is in accord with OAR 437-155-004 and 437-155-020.

IV. List of Hazardous Chemicals and Appropriate Material Safety Data Sheet (MSDS)

- A. A list of hazardous chemicals known to be present and copies of MSDS's for all hazardous chemicals to which employees of the City may be exposed will be kept in the Purchasing Department.
- B. Each department will keep MSDS's that apply to them in the locations identified under Section II of this regulation.
- C. MSDS's will be available to all employees in their work area for review during each work shift.
- D. If MSDS's are not available or new chemicals in use do not have MSDS's, immediately contact the department representatives.
- E. The Purchasing Dept. file of these MSDS's will be maintained in sections or by cross-reference for each location.

V. Employee Training and Information

- A. It is the department head's responsibility to see that as soon as possible, at the start of their initial assignment, each new employee will attend a health and safety orientation and will receive information and training on the following:
 - 1. An overview of the requirements contained in the Hazard Communication Rules, Division 155
 - 2. Chemicals present in their workplace operations

3. Location and availability of this written hazard program
 4. Physical and health effects of the hazardous chemicals
 5. Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area
 6. How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment via reference to the appropriate MSDS
 7. Steps the City has taken to lessen or prevent exposure to these chemicals
 8. Safety emergency procedures to follow if they are exposed to these chemicals via reference to the appropriate MSDS
 9. How to read labels and review MSDS's to obtain appropriate hazard information
- B. A separate Administrative Regulation will provide the detail on the City's Employee Training and Information Program, reference AR 86-5.
- C. After attending the training class, each employee will sign to verify that they attended the training, received our written materials, and understood the City's policies on Hazard Communication.
- D. Upon introducing a new hazardous chemical into any department, each affected employee of that department will be given information as outlined above. The department representative is responsible for ensuring that MSDS's on the new chemical(s) are available via the items covered under V-A of this Administrative Regulation.

VI. Hazardous Non-Routine Tasks

- A. Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their department representative about hazardous chemicals to which they may be exposed during such activity.
- B. This information will include:
1. Specific chemical hazards
 2. Protective/safety measures the employee can take
 3. Measures the City has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures

VII. Chemicals in Unlabeled Pipes

A. Work activities are often performed by employees in areas where chemicals are transferred through unlabeled pipes. Prior to starting work in these areas, the employee shall be briefed by the department representative regarding:

1. The potential hazards
2. Safety precautions which should be taken

VIII. Informing Contractors

A. It is the responsibility of the department representative to provide the contractor information on the following:

1. Hazardous chemicals to which they may be exposed while on the job site
2. Precautions their employees should take to lessen the possibility of exposure by using appropriate protective measures
3. Copy of the applicable MSDS

B. It is further the responsibility of the department representative to provide the contractor with a written statement with content as follows:

1. Name of the hazardous chemical(s)
2. Location of the hazardous chemical(s)
3. Reference to the applicable MSDS attached to the statement

A copy of this statement is to be signed and dated by the contractor or his/her representative verifying receipt.



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 86-5-R

Page 1 of 5

Subject Area Personnel

REVISIED 10/14/88
Date of Issue August 20, 1986

Supersedes Regulation No.

Title HAZARD COMMUNICATION - EMPLOYEE TRAINING AND INFORMATION OUTLINE

I. PURPOSE

This Administrative Regulation states how the City of Medford will achieve the rules outlined in OAR 437, Division 155, Chapter 030 (Hazard Communication, Employee Information and Training). It also satisfies the requirement of AR 86-1, IV-A-1 and AR 86-4, V-B, which required an Employee Training and Information Program Outline.

Basically this regulation is intended to provide a guide for supervisors to use in giving their subordinates necessary orientation as to the hazardous chemicals utilized in their places of work activity. It is to be utilized with a checklist maintained by the Safety Officer. Currently the "checklist" is a form entitled Hazard Communication-Employee Information Training Program, copy attached as Exhibit "A". It also covers the procedures to be followed whenever a new hazardous chemical is introduced into the work place as regards employee training relative to that substance.

II. ORGANIZATION

This regulation is by format an outline of a standard employee training program approach. It has been developed on the basis of groups or types of hazardous chemical materials used, and the common hazards associated with these chemicals. For specific hazard information on each brand of material, the MATERIAL SAFETY DATA SHEETS (MSDS) must be utilized along with this standard outline. These MSDS records are to be available at the work place where the material is present, and part of a centralized records system maintained by the Safety Officer.

This outline will provide information and training on the following:

- A. An overview of the State Hazard Communication Rules, Division 155.
- B. Location and availability of all applicable State or City laws or Administrative Regulations.
- C. Review of the chemicals used in City of Medford operations.
- D. How to acquire, read and use labels, and MSDS's to obtain hazard information.
- E. Specific scope of training to be given affected employees.

III. INFORMATION PROGRAM OUTLINE

A. Overview of the State Hazard Communication Rules: Division 155

The Hazard Communication Rules are mandated by the State and are intended to ensure that both employers and employees are aware of the dangers associated with hazardous materials in their workplaces. Furthermore, the rules require chemical manufacturers or importers to assess the hazards of materials which they produce or import and provide that information to consumers.

B. Location and Availability of All Applicable State or City Laws or Administrative Regulations

Copies of OAR, Chapter 437, Worker's Compensation Department, Division 155, Hazard Communication; City of Medford, AR 86-1, Hazard Communication Program; AR 86-4, Written Hazard Communication Program; and this AR, 86-5 are on file in the following locations:

1. Public Works - A. Water Quality Control Plant, Operations Office
B. Service Center, Front Office
2. Parks and Recreation - Service Center, Parks Superintendent Office
3. Fire Department - All Fire Stations
4. Police Department - Office of the Deputy Chief of Records, Property Control and Dispatch
5. Engineering Department - Service Center, Traffic Division, Shop Area

The City of Medford has three Administrative Regulations, noted above, which cover the city regulations relative to Hazard Communication. They are as follows:

AR 86-1 Hazard Communication Program

This plan outlines program authority.

AR 86-4 Written Hazard Communication Program

This plan states how the City will provide information and training and how it will control employee exposure to hazardous chemicals.

AR 86-5 Employee Training and Information Outline

An outline of areas of training for employees such as reading Material Safety Data Sheets, recognizing and reading labels, etc.

These three city regulations are intended to meet the requirements of the State in accord with OAR 437, Division 155.

C. Review of the Chemicals Used in City of Medford Operations

In the different departments we use a variety of products, and many of these products do contain one or more hazardous chemicals. Most of the products we use can be grouped by their basic function; therefore, the supervisor will discuss, in training his or her affected subordinates, the following:

1. Which products fit into each group.
2. What kinds of hazards these chemicals represent.
3. How to control exposure and how to detect the presence of these materials in the workplace.

To aid in discussion of these items, this regulation next advises levels and MSDS's because those written documents individually detail much of the needed information for each chemical.

D. How to Acquire, Read and Use Labels and MSDS's to Obtain the Hazard Information

1. Labels

A product label on both the original and secondary container should be reviewed prior to working with the material. Each label will have three important pieces of information the employee should be familiar with:

- a. The identity of the hazardous chemical.
- b. The hazard warning.
- c. The name and address of the manufacturer.

Original and secondary containers may also provide information regarding personal protection and special instructions.

The label should act as a visual reminder of the information presented in the training session and that more detailed information can be found on the MSDS. Additionally, each employee will be provided with a wallet card for quick reference to label information and large posters with the same explanations will be displayed in each shop area.

The labeling system that will be utilized for all city operations is the HMIS (Hazardous Materials Identification System), developed by the National Paint and Coating Association. This is a comprehensive system that meets all OSHA Standards and the State Right-to-Know Laws.

Additional information regarding training in this area can be obtained through a review of the Employee Training Handbook and the HMIS Implementation Manual. Both references will be used in training and will be on file for review and future use in locations listed in III.B.

2. Purchase of Labels

All labels, wallet cards and posters will be ordered through the Purchasing Agent. This is to assure uniformity through all departments and to obtain bulk purchasing prices.

3. MSDS (Material Safety Data Sheet)

The MSDS is the primary means used to convey the necessary information about the hazards of the materials used. The chemical manufacturers are responsible for providing the MSDS and all MSDS's must include twelve different items, as listed below, about that product:

- a. Identity of the chemical(s) presenting physical or health hazards.
- b. The physical and chemical characteristics such as vapor pressure, flashpoint and solubility of the chemicals.
- c. The physical hazards such as reactivity, explosibility and fire potential.
- d. The health hazards, including the signs and symptoms of illness and medical conditions, which might be aggravated by exposure.
- e. The primary routes of entry of the chemical into the body.
- f. The permissible exposure limits published and/or recommended limits for the chemical.
- g. If the chemical is listed as a carcinogen.
- h. The precautions necessary for safe use.
- i. The known control measures, work practices and personal protective equipment necessary to protect against the hazards.
- j. Emergency and first aid procedures.
- k. The date of preparation of the MSDS or the date of last change in contents.
- l. The name, address and phone number of the person responsible for the MSDS.

These twelve items will be covered in departmental training sessions, utilizing a hand-on step-by-step approach as each item is located on the MSDS and explained in detail.

To assist each department in the use of their MSDS notebook, this information and a glossary of commonly used terms are in the MSDS notebooks as an aide to understanding and using a particular MSDS.

E. Specific Scope of Training to be Given Affected Employees

1. The assigned departmental supervisor shall provide the following scope of training for all new affected employees (and all employees at the initiation of this regulation); and as applicable to all affected employees whenever a new hazardous chemical is introduced into the work place.

Employees will be trained specifically about the hazards of the chemicals in their work areas, and will be made aware of the information available and the location of the specific MSDS's. Information and training will be for specific chemicals or for generic groups, whichever is most appropriate.

Training, provided by knowledgeable personnel from each department, will include the following:

- a. Measures the employees can take to protect themselves from the hazard.
 - b. Specific procedures implemented by the employer to provide protection, such as work practices and the use of personal protection equipment.
 - c. The basic physical and health effects of the chemical.
 - d. Detection of release of the chemical and general emergency and first aid procedures.
2. Additional assurance that this training will remain current will be provided by the following:
 - a. An active safety program within each department.
 - b. Ongoing safety and hazard training and information classes.
 - c. Checklists and updates on providing and utilizing clothing and equipment.
 - d. Strict adherence to and updates of the established safety, first aid and work procedure guidelines.
 - e. New employee orientation and training.

IV. SUMMARY

In summary, this employee training and information program covers all points referred to in Section V of AR 86-4, City of Medford Written Hazard Communication Program. This program will assure that we are in compliance with the Oregon Occupational Health and Safety Code, OAR Chapter 437, Division 155, Hazard Communication, which requires that all employees be trained regarding hazardous materials in their area of work prior to May 25, 1986. And furthermore, all new employees, as soon as possible at the start of their initial assignment, will attend a health and safety orientation to include the training outlined in this program.

CITY OF MEDFORD
HAZARD COMMUNICATION
EMPLOYEE INFORMATION TRAINING PROGRAM

INSTRUCTIONS: Refer to Administrative Regulation No. 86-5, Hazard Communication-- Employee Training and Information Outline. The instructor is to complete this form and forward it to Personnel upon completion of training. New employee orientation should be completed within one week of the employee's enrollment date.

EMPLOYEE _____ CLASSIFICATION/TITLE _____

DEPARTMENT/DIVISION _____ TRAINING DATE(S) _____

STATUS OF PERSON TRAINED:

- | | |
|---|---|
| <input type="checkbox"/> Regular Full-time Employee | <input type="checkbox"/> New Assignment |
| <input type="checkbox"/> Part-time/Temporary Employee | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> New Employee | |

INFORMATION/TRAINING RECEIVED:

- Overview of State Hazard Communication Rules, OAR Chapter 437, Division 155
- Components of City of Medford Hazard Communication Program
- Location and availability of all applicable State or City regulations
- Location of Material Safety Data Sheets (MSDS) and chemical inventories
- How to acquire, read and use labels and MSDS to obtain hazard information
- Review of hazardous chemicals used in city department operations, including:
 - Physical and health effects
 - How to detect the release of hazardous chemicals in the work area
 - Personal protective equipment needed to prevent or lessen exposure
 - Emergency first aid procedures
 - Protective measures and departmental work procedures
- New hazardous chemical(s) introduced (identify and describe training) _____

COMMENTS:

I received information and training on the City of Medford Hazard Communication Program as noted above.

Employee's Signature

Date

I certify that the above-named employee completed an information and training session on the City of Medford Hazard Communication Program as noted above.

Instructor's Signature

Date



**City of Medford
Administrative Regulation**

Regulation No. 87-1-R3

Page 1 of 10

Subject Area: Personnel

Date of Issue: Revised -

October 8, 1997

Supersedes: N/A

TITLE RECRUITMENT AND SELECTION

I. PURPOSE

The purpose of this regulation is to identify the administrative policies and procedures to be followed in the hiring or appointment of City employees.

II. SCOPE

The scope of this regulation applies to all City staff positions except the City Manager, Municipal Judge, and the Judges Pro Tem of the Municipal Court. It applies to all other regular, temporary, seasonal, and part-time positions.

III. AUTHORITY

Under the Medford Charter of 1976, Chapter V, Power and Duties of Officers, Section 20, City Manager, Subsection (3) Powers and Duties, the City Manager is authorized to make appointments of City officers and employees except as the Charter otherwise provides.

IV. CONTENT OF THIS REGULATION

This regulation covers the following areas of administrative policy and regulation regarding the hiring or appointment of City employees:

- A. Recruitment - including advertising and job posting
- B. Testing and screening of job applicants
- C. Eligibility lists, certification, and selection

V. CONDITIONS NECESSARY TO HIRE AN EMPLOYEE

Prior to hiring new personnel, these conditions must be in effect:

- A. For a regular full-time hire, the following must be the case:
 - 1. Position must be budgeted at the position classification level and type sought. Allowance for underfilling by position classification is covered in Section VI.B.4. of this regulation.
 - 2. The position must be vacant or scheduled to become vacant so that one budgeted position is not simultaneously filled by two employees.

Allowance for a temporary exception to this condition is covered by Section VI.C.2. of this regulation.

3. The position must not be scheduled for elimination in the near future, such as may occur with a change in the budget. If a question exists regarding a particular case, the affected department head should contact the City Manager for guidance.

B. For all temporary, seasonal, and part-time positions, the following must be the case:

1. There must be budgeted specific funds at least equal to the costs to be incurred.
2. The budgeted funds must be approved for the purpose of staffing the position(s).
3. The hiring conditions will not be in conflict with an affected labor agreement. For example, some labor agreements stipulate a maximum number of work hours per week for a part-time positions.

VI. PROCEDURES FOR HIRE/APPOINTMENT

A. The hiring/appointment of City staff will be subject to the following approaches and guidelines:

1. Regular Position Vacancies

All regular, budgeted position vacancies shall be filled by one of two approaches as authorized by the City Manager:

- a. Use of the procedure under Section VI.B. of this regulation or
- b. Direct appointment or promotion action by the City Manager. In the case of direct promotion, only current, regular employees are eligible; and they must meet the qualifications specified for the position classification to which promotion is requested.

2. Temporary, Seasonal, and Part-Time Positions

All temporary, seasonal, and part-time positions (not subject to representation by a recognized employee organization) shall be filled by the procedures specified under Section VI.B. of this regulation.

B. Standard Procedures for Hire/Appointment

This procedure applies to all regular budgeted positions represented by recognized employee organizations. It also applies, at the option of the City Manager, to management personnel, reference VI.A.1.

1. The Personnel Requisition-Certification-Selection form PER/005 will be the transaction document to effect the procedure. Reference Exhibit A of this regulation.

2. Form PER/005 has four action elements:

Requisition Action
Certification Action
Selection Recommendation Action
Certification-Selection Remarks

All applicable elements must be completed to comply with the hiring procedure.

3. Requisition

The requesting department head or, as appropriate, the City Manager will complete the first action element of the form to initiate the request to fill a position. Completion of this element of the form, for the most part, requires no instructions. However, these points of clarification apply:

- a. In the spaces for number of positions budgeted and filled: merely respond with "NA" (Not Applicable) when requesting temporary, seasonal, part-time, and limited-term hires. The control is budgeted dollars and/or hours--not positions. However, a numerical entry must be made in the space for number of positions requested.
- b. The department head may request a previous list of certified candidates be used either by itself or with the addition of enough candidates to supply the minimum number of candidates. In such case, the Personnel Director will accept or reject the request based on time since the previous certification list was established, the need to fill the current vacancy, the time a new recruitment would take, and other relevant factors.

c. In the box for the requesting department head approval and comments (and only in the case of temporary, seasonal, part-time hires) the department head may request that a particular applicant(s) be certified by the Personnel Director. However, a brief explanation should also appear for these requests (such as "Past Employee--recommended for rehire."). The requesting department head may also use this box to ask to meet with the Personnel Director to further discuss the position vacancy and recruitment.

4. Underfilling

A vacancy may be underfilled (i.e., filled by a position classification of the same general type but with a lower salary range) with prior approval of the City Manager. The request to underfill must provide written justification and have the approval of the City Manager attached to the requisition. The underfilling shall also be noted in the space for requesting department approval and comments. Examples of such underfilling would be a request for an Engineering Technician II to fill an Engineering Technician III vacancy or a Clerk Typist to fill a Secretary vacancy.

5. Job Posting/Advertising

All position openings subject to the standard procedure for hiring/appointment under VI.B. of this regulation will be posted in City Hall and other designated locations and advertised to the public.

EXCEPTION: In the case of a temporary, seasonal, or part-time position opening and if the requesting department head has requested a particular person to be certified under VI.B.3.c. of this regulation, the Personnel Director is authorized to determine whether or not the opening will be subject to posting and public advertising.

EXCEPTION: In the case of promotional/in-house recruitment only, advertising to the public is waived.

A sample job posting is attached as Exhibit B.

a. Promotional/In-House Openings

Promotional or in-house position openings will be posted in the Personnel Office and on bulletin boards in designated areas throughout the City for a minimum of four workdays.

If insufficient in-house applications are received by the posted application deadline, the position opening will either be re-posted in-house or be subject to open recruitment at the determination of the Personnel Director with the concurrence of the initiating department head.

b. Open Competitive Recruitments

Job openings which are subject to open competitive recruitment will be posted in the Personnel Office and on bulletin boards in designated areas throughout the City for a minimum of three workdays.

Copies of the job announcement will be sent to the Oregon State Employment Department and to selected local agencies and organizations available to assist in the recruitment of women, minorities, and the qualified disabled.

c. Advertising

All open competitive openings will normally be advertised at least once in the Sunday edition of the Medford Mail Tribune. At the Personnel Director's discretion, job openings may be advertised in other newspaper, professional and trade publications, and/or with governmental agencies, businesses, universities, and trade schools.

d. Notification List

A notification list may be established for positions deemed desirable. When the next recruitment for such a position commences, those on the list will be mailed a job announcement.

6. Accepting Applications

Applications for regular positions will normally be accepted only when there is an opening. All persons applying for a position opening, subject to the standard procedures of VI.B., must complete a City employment application. (A copy is attached as Exhibit C, Form PER/101.) Employment applications will be available only from the Personnel Office. For an application to be considered for a position opening, the following conditions must be met:

- a. Form PER/101 must be received by the posted closing date and time appearing on the job announcement. Postmarks for the deadline are not acceptable. Faxed applications will not be accepted.

- b. Submittal of resumes in lieu of completion of Form PER/101 Item 9-- Employment History will be allowed on an exception basis and only when so specified in the job announcement.

7. Review of Applications

The Personnel Office will review each application against the posted job announcement to verify that the minimum qualifications are met. This review will include the following:

- a. The application will be reviewed to determine if it shows the applicant possesses the posted educational diplomas or degrees, certifications, licenses, or equivalency.
- b. The application will be reviewed to determine if it shows the applicant meets the posted work experience requirements or equivalency.

8. Screening of Eligible Applicants

a. Eligible List Standard Development

An initial eligible list of candidates will be established by the Personnel Office. The initial eligible list is a list of candidates with applications filed during the recruitment period for a particular position opening that have met the minimum qualifications under the preceding subsection.

Applications will be further screened by the Personnel Office in order to select final candidates. Screening methods may include but shall not be limited to the following:

1. Skills Test

As may be established by the Personnel Director with the concurrence of the affected hiring department head, and with the approval of the City Manager, skill tests may be required and administered on a pass/fail or other basis. Candidates failing the tests may no longer be considered eligible for the particular opening. A skills test, if failed, may be retaken only when part of a subsequent position opening or recruitment.

2. Written Test

A written test, including a supplemental questionnaire, may be required. If so, it will be established by the Personnel Director. Its use in screening applicants is open to two options:

- a. To serve as a qualifying or pass/fail device having no weight in determining finalist candidates; or
- b. To be used in the screening of applicants in conjunction with an oral screening board scoring of candidates and/or assessment by the Personnel Director, or in selecting finalists based on written exam score.

3. Personnel Director Assessment

The Personnel Director may evaluate qualifications in screening the eligible candidates.

4. Oral Screening Board Assessment

The Personnel Director may utilize an oral screening board to assess the candidates and rate them on a pass/fail or other basis. Use of board, its composition, the scope of the boards, interview of candidates, and the approach of board in scoring candidates would be subject to review by the affected hiring department head(s) and approval of the City Manager. In cases where a large number of candidates are available (such as when a written test is given on a pass/fail basis to initial applicants), those being allowed to go forward to the oral board may be limited in number to the most qualified as determined by other screening procedures.

b. Eligibility Lists

A list of candidates in rank or random order may be established to have available enough qualified applicants to certify finalists without a position recruitment. Additionally, the Personnel Director, with the concurrence of the hiring department head, may use applicants from a previous recruitment for the same position to develop the certified list of finalists. Whether an eligibility list or a recruitment and screening process is used, the Personnel Director will certify a list of finalist candidates from which the department will select new hires.

c. Certification

The Personnel Director shall certify finalist candidates as follows: The minimum number of candidates to be certified will be equal to the number of openings plus five. The hiring department may accept a list with fewer candidates. Additional candidates may be certified in case of tie scores on qualifying exams, eligibility lists, evaluation by the Personnel Office, or other screening procedures. The Personnel Director may certify additional candidates as is deemed desirable.

A candidate who is certified may be removed from the certification list if he/she:

1. Waives interview or appointment
2. Is found not to meet minimum qualifications
3. Falsified in a material way the application or has in some way practiced fraud or deception in any part of the application or testing procedure.

In such cases, the Personnel Director will certify a replacement candidate(s).

9. Certified List

The candidates certified as finalists shall be listed alphabetically on the Form PER/005. The Personnel Director shall sign and date the form and forward it to the hiring department along with the candidates' employment application forms.

C. 1. Selection of New Hires

The Personnel Office shall set appointments for selection interview by the hiring department. Departments shall interview all finalist candidates as certified by the Personnel Office.

2. Reference Checks

Hiring departments are responsible for conducting reference checks to verify past employment and performance. Every effort should be made to contact an applicants previous supervisors or other reliable reference.

3. Appointment and Notification

The hiring department shall enter the name(s) of the candidate(s) hired on the PER/005 and specify the rate or salary step for the new hire and the starting date. For regular employees, appointment at higher than the midpoint in the applicable salary range requires prior authorization from the City Manager.

- a. Certified candidates not hired shall be notified by the hiring department. All other applicants shall be notified by the Personnel Office.
- b. Appointments are made subject to the City Manager's approval and may be subject to a background check. No new hire may begin work before the City Manager has signed the Form PER/005. New hires may begin work prior to the last workday of the vacating employee if training is necessary and if the City Manager approves.
- c. In the case of positions involving the handling of City funds; dealing with minors; access to City locked files, records, or property; code enforcement, or other justifiable reasons, a background investigation including a criminal records check, may be conducted.

4. Physical Exams and Drug Screens

Appointments to certain positions may be made contingent on passing a physical exam and/or a drug screen, and in some cases a psychiatric or psychological exam. Such exam will be paid for by the City and be conducted by City approved physicians, labs, and/or psychiatrists or psychologists. No such exam may be conducted before a provisional job offer has been made.

5. Reporting to Work

The hiring department is responsible for instructing all new employees to report to the Personnel Office on or before the first day of work to complete W-4's and other required forms. New hires for regular positions will receive a new employee orientation through the Personnel Office. All new hires are subject to the requirements of the Immigration Reform and Control Act.

Jonathan J. Sales
City Manager

10-10-97
Date



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 88-1

Page 1 of 1

Subject Area Equipment Maint.

Date of Issue 11/28/88

Supersedes Regulation No.

Title PREVENTIVE MAINTENANCE - VEHICLES/EQUIPMENT DAILY AND MONTHLY CHECK LISTS

I. PURPOSE

This procedure is to clarify policy regarding daily and monthly preventive maintenance inspections on all vehicles and equipment.

II. DAILY PRE-OPERATIONAL INSPECTION

A. Operator to perform daily inspection prior to operating vehicle/equipment:

1. Fuel, oil and water levels
2. Tires - properly inflated, lug nuts secure
3. All lights working properly
4. Windshield wipers, mirrors, horn, brakes and seat belts working properly
5. Clean interior
6. Specialized equipment (i.e., street sweepers) follow daily lubrication chart as provided in the Operator's Manual for each particular piece of equipment

III. SUPERVISOR'S MONTHLY CHECK LIST

- A. Supervisors will have the Monthly Vehicle Check List completed for each piece of equipment on the first working day of each month (see Attachment A). This check list will be retained by each department for their records.
- B. Supervisors will transfer appropriate information from Monthly Vehicle Check List to Monthly Mileage/Hour Report (see Attachment B). The Monthly Mileage/Hour Report will then be forwarded to the Equipment Maintenance Division's office.

IV. EQUIPMENT MAINTENANCE DIVISION

- A. After receiving the Monthly Vehicle Check Lists from each division, Equipment Maintenance will determine vehicles/equipment due for service and will coordinate with the appropriate supervisor to schedule such service.

Note: Police vehicles, street sweepers and riding mowers are not subject to Items III and IV.

MONTHLY VEHICLE CHECK LIST

PUBLIC WORKS

Vehicle No. _____

Vehicle Mileage _____

Vehicle Hours _____

Due For Service _____

_____ Fire extinguisher and first aid kit

_____ Tires and wheels

_____ Lights including 4-way flashers and overheads

_____ Hoses and belts

_____ Fluid levels (Don't add brake fluid without checking with garage)

_____ Brakes, steering and drive train

_____ Mud flaps

_____ Clean inside and out

Note any repairs needed: _____

Employee _____

Date _____



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 88-2

Page 1 of 1

Subject Area Equipment Maint.

Date of Issue 11/28/88

Supersedes Regulation No.

Title SCHEDULING WORK - REPAIRS & PREVENTIVE MAINTENANCE

I. PURPOSE

The purpose of this procedure is to clarify policy regarding the scheduling of work to be performed in the Equipment Maintenance Garage.

II. PREVENTIVE MAINTENANCE

- A. When vehicle is due for service, contact the EMD leadworker to determine when to bring the vehicle in. At that time, let the leadworker know of any additional work needing to be done.
- B. Police vehicles, street sweepers and Parks Department mowers are on a set schedule and it is not necessary to notify the leadworker as stated in II A.
- C. When vehicle is left for service, park facing building on vehicle line on north side of EMD building. Place service request form on front seat (forms available upon request in EMD office). Service request to list all repairs needed. Notify leadworker that the vehicle is parked on line.

III. REPAIRS

- A. If repair is known to be minor, not a safety problem, and does not deter the operation of the vehicle, fill out a service request form and hold until vehicle is to be serviced. Follow procedures in II for service.
- B. If problem is major, a safety problem, or affects the operations of the vehicle, then contact EMD leadworker to schedule repairs.
- C. When vehicle is left for repair, park facing building on vehicle line on north side of EMD building. Place service request form on front seat (forms available upon request in EMD office). Service request to list all repairs needed. Notify leadworker that vehicle is parked on line.

SERVICE REQUEST

DATE _____ EQUIP. NO. _____

HOUR MILEAGE _____ DEPT. _____

DRIVER INDICATE DEFECTIVE ITEMS BELOW

ITEM	NATURE OF TROUBLE
AMMETER	
ENGINE TEMP	
OIL PRESSURE	
BRAKES-SERVICE	
BRAKES-HAND	
STEERING	
ENGINE	HARD TO START
	BAD IDLE
	MISSES
	NO POWER
CLUTCH	
TRANSMISSION	
FRONT END	
REAR END	
CAB-BODY-FENDER	
TIRES	
HORN	
LIGHTS	
W/S WIPER	
P.M. CHECK	
SAFETY EQUIP.	

ADDITIONAL REPAIRS OR COMMENTS:

SIGNED (OPR.) _____ DATE _____

O.K. TO OPERATE LABOR HOURS _____

SIGNED (MECHANIC) _____ DATE COMPLETED _____

ADDITIONAL REMARKS (reverse side may also be used)



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No. 89-1

Page 1 of

Subject Area Personnel

Date of Issue October 23, 1989

Supersedes Regulation No.

Title ADMINISTRATIVE REGULATION ON SPECIAL WAGE PAYMENTS

I. PURPOSE

The purpose of this regulation is to identify the procedures to be used when making a special wage related payment to any City of Medford employee.

II. SCOPE

This regulation applies to all City employees and covers payments related to wages. It does not apply to mileage or per diem reimbursements or similar payments.

III. PROCEDURES

- A. Special periodic or one time payments such as stability pay or leave sellback which are specified in a labor contract must be initiated by a memo from the affected department to the Personnel Officer. The Personnel Officer will then review the request and forward it to the Finance Department after approval by the City Manager.
- B. Termination Pay - Pay for unused vacation pay must be requested on the termination slip (PER/004). Pay for unused sick leave applies to only a few employees and must be requested on the termination slip generated by the affected employee's department.
- C. Questions regarding the applicability of this policy should be addressed to the Personnel Office.



City of Medford Administrative Regulation

Regulation No. 89-2-R2

Page 1 of 3

Subject Area: Personnel

Date of Issue: Revised 5/24/95

Supersedes:

TITLE DISCIPLINARY ACTION PROCEDURE

I. PURPOSE

The purpose of this regulation is to identify the procedure to be followed by management personnel who initiate suspension, demotion, or discharge.

II. SCOPE

This regulation is a directive addressed to all management employees. It does not create any new employee rights.

III. SUSPENSION

The following steps shall be taken by the supervisor prior to any disciplinary suspension:

1. Consult with the Personnel Director. At this time labor agreements and personnel rules will be reviewed and applicable procedures will be discussed.
2. The employee shall be given written notice of the reasons for proposed action and an explanation of the supervisor's evidence used in support of the possible sanction. This notice should be personally delivered to the employee and should not be done in the presence of the employee's co-workers. The notice may also be sent via certified mail, if the employee is not at work.
3. Prior to a final decision by management, the employee must be given an opportunity to respond in person or in writing to the allegations before his or her supervisor. This entails giving the employee an opportunity to present any information that might clear the proposed charges or mitigate any discipline. The response should also be heard by the department head, unless he or she was personally involved in the matter. If a hearing is held, a tape recording of it should be made.
4. The person imposing the suspension should be fully informed as to all the relevant circumstances, including the prior work record of the employee. The person imposing the suspension should not be personally involved in the matter in a way that might affect his or her objectivity (for example, in a case of direction insubordination, the immediate supervisor should pass the matter to the next level in the chain of command).

5. **As a general rule, probationary and temporary employees should not be suspended. A probationary or temporary employee whose conduct or performance is unsatisfactory should usually be discharged.**

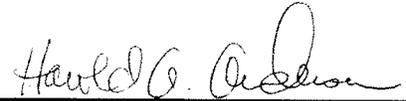
IV. DEMOTION AND DISCHARGE

The following steps shall be taken by the supervisor prior to any demotion or discharge of any regular (i.e., non-probationary) employee and any temporary or probationary employee who is charged by the City with misconduct on the job.

1. **Consult with the Personnel Director, the City Attorney, and the City Manager. At this time labor agreements and applicable procedures will be discussed.**
2. **The employee shall be given written notice of the reasons for the proposed action and an explanation of the supervisor's evidence used in support of the proposed sanction. In the case of a probationary or temporary employee who is being discharged for reasons other than misconduct on the job, it is sufficient to say that the person's employment has been terminated. This notice shall be personally delivered to the employee and should not be done in the presence of the employee's co-workers.**
3. **Prior to a final decision by management, the employee must be given an opportunity to respond in person or in writing to the allegations before his or her supervisor. This entails giving the employee an opportunity to present any information that might clear the proposed charges or mitigate any discipline. Except in the case of a probationary employee, the response should be heard by the department head unless he or she was personally involved in the matter. If a hearing is held, a tape recording of it shall be made.**
4. **The department head shall confer with the supervisor and the Personnel Director to recommend the appropriate type of sanction.**
5. **The department head shall then forward his recommendation to the City Manager along with any information presented by the employee in his or her own defense. The final determination of demotion or discharge shall be made by the City Manager.**
6. **The steps taken to provide due process for the employee shall be documented in writing.**

V. LAST CHANCE AGREEMENT

Before an employee is subject to a "last chance agreement" as an alternative to dismissal, the prior disciplinary or corrective action taken shall be documented in writing. The terms of a last chance agreement shall be in writing and signed by the affected employee.



City Manager

5-26-95

Date



City of Medford Administrative Regulation

Regulation No. 90-2

Page 1 of 9

Subject Area: Eastwood Cemetery

Date of Issue: REVISED 8/15/95

Supersedes: N/A

TITLE CEMETERY MANAGEMENT PLAN

I. PURPOSE

The purpose of this Management Plan is to coordinate the development and maintenance of the Eastwood/IOOF Cemetery. Volunteer groups and cemetery supporters will be encouraged to participate in implementation of the Cemetery Plan.

II. AUTHORITY

The authority of this regulation rests in the Medford Code, Section 2.202.

III. ELIGIBILITY

There shall be no eligibility restrictions on purchase of burial spaces or interment in the Eastwood Cemetery.

IV. HOURS OF OPERATION

The cemetery will be closed to any unauthorized person between the hours of 10:30 p.m. and 6:00 a.m., pursuant to City Code Section 5.255.

The entrance gates for vehicular traffic will generally follow the schedule below, dependent upon available staffing levels.

Summer Hours: 8:00 a.m. to 8:00 p.m.
Seven days a week
May through September

Winter Hours: 8:00 a.m. to 4:00 p.m.
Monday through Friday
October through April

Keys are available for family members with relatives in the Mausoleum. The door will remain locked to reduce the chance of costly vandalism. A sign will be posted during the operating hours indicating a person is available to open the doors.

V. ENTRY TO CEMETERY

The main entrance to the cemetery will be from Siskiyou Boulevard. A natural stone monument with the National Historic Designation Plaque is placed near this entry.

The maintenance building and sexton office will gradually be upgraded to improve the aesthetics of the area.

An interpretive center to educate visitors about the historic qualities of the cemetery will be developed at the Siskiyou entrance.

The existing gate will be replaced, as funds allow, with an ornamental iron gate.

A landscape plan will be developed for the entry area, using plant materials popular at the turn of the century (i.e. climbing roses, cosmos, iris, etc.).

The entry on Eastwood will remain locked and all vehicular traffic will enter from Siskiyou. The existing concrete pillars will be restored to original condition, as funding allows.

The Siskiyou entrance will be the primary entrance for funeral and service access. The Eastwood entrance will have foot traffic only.

The chain link fence at the entry area may be replaced or modified, if funding allows.

Buildings in the main entry area will be painted in shades of white.

VI. ROADWAYS AND MOTORIZED VEHICLES

The standard road within the cemetery will be twenty feet in width with a granite, cinder or gravel surface.

The existing asphalt roadway will remain, but no additional asphalt will be used for roadways.

An area adjacent to the Maintenance Building on the southeast corner will be developed for a four car parking area for visitors. Parking will also be permitted on the loop road in front of the Mausoleum. As need dictates, consideration for additional parking areas will be addressed.

Vehicles will be permitted only on the roadways and designated parking areas. No off-road motorized vehicles will be allowed.

Automobiles or motorcycles shall not be driven at a speed greater than ten miles per hour.

Service vehicles will be permitted off-road, and caution will be used.

VII. PEDESTRIAN USES

Pedestrian usage is encouraged during hours of operation. Entry access will be from Siskiyou and Eastwood.

Seating areas will be placed throughout the cemetery at the direction of the Cemetery Commission. Garbage cans, enclosed in wood or other aesthetically pleasing containers, will be used. No pathways will be developed until a demonstrated need is expressed.

VIII. LIGHTING

There currently is a night light near the Mausoleum and one additional light will be added in the Siskiyou entrance by the service buildings.

No further lighting is contemplated at this time.

IX. FENCING

The current fencing around the cemetery is provided primarily by adjacent residences, which are constructed with wood.

When fencing is being replaced, the City will recommend that neighbors retain the historic nature of the cemetery. This will only be a recommendation.

X. SIGNAGE

Directional signage will be pursued with local and state agencies to guide tourists and residents to the historic cemetery.

The signage will be of good graphic design principles and will maintain historical integrity.

XI. GROUNDS MAINTENANCE

Turf Maintenance

Native varieties of grasses and wildflowers will be used in the facility to enhance the historical pioneer heritage. Areas will generally not be watered. This will enhance the health and longevity of the white oaks. Grasses and wildflower seed types will be tested and, if successful, will be overseeded in native areas to reduce weeds.

Use of growth retardants/herbicides will be used around tombstones and curbs to reduce edging.

The use of granite/concrete mix and topsoil will be encouraged for areas inside the curbed and family plot areas. Use of herbicides will be used inside those areas to control weeds and grasses to reduce hand work and edging. The use of white rock, astro turf, red cinders and bark will not be permitted.

Tree Maintenance

The trees will be catalogued with the intent to develop a comprehensive maintenance program to address a pruning schedule, mistletoe removal, pest control, and removal of diseased or decrepit trees.

The addition of new trees will be primarily along the edges of the roadways and in areas where tree roots will not affect gravesites or structures.

General Maintenance

No planting of trees, shrubs, flowers or other plants will be permitted, except plantings made by cemetery management.

General maintenance work will be performed by the City, which will include mowing, leaf removal, edging, herbicide application, tree and road maintenance, and general improvements to the grounds. This does not include grave openings, foundations, new curbing or walls. Maintenance will be provided for graves and plots surrounded by fencing, curbing, walls or hedges.

The removal of walls, curbs, fences or other items may be performed by the City when deemed necessary for reasons of safety or more efficient maintenance and to maintain the historical integrity of the cemetery and mausoleum. When such a situation exists, the City will give the plot owner of record a sixty (60) day written notice of the proposed action. If no action is taken within the sixty (60) day period by the plot owner, the City will remove the item in question.

XII. MAUSOLEUM

All owners of the crypts in the Mausoleum will be issued one key. Additional keys may be purchased for the cost of making the key.

Cut flowers, potted plants, sprays and wreaths may be placed on the face of the crypts. They will be removed, at the discretion of the cemetery management, when they become unsightly.

A standard replacement letter will be selected for lost letters on the faces of the crypts. Lost letters will be replaced as funds allow. Engraved crypt faces will be encouraged.

A directory will be placed on each wing to assist in location of family members.

Carpet and benches will be placed in the entry area as funds allow.

Ivy will be removed from the exterior of the building and from then on will not be allowed to grow on the building (it is breaking down the stucco on the building).

XIII. PETS

Pets shall not be allowed within the cemetery grounds or any of its buildings, except that dogs and other animals may be permitted on roads and avenues when held on a leash. "Seeing eye" guide dogs will be allowed in the Mausoleum.

XIV. MEMORIALS

Raised, above ground or grade monuments, memorials, or grave markers will be permitted in the cemetery. As the cemetery has historic designation, the use of 1900 era memorials are encouraged. It is suggested that memorials be no smaller than 8" x 12" x 3". Memorials may also be placed in the concrete curbing, which are placed around some family plots. No glass, plastic or similar material will be permitted for memorials. Granite should be first grade, clear stone, so that it will not stain, crack or check. The bottom of the memorial should be reasonably smooth and as close to parallel to the surface as possible.

Permission Required For All Work

Permission in writing from persons having the right to control the disposition of the remains of the decedent (as outlined in ORS 97.130) will be required before any work will be permitted. Permission will be granted in writing by the Cemetery Management.

No person shall install any objects in any tree in the cemetery. No person shall place objects on any plot other than those owned by the person or member of that person's family. No plants, permanent or temporary structures, stones, lumber, irrigation devices or objects of any kind shall be placed in the cemetery without the permission of the cemetery management. Any unauthorized items shall be removed by the responsible party within thirty (30) days notice from the cemetery management. If not removed within the thirty (30) day period, the cemetery management shall have items removed and placed in storage building for a period of ten (10) days. If not claimed by the owner within time allotted, the items will be disposed.

Cemetery Not Responsible for Repairs

The City of Medford and the cemetery management will not be responsible for the repair, alteration, realignment or upkeep of any memorial after original placement is made. This work may be done at the option of the cemetery management to prevent an unsightly or nuisance condition and under certain circumstances.

Memorials Reset

Raised or above ground memorials may be reset at the discretion of the cemetery management. The City of Medford, the cemetery management and employees shall not be responsible for the loss, theft or damage of any memorial.

Rules and Regulations

Any person, persons or firm who shall fail or refuse to comply with the rules and regulations shall be excluded from the cemetery.

XV. INTERMENTS AND DISINTERMENTS

Subject to Laws

In addition to the rules and regulations of the cemetery, all interments, disinterments and removals are subject to the Laws of the State of Oregon, the rules and regulations for the Oregon State Board of Health, and Laws and Ordinances of the City of Medford.

Applications for Service

Written authorization from those having the right to control disposition of the remains of the decedent will be required before interment (ORS 97.141). Written authorization is also required from those having the right to control dispositions of the remains of the deceased as outlined in ORS 97.141 and ORS 97.220 before disinterment is allowed.

Telephone or other non-written authorization will not be accepted under any circumstances.

Whenever possible, the person authorizing the interment or disinterment should visit the grave site before signing the authorization so as to reduce the likelihood of mistakes or misunderstandings.

Failure to produce reasonable evidence of past ownership or the right to sign for a deceased plot owner will be sufficient reason to postpone or deny authorization.

Holidays

No interments, disinterments or removals will be permitted on Sundays, or on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving, Christmas Day, or any other holiday that may be proclaimed by legally constituted authorization. However, exceptions may be granted by the Cemetery Management on religious grounds for Sunday memorial services.

Time and Charges

All interments, disinterments, or removals must be made at the time and in the manner, and subject to the payments for such charges, as fixed by the cemetery management. All charges must be paid in advance.

Notices

The cemetery management shall have the right to require twenty-four (24) working hours notice prior to any interments and five (5) working days notice prior to any disinterment or removal. Any interment, disinterment or removal may be postponed longer if conditions beyond the control of the cemetery cause undue hardship.

Outer Case or Box

Every casket must be enclosed in an outer case or box constructed of concrete, metal, fiberglass, polyurethane or other similar materials designed and manufactured for this purpose.

Interment of Cremated Remains

Cremated remains must be interred in concrete, metal, fiberglass, polyurethane, marble or synthetic marble containers. All interments of cremated remains must be made under the direction of the management. Under no condition will the cemetery be responsible for the quality or preservation of any urn.

Location of Interment Space

When instructions from the plot owner regarding the location of interment space in a plot cannot be obtained, or are indefinite, or when for any reason the interment space cannot be opened where specified, the cemetery management may, in its discretion, open it in such location in the plot as it deems best and proper.

Errors May Be Corrected

The cemetery management reserves and shall have the right to correct any errors that may be made by them in making interments, disinterments, or removals or in the description, transfer or conveyance and substituting or conveying in lieu thereof other interment property of equal value and similar location as far as possible; or as may be selected by the cemetery management, or in the discretion of the City Council, by refunding the amount of money paid on account of such purchase. In the event the error shall involve the interment of the remains of any person in such property, the cemetery management shall have the right to remove and reinter the remains on such

other property of equal value and similar location as may be substituted and conveyed in lieu thereof. Errors in interment, arising from an improper person or persons signing an application for service, shall be corrected at the discretion of the cemetery management at the expense of the person or persons signing the application; and, where a deed, license, certificate, or other instrument of conveyance, not issued by the City of Medford or its duly authorized manager, has not been registered on the books of the cemetery, all the responsibility of determining ownership or correcting errors, either prior to or after interment, will lie with the person or persons claiming ownership or protesting an error.

No Interment Permitted Unless Property Paid For

No interment shall be permitted or memorial placed in or on any property not fully paid for.

Interment of More than One Body

Not more than one body, or the remains thereof, shall be interred in one grave, vault, crypt or niche, unless such grave, vault, crypt or niche has been purchased with the written agreement that more than one body or the remains of more than one body may be interred, except by written consent of the cemetery management, and provided the property identification is made of such interment or interments establishing the right to make multiple interments.

Cemetery For Interment of Human Race Only

The cemetery is reserved for the interment of the human race only and no dog, cat, or any other animal or pet shall be interred therein.

Change of Address

It shall be the duty of the plot owner to notify the cemetery management of any change of his post office address. Any notice sent to a plot owner at the last address on file in the cemetery office shall be considered sufficient and proper legal notification for every purpose.

Right To Replat, Regrade and Use Property

The right and privilege, at any time and from time to time, to resurvey, enlarge, diminish, replat alter in shape or size, or otherwise to change all or any part, portion or subdivision of the property hereby mapped and platted (including the right to layout, establish, close, eliminate, or otherwise modify or change the location of roads, walks, or drives) and to file amended maps or plats thereof, and to use the same for the erection of buildings, or for any purposes or uses connected with, incident to or convenient for the care, preservation, disposal or interment of human dead bodies, or other cemetery purposes, together with easements and rights of way over and through said premises for, and the right and privilege of installing, maintaining, and operating pipelines, conduits or drains for sprinklers, drainage, electric or communications lines, or for any other purposes, is hereby expressly reserved by the City of Medford.

XVI. CHANGE OF RULES

Except as otherwise provided, Eastwood Cemetery shall be administered by the City Manager who shall have full authority to prescribe regulations governing the operation and maintenance. Proposed new or modified regulations shall be submitted to the Eastwood Cemetery Commission for review at least 21 days prior to the effective date.

APPROVED: 
City Manager

8-16-95
Date



City of Medford Administrative Regulation

Regulation No. 91-1

Page 1 of 10

Subject Area: Safety

Date of Issue: January 21, 1991

Supersedes Regulation No.: N/A

Title: CITY HALL FIRE DRILL/EMERGENCY EVACUATION PROCEDURE

I. PURPOSE

To provide for the safe and orderly evacuation of City Hall in the event of fire or an emergency situation.

II. SCHEDULING

Fire/emergency evacuation drills shall be scheduled a minimum of twice a year.

III. PROCEDURE

Keep Calm

Alarm

1. In the event of a fire or hazardous situation (i.e., gas leak, etc.), activate the fire alarm.
2. Call emergency dispatch, 9-9-1-1. State that there is an emergency, report the type of fire or emergency situation, and give the location.
3. Evacuate the building following the procedure outlined below.

Fire Fighting Equipment

Employees shall become familiar with the locations and proper use of fire extinguishers on their respective floors and in their departments (see attached lists and location maps). Annual training on the use of fire extinguishers shall be provided to city hall employees by Fire Department personnel.

Elevators

Elevators shall not be used during a fire drill or emergency evacuation of city hall. All persons in the building shall use the stairwells for exiting. Employees shall provide assistance to handicapped persons.

Evacuation

1. A fire alarm shall be regarded as notice of an emergency situation in every instance, and all persons except required emergency personnel shall evacuate the building immediately. When conditions require evacuation of the communications center, evacuation shall be conducted in accordance with Medford Police Department General Order No. 700.00/B.
2. Persons shall leave the building via the nearest stairwell and exit. If a stairwell or exit is blocked, an alternate route shall be selected. Employees shall become familiar with the locations of all city hall stairwells and exits (see attached maps).
3. Upon exiting the building, employees shall report to Alba Park and their assigned staging areas as follows:

<u>City Hall Floor</u>	<u>Staging Area</u>	<u>Park Location</u>
Basement & First Floor	A	Southwest corner
2nd Floor	B	Southeast corner
3rd Floor	C	Northwest corner

4. Conditions permitting, Safety Committee members assigned as Fire Wardens shall check the first, second and third floors to verify that all persons have evacuated. A uniformed police officer with a radio shall verify that no one is in the basement.
5. Each department head shall assign a supervisor to determine if all department personnel are present and accounted for at the staging area. This information shall be reported to the Fire Wardens assigned to each staging area and then relayed to the Fire Drill Monitor appointed by the Safety Committee. In the event of an actual fire or emergency situation, the Fire Drill Monitor shall report to the Incident Commander and serve as a resource during the emergency. Emergency personnel shall determine when the building is safe to re-enter, and the Fire Drill Monitor shall relay this information to employees at each staging area.

6. Each department shall develop a procedure for handling cash boxes and other valuables.
7. Police personnel shall be stationed at, or near, the north and south entrances of city hall to prevent unauthorized persons from entering the building.
8. During a fire drill or emergency situation, anyone in the city's temporary detention facility shall be evacuated pursuant to Medford Police Department General Order No. 800.19/B.

#

**MEDFORD CITY HALL
FIRE ALARM LOCATIONS**

Basement

1. South corridor adjacent to stairwell door.
2. Southeast corner adjacent to exit.

1st Floor

1. Jail kitchen.
2. Across from northeast and northwest stairwell doors.
3. Adjacent to south stairwell door.
4. Southwest corridor across from women's restroom.
5. Southeast corridor adjacent to men's restroom.

2nd Floor

1. East and west corridors, 8 feet south of stairwell doors.
2. Adjacent to south stairwell door.

3rd Floor

1. East and west corridors adjacent to stairwell doors.
2. Adjacent to south stairwell door.

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MEDFORD CITY HALL
FIRE EXTINGUISHER LOCATIONS

Basement

1. Hallway adjacent to telephone/mechanical room doors (4A-60B-C)
2. Print Shop (15A-8B-C)
3. Hose cabinet inside stairwell door (10A-60B-C)
4. Mechanical Room (B-1, C-1)

1st Floor

1. Police Administration (2A-40B-C)
2. Property Control (2A-10B-C, 5B-C)
3. Police Records (2A-40B-C)
4. Dispatch (2A-10B-C)
5. Kitchen adjacent to briefing room (4A-60B-C)
6. Hose cabinet adjacent to south stairwell door (2A)
7. Parks (2A-10B-C)

2nd Floor

1. Engineering (1A-10B-C)
2. Copier room (8B-C)
3. Municipal Court (2A-10B-C)
4. Water Commission (2A-10B-C, Engineering) (2A-30B-C, Photocopier)
(1A-10B-C, Data Processing)

2nd Floor (cont.)

5. Finance Department (9 lb. Halon)
6. Hose cabinet adjacent to south stairwell door (4A-60B-C)
7. Hose cabinet in hallway near Finance (2A-10B-C)

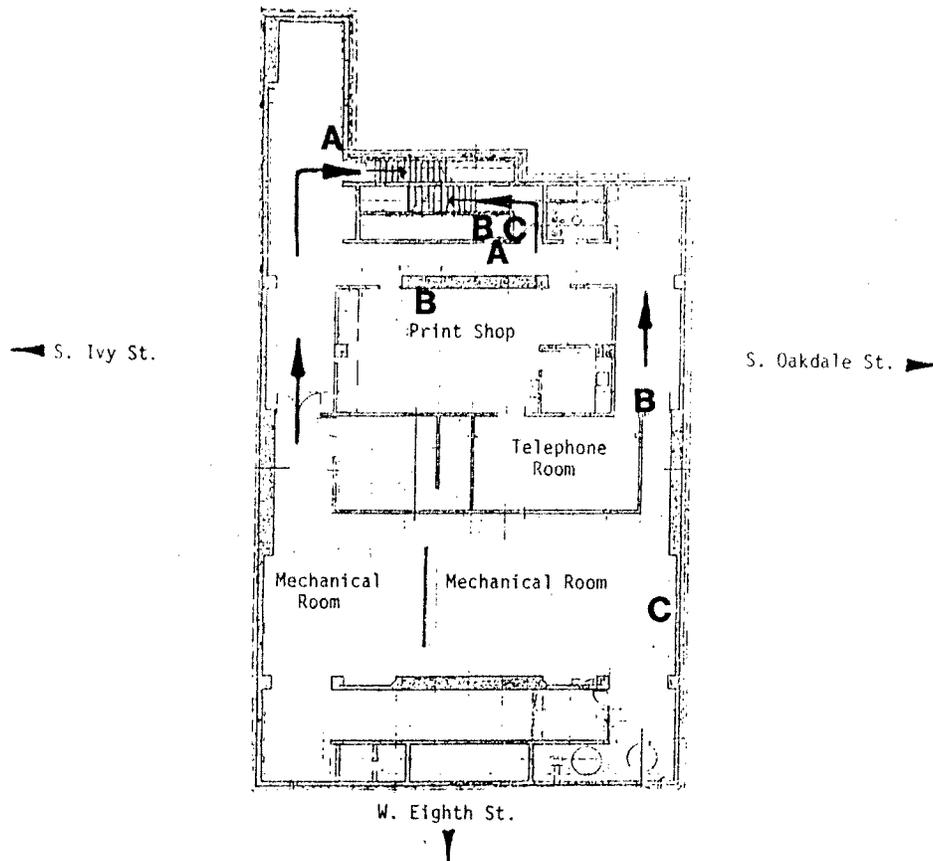
3rd Floor

1. Building (2A-10B-C)
2. Hose cabinet adjacent to south stairwell door (4A-60B-C)
3. Hose cabinet in hallway across from City Manager's Office (2A-10B-C)
4. Fire Department Main Office (2A-10B-C)
5. Building Department (2A-10B-jC)
6. Coffee Room (4A-60B-C)

#

BASEMENT

FIRE EXTINGUISHER/ALARM LOCATIONS



Arrows denote direction to exit.

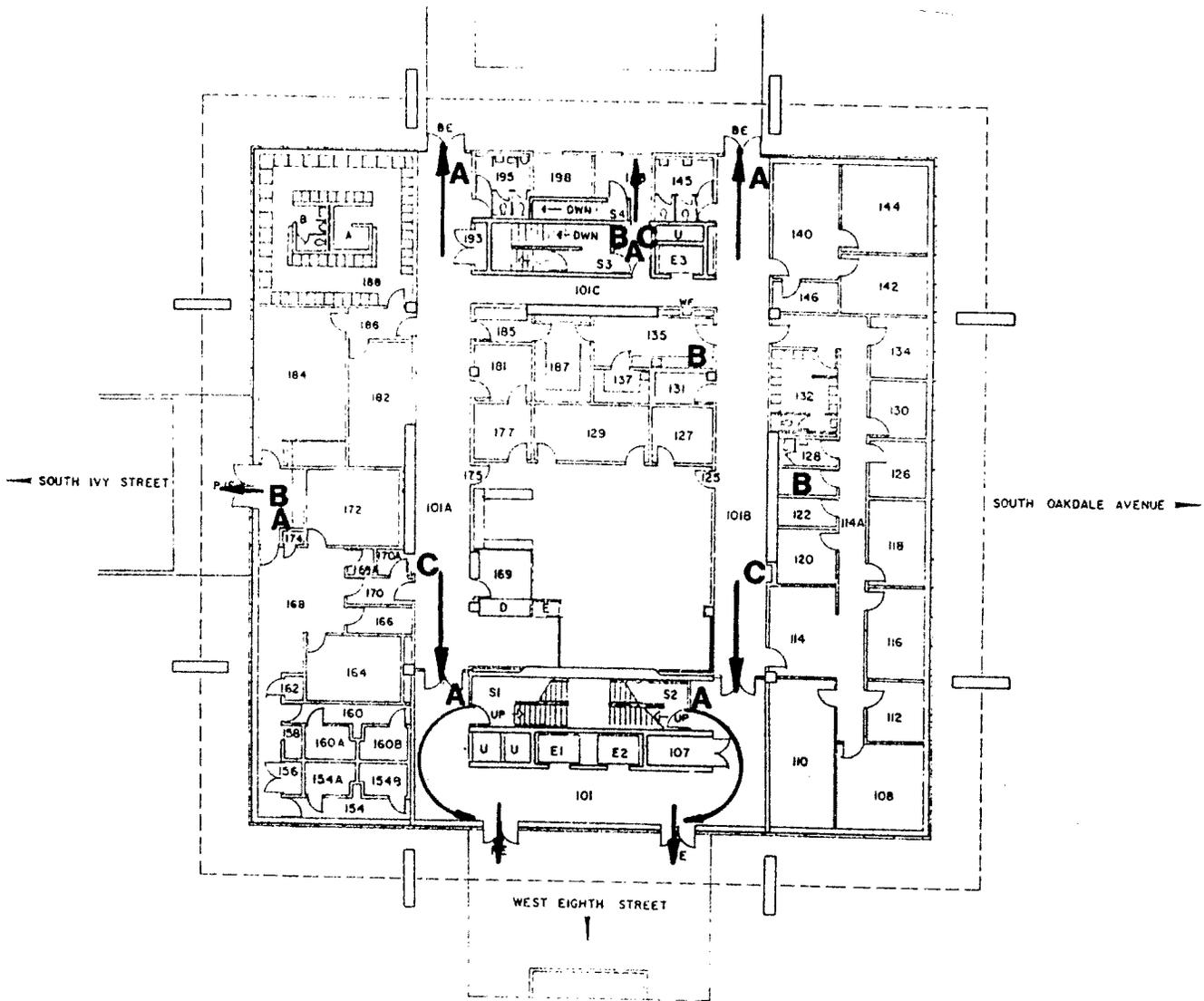
A: FIRE ALARM

B: FIRE EXTINGUISHER

C: FIRE HOSE

FIRST FLOOR

FIRE EXTINGUISHER/ALARM LOCATIONS



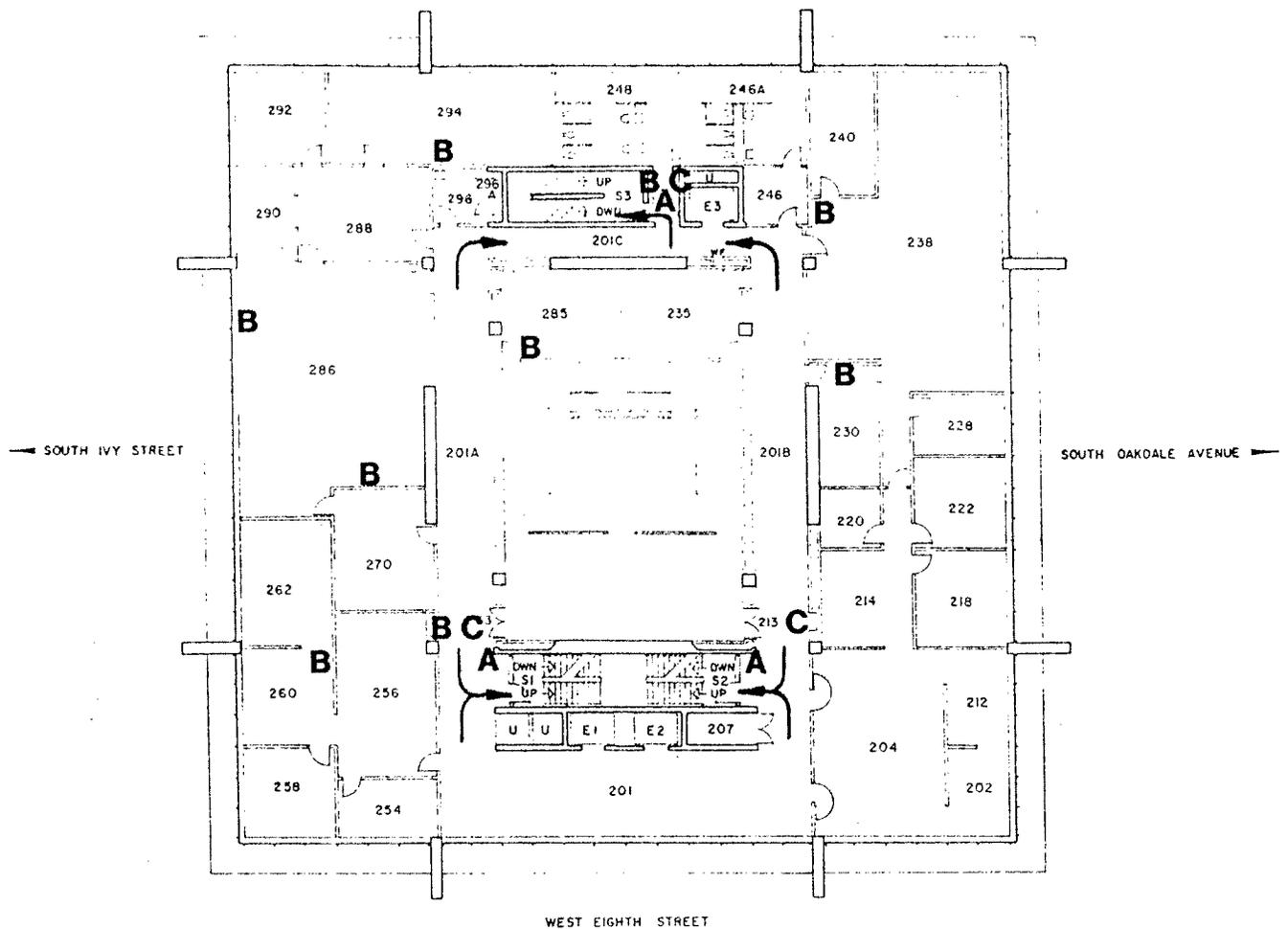
Arrows denote direction to exit.

A: FIRE ALARM

B: FIRE EXTINGUISHER

C: FIRE HOSE

SECOND FLOOR
FIRE EXTINGUISHER/ALARM LOCATION



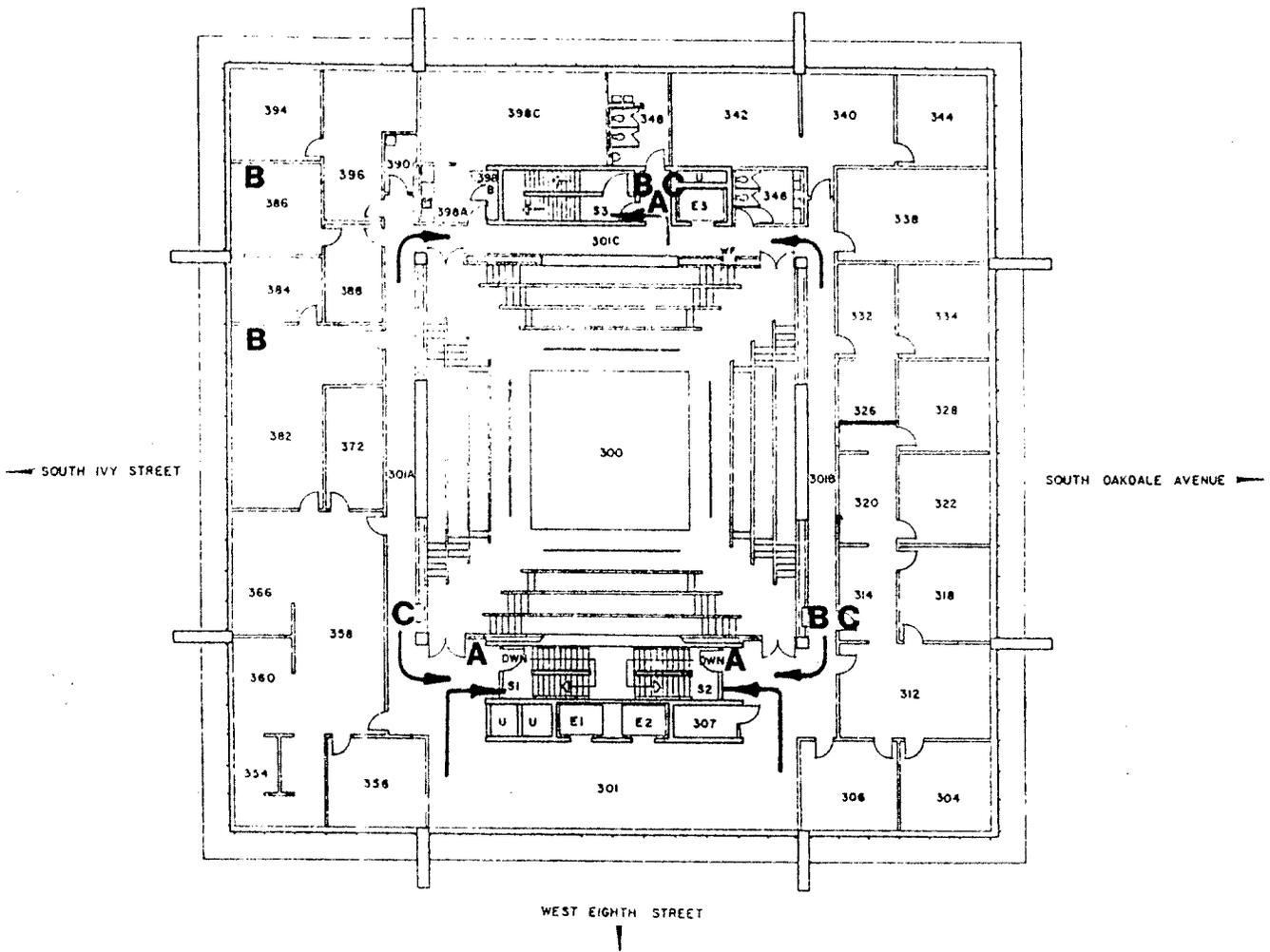
Arrows denote direction to exit.

A: FIRE ALARM

B: FIRE EXTINGUISHER

C: FIRE HOSE

THIRD FLOOR
FIRE EXTINGUISHER/ALARM LOCATIONS



Arrows denote direction to exit.

A: FIRE ALARM

B: FIRE EXTINGUISHER

C: FIRE HOSE



**City of Medford
Administrative Regulation**

Regulation No. 92-2

Page 1 of 2

Subject Area Personnel

Date of Issue March 10, 1992

Supersedes Regulation No. 86-3

Title

EMERGENCY MEDICAL PLAN

I. PURPOSE

The attached Emergency Medical Plan is designed to assure prompt and appropriate medical treatment for an employee who experiences a work related illness or injury on the job.

II. AUTHORITY

The authority for this regulation comes from the Oregon Occupational Safety and Health Code OAR 437.

III. CONTENT OF EMERGENCY MEDICAL PLAN

The Emergency Medical Plan, provided as Attachment "A," includes the following information:

- A. Directions to report injury or illness to supervisor and types of medical treatment.
- B. First Aid Kit locations.
- C. Names of hospitals and emergency room telephone numbers.
 - 1. Rogue Valley Medical Center, 2825 Barnett Road, 770-4144
 - 2. Providence Hospital, 1111 Crater Lake Avenue, 446-5059
- D. Name and telephone number of Occupational Health Clinic, 2650 Siskiyou Boulevard, 770-4236; and 2030 Antelope Road, White City, 826-9566.
- E. Map for location of hospitals and occupational health clinic.
- F. Name and telephone number of ambulance service.

IV. IMPLEMENTATION OF EMERGENCY MEDICAL PLAN

The following subsections describe the method of notifying all employees of the existence of the Emergency Medical Plan and give the locations where the Emergency Medical Plan is posted.

- A. Employees shall be made aware of the Emergency Medical Plan.
 - 1. Initially, the Emergency Medical Plan is to be inserted with employees' paychecks.
 - 2. New employees shall receive a copy of the plan during orientation in the Personnel Department.

- B. Locations where the Emergency Medical Plan shall be posted.
 - 1. All City Hall departments' main office areas and the employee coffee room.
 - 2. Service Center – main office, hallway, and work areas for all Public Works and Parks divisions.
 - 3. Wastewater Reclamation Division – coffee room, lab, and work stations.
 - 4. All Fire Stations.

THE CITY OF MEDFORD EMERGENCY MEDICAL PLAN

The information below describes action to be taken following a work-related illness or an injury on the job.

- A. Report the injury or illness to your immediate supervisor, if available, and if not, report the injury to the next available higher level supervisor.
- B. Receive medical treatment as needed.
 - 1. Immediate Care—Minor (not ordinarily requiring other than First Aid). This treatment will be given by First Aid trained personnel in the City for scratches, cuts, burns, splinters and other minor injuries.
 - 2. Immediate Care—Major (requiring other medical care). This treatment will be given by First Aid trained personnel in the City for major injuries or illness until medical care can be obtained, such as control of excessive bleeding, restoration of respiratory function and treatment of shock.
 - 3. Emergency Care Services—If unable to drive safely, the employee should be transported to the emergency room by a supervisor (or co-worker, if a supervisor is unavailable); or, if the employee cannot be moved safely, call an ambulance. Water Quality Control Plant, call 9-1-1 for an ambulance.

FIRST AID KIT LOCATIONS

CITY HALL

- Parks & Recreation Office
- Police Department Administration, Records, Dispatch, Patrol Room, Jail Area
- Engineering Office
- Finance Office
- Municipal Court
- City Manager's Office
- Planning Department Office
- Building Safety Department Office
- Fire Department Office
- Basement—Print Shop, Telephone Room, Mechanical Room

SERVICE CENTER

- Main Office
- Equipment Maintenance Shop (2)
- Traffic Work Area
- Parks Work Area
- Sewer Maintenance TV Van Room
- Streets Locker Room
- All City Vehicles

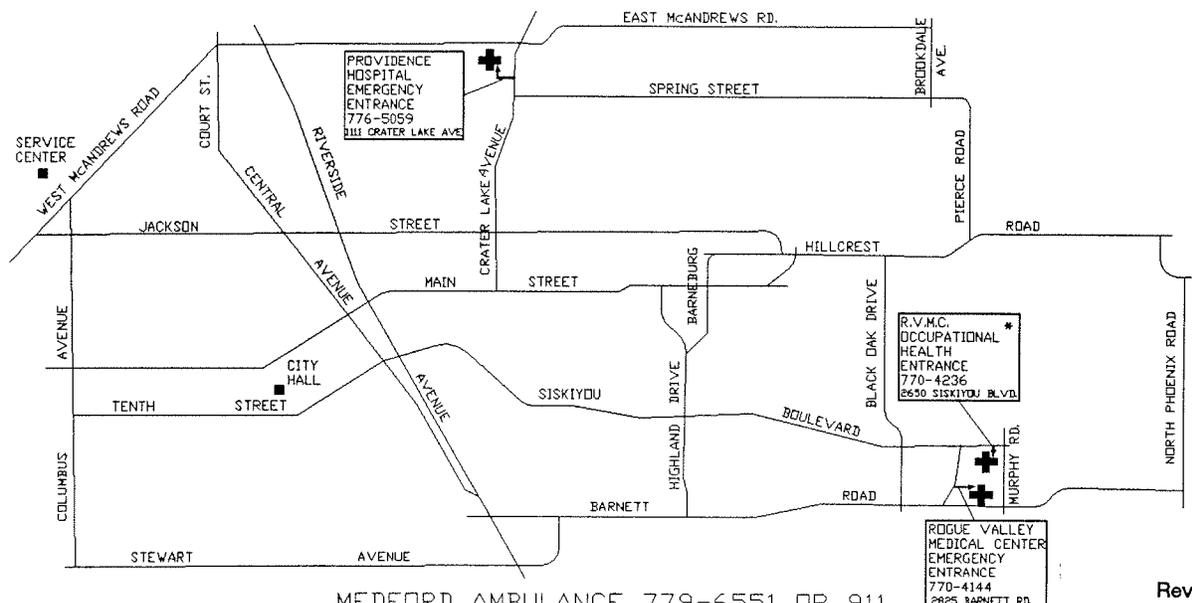
WATER QUALITY

- Shop Area
- Operations Building Hallway
- Chlorine Building

OTHER

- All Fire Stations, Pools, Jackson Cottage and Recreation Program Sites
- Duff Water Treatment Plant Control Room

LOCATION OF HOSPITALS AND OCCUPATIONAL HEALTH CLINIC



MEDFORD AMBULANCE 779-6551 OR 911

Rev. 3/92 PER/204A

* R.V.M.C. Occupational Health also has an office at 2030 Antelope Road, White City, 826-9566.



CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No.	92-5
Page	1 of 1
Subject Area	City Assets
Date of Issue	August 6, 1992
Supersedes Regulation No.	NA

Title TRANSPORTATION OF CITY ASSETS OUTSIDE CITY LIMITS

I. Purpose

The purpose of this administrative regulation is to set forth City policy regarding the use of City assets outside the City limits of Medford.

II. COVERAGE

This regulation applies to all City employees in the management group and all employees in bargaining units where no past practice exists.

III. EFFECTIVE DATE

This regulation is effective July 1, 1992.

IV. POLICY STATEMENT:

City of Medford assets shall not be transported or used more than two miles outside the City limits during off-shift hours without prior written approval of the City Manager except to attend an approved city related function. This policy applies primarily to automotive equipment and other similar major assets. It does not apply to such things as uniforms, guns, pagers, or similar equipment.

Employees who are affected by this policy in that they will no longer use a City vehicle to commute will be reimbursed mileage costs at the current IRS rate when required to use their personal vehicle to respond in a callback situation. A City vehicle will normally be available for use once the employee has responded to City Hall, the Service Center, or other City site.

This provision applies only to those employees employed and eligible as of the effective date of this policy. Those employed or those who change positions after the effective date of this policy will not be eligible for mileage reimbursement. Employees who move outside the limit are also ineligible for reimbursement. The City Manager may authorize exceptions to this policy when special circumstances warrant it.



City of Medford Administrative Regulation

Regulation No. 93-3

Page 1 of 2

Subject Area ADA

Date of Issue July 14, 1993

Supersedes Regulation No. 92-4

Title Americans with Disabilities Act—
Grievance and Request for Accommodation Policy

I. PURPOSE

To establish appropriate procedures to ensure prompt and equitable resolution of matters under the ADA and to create an ADA Grievance and Accommodation Committee. This Committee shall review complaints received from the public regarding the accessibility to programs, services, or activities sponsored by the City of Medford and review requests for accommodations from employees. These procedures shall be construed to protect the substantive rights of interested persons under due process standards, and to assure that the City complies with the ADA and implementing regulations.

II. AUTHORITY

Public entities with 50 or more employees must adopt grievance procedures to resolve complaints of ADA violations pursuant to Title II, Section 35.107(b), of the Americans with Disabilities Act.

III. MEMBERSHIP

The committee shall consist of six members to include the City's Personnel Director, a City Councilmember, and the ADA Coordinator, who shall Chair the committee and facilitate all proceedings and investigations. The other three members shall be appointed by the City Manager on an annual basis and may include a City labor union representative, a member of the disabled community, and a member of the health or medical profession.

IV. PROCEDURE

- A. A complaint can be filed in writing or verbally to any City Department. City Departments shall submit all complaints regarding access or alleged discrimination to the ADA Coordinator for resolution. A record of the complaint, containing the date, name and address of the complainant, a brief description of the alleged violation, and action taken, will be maintained by the ADA Coordinator.

- B. Employee requests for accommodation shall be made by completing the Employee Request for Accommodation form (CMO/309) attached to this Administrative Regulation and forwarding it directly to the ADA Coordinator. Forms are available in the Administrative Regulations binders in each department, or a form can be obtained from the ADA Coordinator. The timeline for processing an employee request for accommodation begins the day the request is received by the ADA Coordinator.
- C. The ADA Coordinator shall have up to 15 days to process complaints or requests for accommodation. An investigation may be undertaken, allowing all interested parties and their representatives an opportunity to submit relevant evidence. Under Department of Justice regulations, the City need not process complaints from applicants for employment. If the complaint or request for accommodation is not resolved to the satisfaction of the person filing, the issue will be forwarded to the Grievance and Accommodation Committee for review.
- D. The Grievance and Accommodation Committee shall have up to 30 days to process complaints or requests for accommodation. Further investigation into the matter may be undertaken, allowing all interested parties and their representatives an opportunity to submit additional evidence. All meetings of this Committee shall be open to the public. A written determination as to the validity of the issue and a description of the resolution, if any, shall be issued by the ADA Coordinator on behalf of the Committee to the complainant or employee by the end of this 30 day period.
- E. Matters still in dispute after review by the Grievance and Accommodation Committee may be appealed to the City Manager. A decision will be issued within 30 days, and the decision of the City Manager is final.
- F. The ADA Coordinator shall maintain the files and records of the City of Medford relating to all complaints and requests for accommodations.



City Manager

7-14-93

Date



City of Medford
Administrative Regulation

Regulation No.: 94-1-R1
Page: 1 of 1
Subject Area: City Assets
Effective Date: April 15, 2012
Supersedes: 94-1

Title: City Employee Parking In City-Owned Parking Lots, Reserved Spaces

Purpose

The purpose of this administrative regulation is to have uniformity with off-street parking regulations for City employees.

Coverage

This regulation applies to all City owned parking lots designated for City employee parking.

Authority

The authority for this regulation is vested in the City Manager for all administrative rules.

Policy Statement

City employees shall be issued a permit to park in designated parking facilities between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, except City Observed holidays. The permit shall be affixed to the left side of the rear window of employee's vehicle or be prominently displayed on a card which is visible from the left side of the rear window of the vehicle for which it was issued. If employees regularly drive more than one vehicle, employees will be issued a duplicate permit. The duplicate shall bear the same number as the original.

Areas(s) designated for employee parking shall be as follows:

Parking lot: 1) located behind the Post Office between Ivy and Holly (known as the Green Lot); 2) located adjacent to the Justice Building (known as the Red Lot); 3) adjacent to the Carnegie Building as assigned by the City Manager or their designee; 4) adjacent to the Santo Community Center; 5) adjacent to the Public Works Service Center; and 6) located at 9th Street between Holly and Grape Street as designated by the Building Safety Director or their designee.

In the event that all parking spaces in the Green and Red lots are taken, then and only then, may employees park in one of the nine (9) parking spaces located east of the alley in the lot at 9th Street between Holly and Grape Streets. At no time is any City employee, other than Building Safety Employees, allowed to park in the 9th Street lot west of the alley. This privilege is revocable at any time deemed necessary by the Building Safety Director.

City employees registered as carpool participants are the only City Employees allowed to park in the carpool designated space(s).

City employees are not allowed to park in spaces designated for the Water Commission in the Green Lot or in spaces not specifically designated for City employees in the Red Lot (designated spaces are signed "Red Zone").

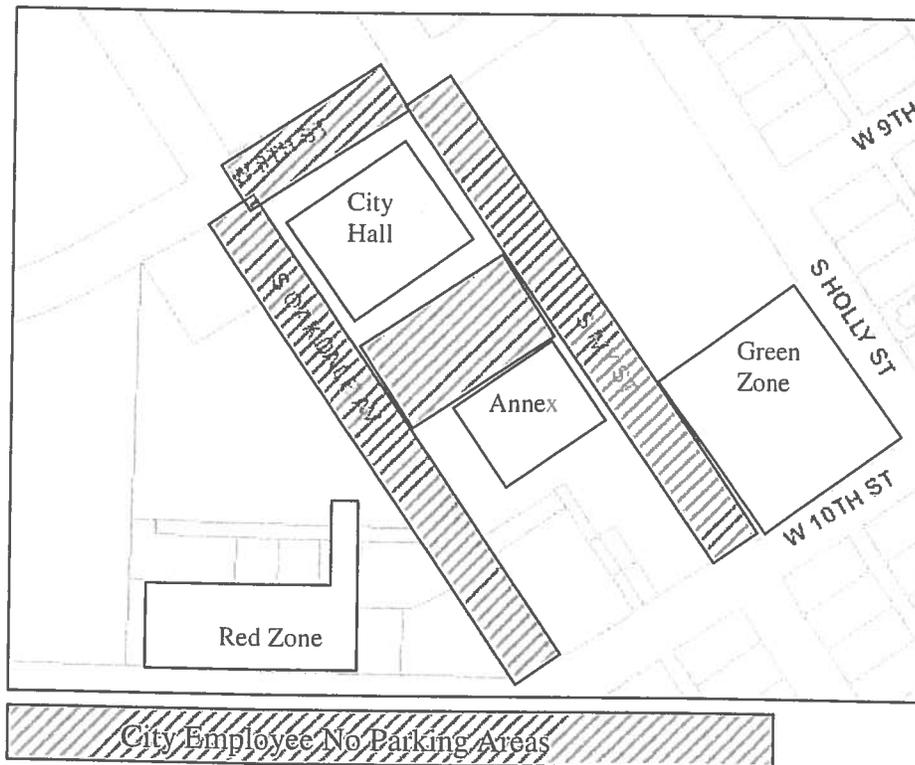
City employees are not allowed to park on the streets adjacent to the City Hall and Lausmann Annex Buildings or in the City owned parking lot located between the City Hall and Lausmann Annex buildings between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, except City observed holidays, without permission from the City Manager or their designee.

Violation of this administrative regulation is subject to disciplinary action.

Approved:

Feb 21, 2012
Date

[Signature]
City Manager *116 7074*





CITY OF MEDFORD
ADMINISTRATIVE REGULATION

Regulation No.	94-2
Page	1 of 5
Subject Area	Personnel
Date of Issue	02/23/94
Supersedes Regulation No.	

Title RETURN TO WORK POLICY

I. PURPOSE

The purpose of the City's return to work policy is to provide the mechanisms to return employees to work at the earliest date following an on-the-job injury or illness. We desire to minimize serious injury or illness and reduce insurance costs. This policy applies to all employees and will be followed whenever appropriate.

"Light duty work" is defined as temporary modified work within the employee's physical abilities, knowledge and skills. Light duty assignments are developed using the known physical condition as clarified by the employee's attending physician. The physical requirements of light duty work are shared with the employee's attending physician to determine if the proposed light duty is within the physical capability of the employee. Light duty assignments are developed with consideration of the employee's physical condition, the business needs of the City and the availability of light duty work. Departments shall have the discretion to offer light duty on a case by case basis.

II. AUTHORITY

The authority for this regulation comes from On-the-Job Disabilities/Temporary Total Disability Payment/Light Duty/Modified Work Wage Payment (ORS 656.268/OAR 436-60-030).

III. GENERAL RETURN TO WORK PROCEDURES

- A. While off work due to on-the-job disability an employee will receive payment from the worker's compensation insurance carrier as lawfully specified. Any questions concerning wage replacement benefits should be directed to the claims adjuster at the carrier.
- B. Employees who return to light duty/modified work assignments will be offered wages determined by the City. If there is a difference between a employee's regular rate of pay and the light duty/modified work assignment pay, the carrier may make temporary partial disability payments to the employee.
- C. An employee's refusal of a light duty/modified work assignment, approved by the attending physician, by either verbal refusal or failure to report to work, will result in reduction or termination of wage replacement benefits.
- D. Refusing suitable light duty/modified work may also result in loss of re-employment and reinstatement rights and could affect possible future vocational eligibility.

IV. WORK HOURS/LOCATION/DURATION

- A. The City will determine appropriate work hours, shifts, duration and locations of all light duty/modified work assignments. The City reserves the right to determine the availability, appropriateness and continuation of all light duty/modified work assignments and job offers.
- B. If an employee has a permanent work restriction which restricts return to regular work, the light duty/modified work assignment may end. The City will determine when a regular/modified position exists and whether the employee will be offered the modified work as the new regular work assignment.
- C. The City will determine whether the employee's physical condition presents a substantial obstacle to employment. Work site modifications to allow the employee to continue employment will be considered.

V. COMMUNICATION

- A. It is the responsibility of all parties involved in the Return-To-Work process at the City to immediately notify the employee, the attending physician, the supervisor and the carrier of changes concerning a light duty/modified work assignment.
- B. Changes in the light duty/modified work assignment may be made upon receipt of notice from the employee's attending physician. Notification of changes will be in writing with copies provided to the employee, attending physician, supervisor and the carrier.

VI. EMPLOYEE RESPONSIBILITIES

- A. Reporting Incidents and Accidents: When an employee has an on-the-job accident or injury, or near miss, it must be reported as soon as possible to the supervisor. Failure to do so could result in a future claim being delayed or denied.

If an incident, but no injury has occurred, and professional medical assistance is not required, the supervisor must complete a supervisor's report (ALL/010 or SHI) by the end of the work shift.

If an injury occurs, the employee should follow the emergency response plan. The employee and his/her supervisor must fill out a Worker's Compensation 801 form within 24 hours for any on-the-job injury that requires medical treatment.

- B. Clarifying Employee's Physical Condition: If the employee obtains professional medical assistance, the employee should inform the attending physician that there

is the possibility of light duty/modified work assignments. The employee should obtain a physical status update form or attending physician approved light duty/modified job analysis form. The light duty/modified job analysis form will be given to the employee at the time of injury. When this is not feasible, the supervisor in consultation with the Personnel Department will complete a light duty/modified job analysis for submission to the attending physician as soon as possible following injury/illness.

- C. Employee Release and Reporting: If the attending physician releases the employee to return to work (temporary, part-time, light duties or regular), the employee must furnish the supervisor a written statement of any physical work restrictions or conditions at the next shift. The employee cannot return to work without a release from the attending physician.

- D. Employee Unable to Return to Work: If the employee is unable to report for any kind of work, the employee must call in each week at times designated by the supervisor to report medical status. The employee should review regular contact expectations with the supervisor.
 - 1. While off work, it is the responsibility of the employee to supply the supervisor or Personnel with a current telephone number (unlisted or not) and an address where the employee can be reached.
 - 2. The employee will notify the supervisor within 24 hours of all changes in medical condition.

EMPLOYEE ACKNOWLEDGMENT

- The return to work policy and procedure has been explained to me.
- I have read and fully understand all procedures and responsibilities.
- I agree to observe and follow these procedures.
- I understand my failure to complete my responsibilities may result in disciplinary action up to and including termination.
- I have received a copy of this policy and procedure.
- I understand failure to follow these procedures may affect my right to re-employment, reinstatement or possible future vocational assistance.

Employee's Signature Date

VII. MANAGEMENT/SUPERVISORY RESPONSIBILITIES

A. Claim Reporting:

1. The supervisor will forward via the Personnel Department a completed Workers' Compensation Claim Form 801 to worker's compensation insurance carrier within five (5) calendar days of knowledge of on-the-job injury or illness.
2. Other information will be forwarded as soon as developed including:
 - a. Name of employee's attending physician.
 - b. Complete release to work form from attending physician and medical documentation if appropriate.
 - c. Completed light duty/modified and regular job analyses.
 - d. Job offer letter and responses.
3. The Personnel Department will notify the worker's compensation insurance carrier of any changes in the employee's medical or work status as soon as possible.

B. Medical Treatment and Light/Modified Duty Physical Condition:

1. All employees who need immediate medical treatment during their work shift will receive treatment in accordance with the Emergency Response Plan.
2. If feasible, provide the employee with a physical status update form or job analysis to take to the attending physician.
3. If a physical status update form is not obtained from the employee, a physical status update form will be requested from the attending physician by the Personnel Department.
4. The completed physical status update form will be reviewed by the Supervisor. The Supervisor in conjunction with the Personnel Department will prepare a light duty/modified job analysis form from information obtained from the attending physician clarifying the light duty/modified work assignment. The light duty job analysis will be forwarded to the attending physician for review and approval.

C. Job Analysis Preparation:

- a. Modifying Regular Jobs: A job analysis form should be prepared for attending physician review if the employee cannot perform regular duties. The supervisor may modify the regular work assignment when possible resulting in a light duty work assignment. A light duty/modified job analysis will be prepared outlining the work assignment and forwarded to the attending physician for review and approval.

- b. Creating Modified Jobs: The supervisor should determine whether there are other work assignments the employee could perform. The Supervisor should, in conjunction with the Personnel Department and/or the insurance carrier, assemble a list of these tasks, physical requirements, and record them on a job analysis form. This light duty/modified job analysis form listing these other work assignments should be forwarded to the attending physician for possible work release. The Personnel Department will contact the attending physician to discuss the work assignment if no immediate response is received from the attending physician.
- D. Job Offer Letter
- a. Upon receipt of a signed light duty/modified job analysis form from the attending physician, a written job offer letter will be prepared by the Personnel Department. It will be mailed by both regular and certified mail to the employee's last known address or presented to the employee.
 - b. The letter will explain: the job duties; report date; wage; hours; report time; duration of light duty work assignment; supervisor to report to; phone number; and location of the light duty assignment.
 - c. The employee will be asked to sign the bottom of the job offer letter indicating acceptance or refusal of the offered work assignment.
 - d. Copies of all job analyses, work release and job offer letters will be forwarded to the worker's compensation insurance carrier.
- D. Supervision of Employees:
- a. The Supervisor will monitor the employee's performance to insure the employee does not exceed the employee's physician release.
 - b. The supervisor will monitor the employee's recovery progress through regular contact to assess when and how often duties may be changed. The Supervisor will assess the City's ability to adjust work assignments upon receipt of changes in physical capacities of the employee.

This policy is not designed as a substitute for reasonable accommodation under any applicable federal or state laws, such as the Americans with Disabilities Act, The Rehabilitation Act of 1973 or other applicable laws.

To preserve the ability to meet city needs under changing conditions, the City reserves the right to revoke, change or supplement guidelines at any time. The policies and procedures in this Return-To-Work Program are not intended to be contractual commitments and they shall not be construed as such by our employees. This policy is not intended as a guarantee of continuity of benefits or rights. No permanent employment for any term is intended or can be implied by this policy.



City of Medford Administrative Regulation

Regulation No. 94-3

Page 1 of 2

Subject Area Insurance

Date of Issue April 4, 1994

Supersedes Regulation No. N/A

Title **LIABILITY MANAGEMENT**

I. PURPOSE

The purpose of this policy is to comply with the law and promote goodwill whenever an employee is involved in a motor vehicle accident, by notifying the other involved person(s) of the identity of the city's insurance carrier, the city driver's name and the license plate number of the city vehicle as well as the names and addresses of any other occupants of the city vehicle.

II. POLICY

It is the policy of the city that anytime a city employee is involved in a motor vehicle accident in which private property is involved, the owner and/or operator of the other involved motor vehicle shall be provided with a copy of a written notice that shall identify the city's insurance carrier, the driver and the license plate number of the city vehicle. This notice is referred to as the "Accident Information Card." A supply of these cards shall be carried in each city vehicle.

III. PROCEDURES

A. Employees Responsibility

It is the responsibility of every employee operating a city vehicle involved in a motor vehicle accident to notify his supervisor at the earliest opportunity and to provide a copy of the Accident Information Card to the driver of any other vehicle involved in the accident and to the owner of any other property damaged in the accident, if the owner is at the scene. The city driver shall fill in his name, license number, and the names and addresses of any other occupants of the city vehicle.

B. Supervisor Responsibility

Each department head shall implement procedures for the timely notification of a designated supervisor who shall be responsible for notifying the following

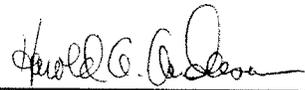
persons anytime an employee is involved in a motor vehicle accident while operating a city-owned motor vehicle:

1. Department Head
2. City Manager
3. City Attorney
4. Director of Finance
5. City's Insurance Carrier

C. Notice of Insurance

The Director of Finance shall prepare and distribute the Accident Information Card identifying the city's insurance carrier, a copy of which is attached to this Administrative Regulation.

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City Manager

3-22-94

Date



City of Medford Administrative Regulation

Regulation No. 94-4

Page 1 of 3

Subject Area Personnel

Date of Issue May 3, 1994

Supersedes Regulation No. 85-5

Title Equal Employment Opportunity Grievance Procedure

I. PURPOSE

The purpose of this grievance procedure is to provide a method for prompt and equitable resolution of complaints from employees alleging any discrimination by the City in employment because of race, color, religion, sex, age, marital status, national origin, or mental or physical disability, unless such discrimination is covered under the Americans with Disabilities Act. If an employee is alleging discrimination under the ADA, then the employee shall use the procedures and form required by AR 93-3.

II. AUTHORITY

The City Manager as stated in the Affirmative Action Plan.

III. USE OF PROCEDURE

This procedure applies to all Executive, Supervisory, Confidential, and Professional employees and those employees not covered by a labor agreement.

IV. EEO OFFICER

Employees are encouraged to informally seek the advice and counsel of the Personnel Director, who is also the Equal Opportunity/Affirmative Action Officer, when they suspect they have been treated in a discriminatory manner. The Personnel Director will make the final determination whether a discrimination grievance shall be resolved per this procedure or AR 93-3.

V. GRIEVANCE DEFINED

A grievance shall mean a claim by an employee that discrimination in employment has occurred. For the purposes of this procedure, "immediate supervisor" is an employee who has direct administrative or supervisory responsibilities over the grievant. "Days," as used in this procedure, shall be calendar days.

Step 1. Immediate Supervisor.

The grievant shall discuss the grievance first with his/her immediate supervisor with the objective of resolving the grievance. This discussion shall occur within fifteen (15) days after the grievant becomes aware or should reasonably have been aware of the grievance. If the grievance has not been resolved within ten (10) days, the immediate supervisor shall meet with the grievant and discuss the grievance a second time. The immediate supervisor shall then render a written decision within ten (10) days.

Step 2. Department Head.

Within ten (10) days, if the grievant is not satisfied with the disposition of his/her grievance at Step 1, he/she shall file the written grievance with the Department Head. The Department Head shall render a written decision within ten (10) days after receiving the grievance.

Step 3. City Manager.

Within ten (10) days, if the grievant is not satisfied with the disposition of his/her grievance at Step 2, he/she shall file his/her appeal with the City Manager. The City Manager or the Manger's designate shall render a written decision within ten (10) days after receiving the grievance.

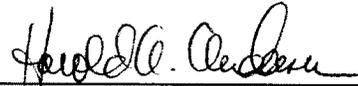
VI. APPEAL

If the grievant is not satisfied with the disposition of the grievance by the City Manager, he/she may appeal to the appropriate State or Federal Agency.

VII. RIGHTS OF COMPLAINANT

The right of a person to a prompt and equitable resolution of the grievance filed hereunder shall not be impaired by the person's pursuit of other remedies. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These rules shall be construed to protect the substantive rights of employees to meet appropriate due process standards and to assure that the City of Medford complies with the City's Equal Employment Opportunity Policy, as stated in the Affirmative Action Plan.



City Manager

5-3-94

Date



City of Medford
Administrative Regulation

Regulation No.: 94-5-R3
Page: 1 of 2
Subject Area: Records
Effective Date: July 6, 2000
Supersedes: 94-5-R2 08/05/09

Title: Records Management

I. PURPOSE

Purpose of the Administrative Regulation is to establish a records management program for the City of Medford to ensure orderly retention and destruction of all public records.

II. AUTHORITY

The City Recorder is designated the City's Records Officer in accordance with OAR 166-30-016. The City Records Officer is responsible for organizing and coordinating public records scheduling, retention, storage and destruction.

A public record is defined as a document, book, paper, photograph, file, sound recording, machine readable electronic record or other material, such as court files, mortgage and deed records, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use.

Oregon Administrative Rule 166-30-027, authorizes destruction of public records by local agencies which have met the terms and conditions of their scheduled retention period. Cities shall follow the minimum retention schedules developed by the Archives Division of the Secretary of State; however a city may retain records longer if required to fulfill the individual city's business, legal or historic needs. The State encourages cities to adequately document their policies and activities to ensure continuation of government and open and efficient conduct of the public's business. However, it also encourages cities to promptly dispose of valueless documentation in order to reduce costs while preserving and managing that documentation which has continuing value for the administration of government.

III. DESIGNATION OF DEPARTMENT RECORDS OFFICER

Each city department shall appoint at least one department records officer to coordinate records schedule changes and procedures with the City Records Officer. This person will ensure that the department's copy of the State of Oregon adopted Oregon Administrative Rule 166-200-et seq., "City Records Retention Schedule" is current and reflects any locally developed special schedules. The City Records Officer will work with the department records officer to advise them of the procedure to follow. The City Records Officer

will inform and advise each department on which department shall maintain and be responsible for specific classes of documents.

IV. DESTRUCTION OF RECORDS

The City Records Officer will develop a procedure to maintain and monitor the destruction of records. Each department will retain and become familiar with the State of Oregon "City Records Retention Schedule." This includes any special schedules indicating special retention requirement exemptions.

Using this schedule will identify records that are retained beyond their minimum retention period and eligible for destruction. The City Records Officer shall prescribe a form to be used as a "certificate of records authorized to be destroyed." This form is to be completed by the responsible department and approved by the City Records Officer prior to destruction of the records. The original certificate shall be filed permanently with the City Records Officer and a copy shall be returned to the department whose records have been destroyed.

V. DISASTER PLANNING

The City Records Officer will develop a disaster plan for the City of Medford records to include a recovery system. It will be determined which vital records contain the information needed to continue or re-establish the city's operation following a disaster. A survey will be conducted to determine the potential hazards to city records and correct as many as possible by making modifications or repairs to limit the consequences of a disaster. Protective measures will be taken by reviewing duplication, off-site or remote storage, or on-site secure storage. The staff will be trained in emergency procedures and a recovery process to resume normal operations following a disaster and train and coordinate a disaster recovery team.

Approved:

/s/ Michael Dyal
Michael Dyal, City Manager

6/19/00
Date



City of Medford
Administrative Regulation

Regulation No.: 94-6 R6
Page: 1 of 8
Subject Area: Medical Leave Policy
Date of Issue: July 29, 2013
Supersedes: March 2009

Title: Family and Medical Leave Policy

STATEMENT OF POLICY

This policy summarizes employee rights and responsibilities under the federal Family and Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA).*

REASONS FOR LEAVE

Eligible employees may take FMLA and/or OFLA leave for the purposes commonly referred to as parental leave, serious health condition leave, pregnancy disability leave, military qualifying exigency leave (military family non-medical), service member family leave (military caregiver), victims of certain crimes, bereavement leave, and sick child leave.

- A. Parental leave is leave taken to care for the employee's newborn, newly adopted or newly placed foster child under 18 years of age or for a newly adopted or newly placed foster child 18 years of age or older who is incapable of self care because of a physical or mental impairment. It includes leave time to effectuate the legal process required for placement of a foster child or the adoption of a child.
- B. Serious health condition leave is leave taken:
 - 1) To provide care for a family member with a serious health condition as defined below; or
 - 2) To recover from or seek treatment for a serious health condition that renders an employee unable to perform at least one essential function of the employee's regular position.
- C. Pregnancy disability leave is leave taken by a female employee for a disability related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care.
- D. Sick child leave is leave taken to care for a child suffering from an illness or injury that requires home care but is not a serious health condition where the child is under 18 years of age, or over 18 years of age and incapable of self care because of a physical or mental impairment.
- E. Qualifying exigency leave (Military Family Non-Medical Leave) is leave needed that arises out of the fact that a spouse, child, or parent of the employee is a member of the military reserves or National Guard and has been notified of an impending call to military duty.

**This regulation also replaces AR #93-4 Parental Leave Policy dated March 24, 1999.*

- F. Service member family leave is to provide care for a service member who is undergoing medical treatment, recuperation, or therapy, due to illness or injury sustained in the line of active duty, is in outpatient status, or on temporary disability retiree list for a serious injury or illness. Eligible family members to care for service member include spouse, son, daughter, parent, or next of kin.
- G. Victims of Certain Crimes Leave is leave taken to seek legal or law enforcement assistance, medical assistance including counseling, and to take steps to secure health and safety for the employee and employee's child under ORS 659A.805. Refer to Administrative Regulation 09-01 Revised - Leave for Victims of Domestic Violence.
- H. Bereavement Leave is leave taken for dealing with the death of a family member by attending the funeral, making arrangements necessitated by the death, or grieving the death. Refer to Administrative Regulation 04-1 Revised – Accrued Sick/Bereavement Leave Usage.

DEFINITIONS

- A. “12-Month Period” – means a rolling 12-month period measured backward from the date leave is taken. An employee is entitled to use any remaining balance of applicable FMLA/OFLA leave, which has not been used during the preceding 12 months.
- B. “Spouse” – means husband or wife as defined or recognized under state law for purposes of marriage and does not include unmarried domestic partners except that same-gender domestic partners are covered under OFLA.
- C. “Child” – means a biological, adopted, foster child, or a child with whom the employee is or was in a relationship of “in loco parentis”. For purposes of parental leave, sick child leave, or certain crimes leave the child must be under 18 years of age, or 18 years of age or older and incapable of self-care because of a mental or physical disability. For OFLA leave only it also includes a stepchild or the child of an employee's same gender-domestic partner. For any other FMLA/OFLA purpose, the child may be a minor or adult.
- D. “Family Member” – means the spouse, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, or a person with whom the employee is or was in a relationship of “in loco parentis”. It also includes a “child” as defined above. For OFLA leave only, family member also includes same-gender domestic partner, parent-in-law or the parent of same-gender domestic partner, grandchild or grandparent of the employee.
- E. “Serious Health Condition” – means an illness, injury, impairment, or a physical or mental condition that involves:
1. Inpatient care;
 2. Continuing Treatment for incapacity as defined in State or Federal law;
 3. Absences for pregnancy related disability or prenatal care;
 4. Absences for a chronic condition such as asthma, diabetes or epilepsy; as defined in Federal or State law;

5. Permanent or long-term conditions when the person is under the continuing supervision of a health care provider;
6. Multiple treatments for conditions that if not treated would likely result in incapacity of more than three days.

COVERAGE AND ELIGIBILITY

You are eligible for FMLA leave if you have worked at least 12 months for the City not necessarily consecutive (includes prior service, as long as the break of service was less than seven years), and you have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of FMLA leave.

You are eligible for OFLA leave if, on the date of leave, you have worked for the City at least 180 days and have worked an average of at least 25 hours per week during that time. If you take leave because of the birth or placement of a child for adoption or foster care, the minimum hour requirement does not apply. An employee is eligible for OFLA Leave for Victims of Domestic Violence beginning on his/her date of employment.

OFLA/FMLA Eligible Leave: Care for a newborn or placement/adoption of child or adult dependent (Parental Leave); your serious health condition; spouse, parent, or child with a serious health condition; and pregnancy (includes prenatal care, childbirth, and recovery).

FMLA Eligible Leave: Worker's compensation injury/illness, qualifying exigency leave (Military Family Non-Medical Leave); and service member family leave (military caregiver leave).

OFLA Eligible Leave: Parent-in-law, same-gender domestic partner, grandchild, or grandparent with a serious health condition; non-serious illness of a child requiring home care; or victims of certain crimes.

LENGTH OF LEAVE

An eligible employee may take a total of 12 workweeks of leave in any year for any combination of qualifying purposes.

FMLA – Maximum of 12 work weeks per leave year

Exception #1 – Service member family leave (Military Caregiver Leave) allows a maximum combined total of 26 weeks of all types of FMLA

OFLA – Maximum of 12 work weeks per leave year

Exception #1 A female who takes leave for a pregnancy-related disability, up to 12 weeks, (including routine prenatal care) may take up to an additional 12 weeks for any OFLA-qualifying purpose.

Exception #2 Male or female employees who use a full 12 weeks of parental leave may use up to 12 additional weeks in the same leave year for sick child leave.

Under OFLA, a female may take up to 12 weeks of pregnancy disability leave, 12 weeks of parental leave, and up to 12 weeks sick child leave. A male who utilizes 12 weeks of parental leave may also use up to 12 weeks of sick child leave. However, if the employee uses less than

12 weeks of parental leave, no additional sick child leave is available, except for the balance of the initial 12 weeks. The employee may also use this balance for any other OFLA leave purpose.

The City computes the leave entitlement on a rolling 12-month period, measured backward from when your first leave begins. Leaves that qualify under both FMLA and OFLA will run concurrently. Time lost due to on-the-job injury or illness will be counted under FMLA only. Off-the-job injuries and illness that meet the definition of a serious health condition will run concurrently with FMLA and OFLA leave.

With regard to **parental leave**, if you and your spouse both work for the City, and the leave is covered under OFLA and FMLA concurrently, the City must allow concurrent leave for the first 6 weeks, using up the FMLA leave, and then each employee would have an additional 6 weeks under OFLA that the City could require be taken separately. If the leave qualifies solely under FMLA, family members are limited to a combined total of 12 weeks. Under OFLA, each employee is entitled to 12 weeks, but the City need not allow the employees to take the leave concurrently

FMLA/OFLA leave is calculated on a pro-rata basis for part-time or variable hour employees. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave will be used for calculating the employee's normal workweek.

OFLA leave taken for care of a sick child shall not be granted if another person is willing and able to care for the child. Such leave is not granted for routine medical and dental appointments.

INTERMITTENT OR REDUCED SCHEDULE LEAVE

For your serious health condition; the serious health condition of your spouse, child, parent, parent-in-law, or same-gender domestic partner; qualifying exigency leave (Military Family Non-Medical Leave); service member family leave; or the illness of a child requiring home care, you may take leave in blocks of time ("intermittent leave") or you may take leave by reducing your work hours ("reduced-schedule leave"). The City will grant intermittent or reduced-schedule leave if a health care provider certifies that it is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced-schedule leave. Employees have an obligation to schedule intermittent or reduced-schedule leave, and planned medical treatments, so as not to unduly disrupt City operations.

The City is not required to grant intermittent or reduced-schedule leave for the birth or placement of a child with the employee for adoption or foster care; however, the City may in its discretion allow such leave with the prior written approval of the employee's Department Head and the Human Resources Director.

For FMLA leave, the City has sole discretion to temporarily transfer you to another job with equivalent pay and benefits to better accommodate your intermittent or reduced-schedule leave. For OFLA leave, the City may transfer the employee with the employee's consent.

SUBSTITUTION OF PAID LEAVE TIME

Unless a collective bargaining agreement provides otherwise, an employee will be required to utilize accrued paid leave (vacation, holiday, and sick leave) concurrently with FMLA and/or OFLA leave except time loss absences due to a worker's compensation claim.

Except for OFLA bereavement and non-medical absences such as Military Family non-medical Leave, employees shall use sick leave first, if available. When sick leave is exhausted, employees may choose the order of accrued leave usage. Paid leave will be used until exhausted. An employee may request the use of compensatory time, but the City shall not compel such use. Where applicable, donated leave time may be utilized only after an employee has exhausted all applicable available leave. When an employee has used all accrued and approved paid leave time for a portion of FMLA and/or OFLA leave, the remainder of the leave will be unpaid.

The use of vacation and any other paid leave does not extend the number of weeks of leave to which you are entitled under the FMLA and/or OFLA.

EMPLOYEE NOTICE REQUIREMENTS

An employee is required to give 30 days notice in the event of foreseeable leave. A "Request for Family/Medical Leave" form is to be completed by the employee and returned to the employee's supervisor who shall forward it to the Human Resources Department. If 30 days notice is not possible, you must notify us as soon as you can, no more than two business days after you learn of your need for leave. With unanticipated leave or emergency situations, the notice may be verbal followed by a completed "Request for Family/Medical Leave" form.

If an employee fails to give 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave may be denied until 30 days after the employee provides notice and/or the employee may be disciplined for failing to follow City policy regarding adequate notice.

If you need to extend your leave, you must request an extension in writing before your FMLA and/or OFLA leave ends. Give your request directly to the Human Resources Department.

If you are absent from work and do not comply with the procedures in this policy, we will apply our usual attendance policy rules. An unexcused absence may result in disciplinary action, up to and including discharge.

MEDICAL CERTIFICATION REQUIREMENT

For leaves taken because of the employee's or covered family member's serious health condition, the employee may be required to submit a completed "Certification of Health Care Provider for Employee's Serious Health Condition" or "Certification of Health Care Provider for Family Member's Serious Health Condition" form and return the applicable certification to the Human Resources Department. Where the leave is anticipated with at least 30 days' notice, the City may make a written request to the employee for medical certification and the employee must provide the completed medical certification prior to the start of leave. If the leave is not anticipated, and the employee cannot provide 30 days notice, the employee must provide medical certification within 15 days of the City's request.

The City may require a second or third opinion (at its own expense), periodic reports on the employee's status and intent to return to work, and a fitness-for-duty report to return to work.

We will ask you to re-certify a serious health condition that extends beyond six months or a serious health condition that lasts beyond 366 days.

Before you can return from FMLA and/or OFLA due to your own serious health condition, you may be required to have your health care provider certify you are fit for duty. Your health care provider must complete the "Fitness-for-Duty Certification," which will be provided, if applicable, by the Human Resources Department. Failure to provide the "Fitness-for-Duty Report" or similar documentation from health care provider will either delay your return to work or result in loss of coverage under the FMLA and/or OFLA.

If you fail to return a requested certification, you may lose your protections under FMLA and/or OFLA, and therefore be considered absent without a valid cause, subject to discipline up to and including termination. If the employee receives wages from accrued sick leave during a FMLA/OFLA leave period for which no certification is provided, the employee will be responsible to pay that time back to the City through one of the following methods: if other leave accruals such as vacation and holiday are sufficient, the City will dock those leave banks by the amount of sick time used; if other leave accruals are not sufficient to fully repay the sick time taken, the employee will remain in a negative balance for sick time and future accruals will be applied to that negative bank until the bank is refilled.

All documentation related to the employee's or family member's medical condition will be held in confidence and maintained in the employee's medical records file.

Certification for sick child

Under OFLA, if an employee takes more than three days of leave in a 12-month period for a child's illness requiring home care, the City may require medical certification for each additional time the child is ill during the remaining 12 months. If the City asks for the certification, the City will pay for each certification.

EFFECT ON BENEFITS

A. Continuation of medical insurance for FMLA leave

Your health care benefits will continue while on a FMLA leave, provided you continue to pay your share of health care costs you would ordinarily pay if you were on the job. The City will continue to pay its portion of your group health insurance premiums. If you are on paid leave, the costs will be deducted from your pay. Otherwise, they will come due on the 25th of the month. Failure to pay your share of the insurance premiums on a timely basis may result in the loss of health insurance coverage. Your specific payment schedule and amount you must pay will be included on a separate form. If you have questions about your payment schedule, contact payroll in the Finance Department.

B. Continuation of medical insurance for OFLA leave

For leave that qualifies under OFLA (but not FMLA) and the employee is in an absence without pay status, the City will not continue to pay for your group health insurance

premiums, including life insurance and long term disability, during your leave. You may elect to continue coverage, at your expense, under our group plans. Your specific payment schedule and amount you must pay will be included on a separate form. If you have any questions about your payment schedule, contact payroll in the Finance Department.

C. Changes in Coverage

Employee contribution amounts are subject to any changes in rates that occur while the employee is on leave.

D. Termination of Coverage

If an employee's required contribution for any coverage is more than 30 days late, the City may terminate the employee's insurance coverage upon at least 15 days written notice.

E. If the City pays any required employee contributions missed by the employee while on leave, the employee will be required to reimburse the City for such payments (on a payroll deduction schedule) upon return from leave. The employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.

F. If an employee returns to work following the expiration of FMLA/OFLA on a reduced schedule, the employee must work the minimum required hours set by the insurance provider to remain on the group health plan; otherwise the employee will be offered COBRA and will be required to pay full cost of the insurance premium to retain insurance coverage. If the employee fails to return from FMLA and/or OFLA for reasons other than (1) the continuation of a serious health condition of the employee or covered family member for which he or she has approved leave or (2) circumstances beyond the employee's control, the City will seek reimbursement from the employee for the portion of the premiums paid by the City on behalf of that employee (also known as employer contribution) during any period of unpaid leave.

G. Accrual of Seniority or Benefits

The City will not make any contributions to your PERS account while on unpaid leave. Additionally, *unpaid* FMLA/OFLA leave will not be treated as time worked for purposes of seniority. However, unpaid FMLA/OFLA leave will not effect your service date for purposes of future accruals.

H. Accrual of sick leave, vacation, and floating holidays

During FMLA/OFLA leave, or while temporarily on a reduced schedule following expiration of FMLA/OFLA leave, an employee must be in a paid status for at least one (1) hour over one-half of the regularly scheduled work hours in a pay period to receive the accruals for that pay period.

An employee using donated leave time will only accrue benefits if the employee works or uses personal leave for at least one (1) hour over one-half of the regularly scheduled work hours in a pay period to receive the accruals for that pay period.

JOB PROTECTION

Except where a position is eliminated due to business reasons, the employee will be reinstated to the same job or a job with equivalent pay, benefits, and working conditions.

The employee's rights upon reinstatement are the same as they would have been had the employee not been on leave. The employee has no greater rights to a job upon return than if the employee had continued to work during the leave period.

If the employee fails to return at the end of the qualified leave, the employee loses any right to reinstatement under FMLA/OFLA. Reemployment in such case will be based upon other applicable laws.

Reinstatement to employment may be delayed until the employee provides the required "Fitness for duty certification."

OTHER PROVISIONS

- A. We will continue to apply all applicable City policies and procedures to your FMLA and/or OFLA leave, except where they conflict with the FMLA and OFLA.
- B. Call-in policy
 - 1) While you are on leave, you must periodically contact your supervisor and Human Resources about your status, including your intent to return to work. A call-in schedule may be arranged after you notify us of your need for leave. Failure to call-in under City policy will result in discipline, up to and including termination.
 - 2) If you do not return to work at the end of your scheduled leave or call in within three work days of your agreed-upon return date from leave, we will assume that you have voluntarily resigned.
- C. Violation of any provision of this policy, including failure to notify the City of the need for leave, failure to maintain contact, failure to provide medical certification, etc. may result in discipline, up to and including termination.

Approved:

/s P. Eric Swanson

7/25/2013

P. Eric Swanson, City Manager

Date



City of Medford Administrative Regulation

Regulation No. 95- 3

Page 1 of 1

Subject Area: Borrowing Money

Date of Issue: May 17, 1995

Supersedes: N/A

TITLE **BORROWING MONEY**

I. PURPOSE

To establish policy with respect to borrowing of money by city employees from persons that they deal with in a regulatory or law enforcement capacity in order to protect the public interest and to prevent personal financial concerns from affecting employees judgment.

II. AUTHORITY

Medford Charter of 1976, Section 20(3)(c): "The manager . . . shall appoint and may remove appointive city officers and employees except as this charter otherwise provides, and shall have general supervision and control over them and their work . . ."

III. POLICY

City employees are prohibited from borrowing or attempting to borrow money from any person or business that they are dealing with in a regulatory or law enforcement capacity or that they should reasonably expect to be dealing with in such capacity in the near future. However, this prohibition does not apply to borrowing in the ordinary course of business from a bank or other financial institution that is in the business of loaning money. Violation of this rule will be considered a serious offense which may result in termination of employment.

Approved: _____

City Manager

6-20-95

Date



City of Medford
Administrative Regulation

Regulation No.: 95-4 R1
Page: 1 of 2
Subject Area: Workplace Safety
Date of Issue: May 21, 2009
Supersedes: October 16, 1995

Title: Employee Possession of Dangerous Weapons

STATEMENT OF POLICY

The City of Medford is committed to providing a safe work environment free from threats or intimidation. As part of this commitment, the City has adopted the following policy with regard to the possession by employees of dangerous weapons.

No City of Medford employee (or contractor) shall possess any dangerous weapon while on duty or at any other time while in a City owned or controlled building, job site, or vehicle, unless such possession is authorized by the City in the performance of the employee's job duties.

As defined by ORS 161.015, a "dangerous weapon" is any weapon, device, instrument, material, or substance that, under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.

This policy takes precedence over an employee's permit to carry a concealed weapon and applies to all City of Medford employees, except (a) those having specific statutory and city authority to possess or carry a dangerous weapon per their job classification; and (b) those who qualify for an exception as set forth below.

Exception to Prohibition Against Employee Carrying a Dangerous Weapon on City Property

To possess a dangerous weapon on City property, an employee must:

- 1) Possess a current concealed weapon permit under ORS 166.291 and 166.292; and
- 2) Provide evidence of a threat to life or safety in the form of a Court Order that would include any of the following:
 - a. Stalking Protection Order;
 - b. Pre-trial order or probation order, showing that a criminal defendant or convict is required to have no contact with the employee; or
 - c. Other court-issued restraining order based on threat to life or health or personal safety to employee.
- 3) If any of these orders expire or otherwise are no longer valid, any permit to carry a weapon issued by the City Manager pursuant to this regulation shall be revoked.

Any employee possessing the above may petition the City Manager for a permit to carry a concealed weapon while performing their city job duties. The petition shall include

- (a) photocopies of the information described in (1) and (2) above;
- (b) name, address, and current physical description, up to and including a photograph, of the person from whom the employee is being protected;
- (c) a description of the vehicle year make and model driven by the person from whom the employee is being protected;
- (d) a description with serial number (if any) of the weapon that the employee intends to possess;
- (e) any additional information the employee is aware of that is relevant to the application.

Upon receipt of the petition, the City Manager shall forward the petition to the Chief of Police or his designee.

The Chief of Police or designee shall report to the City Manager whether the Concealed Weapons Permit and court order evidencing a threat to life or safety are current.

Upon receipt of confirmation from the Chief of Police that requirements (1) and (2) above have been satisfied, the City Manager shall issue a permit that the employee may carry the described weapon under the following conditions:

- The permit shall expire upon termination of the court order, or within one year, whichever is sooner. The permit may be renewed under the same process as the original.
- The employee must at all times keep their weapon concealed upon their person and, except to protect themselves or another from a life threatening event, may not display it to any other person while on city property or while conducting city business.
- Notwithstanding any exception granted by the City Manager, the employee who is allowed to possess a weapon under the permit shall not possess a weapon in the City Hall main building that houses the Municipal Court.
- Violations of this policy may cause the City to revoke any permit issued pursuant to it, and subject the employee to potential disciplinary action, up to and including termination.

The permit shall be given to the employee. A copy of the permit shall be filed with

- The City Manager,
- The Chief of Police or his designee,
- The employee's department head, and
- The Human Resources Department.

The permit and any copies thereof shall be exempt from disclosure under the Oregon Public Records Law.

Approved:

/s Michael Dyal

May 21, 2009

Michael Dyal, City Manager

Date



City of Medford
Administrative Regulation

Regulation No.: 96-1 - R
Page: 1 of 3
Subject Area: Security
Date of Issue: Revised
Supersedes: 96-1 01/01/96

Title: City Hall Security

Purpose

To prescribe reasonable and effective procedures that enhance the safe and secure operation of Medford City Hall.

Entry By City of Medford Employees

City Hall Authorization Log

A binder shall be kept at the Medford Police Department Information Counter (PDIC). This binder shall have the photographs and names of all employees authorized entry into City Hall during the hours it is secured.

Department heads are responsible to notify the Police Department Records Manager with the names of their employees authorized entry into City Hall when it is secured. The Department Heads are further responsible for notifying the Records Manager of any change in an employee's status regarding the authorization list.

Procedure

City Hall will be secured between the hours of 10 pm and 6 am Monday thru Friday and 10 pm Friday through 6 am Monday. To gain entry during these times, an employee must use the following procedure.

Contact the Police Records personnel by using the intercom located next to the east side doors at the south end of City Hall. Tell them your name and department and look directly at the camera mounted above the doors. Once the Police Records personnel verify the person is a City employee with authorization for entry, they will open the door electronically.

The Police Records employee shall verify entry by visual comparison of the employee with the photograph in the after hours binder. If they are unable to visually recognize the employee, the Records employee will ask for photo identification from the employee requesting entrance, requesting the identification be held in front of the camera. If there is any question about the identity of the person at the door, a Medford Police Officer shall be dispatched to contact the person and verify their identify.

If the employee is permitted entry, they shall proceed to the PDIC and sign the log. When leaving City Hall, the employee shall again proceed to the PDIC and sign out.

This should have been 02-1 but that # has already been assigned

Entry by Police Department and Building Maintenance Employees

Police Department employees and regularly scheduled Building Maintenance employees shall enter City Hall when it is secured via the Ivy Street sally port door on the east side of City Hall or the solid metal door on the south side of City Hall.

Entry by Non-Employees

Posting Bail

When a citizen arrives to post bail at City Hall during the hours it is secured, they will be allowed entry for that purpose

Release Authorization of Impounded Vehicles

When a citizen arrives to pay the administrative fee on an impounded vehicle, they will be allowed entry for that purpose.

Crime Victims

Crime victims shall be allowed entry to City Hall to contact a police officer to report the crime.

Media

Media members shall be allowed entry to City Hall to view the police log.

Requests for Service

Persons requesting copies of police reports, accident report forms, to register as a sex registrant and other non-emergent requests shall not be allowed entry into City Hall during the hours of closure. They shall be advised the hours City Hall is open to the public.

Service Providers

When service providers require entry into City Hall to work during the hours of closure, the City employee from the requesting department shall personally accompany the provider to the PDIC to sign in the provider and ensure the provider has appropriate access to necessary areas to complete the service desired. The City employee shall leave with the service provider and the PDIC a phone number where the employee can be reached for the duration of time the service is performed in the event call back assistance is required.

The sign in log shall indicate which City employee is authorizing their entry. Upon completion of the manual sign in, the service provider will be given a City of Medford vendor sticker with their name, company and date. Police Records personnel shall post a City Intranet sign on.

During the hours City Hall is open, service providers will be referred to Parks and Recreation Department to complete all sign in procedures.

Emergency Services/Utility Service Providers

Employees of the City's telephone service providers, utility providers, and radio maintenance companies shall be allowed entrance after hours. A list with the company names shall be kept in the after hours book. Department heads are responsible for notifying the Police Department Records Manager of any additions or deletions to the list of approved emergency service or utility service providers.

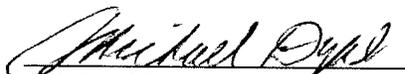
These providers shall be required to show company identification to the Police Records personnel before after hours entry is allowed. They shall also be required to log in at the PDIC. City Intranet sign on will be completed. While at the PDIC, the providers will be given a key with their company name on it to gain access to the basement and a City of Medford vendor sticker with the vendor's name and date. The key shall be returned to the Police Records personnel upon their leaving City Hall.

During normal hours of business, the utility providers will be referred to Parks and Recreation Department for sign in, key, vendor sticker issuance and City Intranet posting.

Reporting Problems

Should there be problems with the security system locking the doors to City Hall, and the problem is such that it needs to be repaired immediately, the attached list of personnel is to be used in order of priority until someone on the list is contacted. Parks and Recreation Department shall update the list as necessary.

Approved:


Michael Dyal, City Manager

2-7-02
Date



City of Medford
Administrative Regulation

Regulation No.: 96-2-R
Page: 1 of 1
Subject Area: Personnel
Date of Issue: August 5, 2009
Supersedes: 96-2

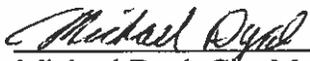
Title: Mail Handling

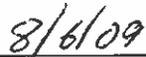
To minimize unnecessary mail handling, the following policy will take effect as of January 1, 1997:

1. No personal, non-work related magazine subscriptions or merchandise catalogs will be delivered by the city mailroom. Employees who are currently receiving personal magazine subscriptions or catalogs at city hall should make the necessary address changes to have them mailed to their homes. Items of this nature received after January 1, 1997, will be returned to sender.
2. Employees are not to request delivery to city hall of personal mail order parcels. Nor will the city hall mailroom handle personal parcels ready for mailing. Personal parcels will not be accepted after January 1, 1997, either for mailing or for distribution.
3. Personal, stamped letters, bills or similar correspondence can still be left in department outgoing mail boxes for pickup as long as it is banded separately from metered mail.
4. Although OAR 802.250 provides that a police officer's driver or vehicle records may contain the public employer's address, this should not be constructed as permitting personal mail to be delivered at city hall as opposed to an employee's home address or post office box.

Employees are expected to cooperate in this effort to assure that efficient handling of city business correspondence remains the top priority of the mailroom. Employees who do not want personal mail delivered to their homes should arrange for a post office box.

Approved:


Michael Dyal, City Manager


Date



City of Medford Administrative Regulation

Regulation No. 97-1

Page 1 of 3

Subject Area: Use of City Council
Chambers

Date of Issue: April 21, 1997

Supersedes: N/A

TITLE Use of Cablecast Facilities by Outside Organizations

PURPOSE

Several outside groups may wish to use the Council Chambers and/or control room equipment in order to cablecast certain meetings or programming. Some potential uses of these facilities are not appropriate for a government sponsored facility. This policy provides criteria for determining the eligibility of groups or persons which might request to use the Council Chambers for this purpose. A rental fee is also established to defray the cost of equipment use and replacement.

AUTHORITY

City of Medford Charter, Chapter V, Section 20(3)(e) states, "...the City Manager shall have general supervision over all City property." Section 2.194 of the Code of Medford provides that application shall be made to the City Manager for Permission to use City facilities. The authority to establish fees for use of City property is prescribed in Section 2.191 of the Code of Medford.

ELIGIBILITY

Any local government organization may use Council Chambers for purposes stated herein provided the requesting agency meets the following three criteria: (1) the agency is a local government which includes some portion of the City of Medford within its jurisdiction; (2) it is the Regular meeting of the agency's governing body which will be cablecast; and (3) the agency must pay the rental fee and abide by the rules governing the use of City Hall facilities.

RENTAL AND OTHER FEES

The rental fee for use of the Council Chambers under this policy is hereby established at \$195 per hour. In return the agency will receive the following: live cablecast of its meeting; full use of audio, camera, lights, and Control Room Operator; some television advertisement of the meeting; two screens of character generation information to open and close the meeting; and full setup and custodial service. If the agency wants a S-VHS recording of the meeting, then this will be provided for a fee of \$25. This fee will be reduced to \$10 if the agency brings in its own VHS tape for recording. If additional Control Operator time is needed aside from the meeting, then such time will be billed at \$25 per hour. If any other services such as closed captioning are required as determined by the City, then such services will be required and paid for by the agency at City's cost.

PROCEDURE AND CONDITIONS OF USE

This Administrative Regulation is also governed in particular by AR no. 92-3, "Use of Meeting Rooms by Outside Organizations," and Medford City Code Provisions 2.192 through 2.194. Any use of the city space or equipment must not be in violation of any established regulations or code provisions. Procurement and conditions of use are briefly stated as follows:

1. Use of cablecast facilities is restricted to local governmental agencies meeting the eligibility criteria stated.
2. City Hall facilities will be scheduled for use under this policy on Monday through Friday, except holidays, so long as there is no conflict with City of Medford needs. All persons or groups not conducting official city business must exit City Hall by 11:00 pm.
3. Requests for the use of City Hall shall be in writing and submitted on a request form (CMO/011) to the City Manager's Office, Room 312. The City Manager or his designee shall determine the appropriate date and duration. Approval will be granted on a calendar year basis and is valid only for the remainder of the calendar year indicated on the form. Reservation requests must be renewed and approved for each new calendar year.
4. Upon approval, a copy of the completed request form will be returned to the applicant. After the meeting an invoice will be mailed to the applicant itemizing all fees. Payment of any outstanding fees must be received within 30 days or the next meeting to be cablecast, whichever date occurs first. The requesting agency will forfeit its eligibility under this policy and any reservations previously scheduled if fees are not paid to the city on time.
5. No organization will be denied use of City Hall facilities on the basis of the content of any speech, writing, programming, or other expression protected by the constitutions of the United States and the State of Oregon.
6. Subject to City of Medford needs which will be given priority, all requests will be considered and reservations taken on a "first-come, first-served" basis. Should it become necessary for the city to cancel any reservation, reasonable efforts will be used to contact the affected party.
7. The sponsoring organization shall see that the posted capacity of the Council Chambers is not exceeded. If it is reasonably anticipated that attendance will exceed capacity, then permission will be denied. In such case, the applicant will be advised that suitable outdoor areas are available for the event.

PROCEDURE AND CONDITIONS OF USE (con.)

8. The Council Chambers shall be returned to its original condition, including the replacement of chairs and equipment, and disposal of any trash. No smoking is allowed except in specifically designated areas. No food or beverages are allowed at any time in the Council Chambers.

9. The City Manager may deny use of the Council Chambers to any person or organization that violates these conditions of use or that commits or incites any disorderly conduct or other illegal acts on city premises affected by this regulation.



City Manager

4-14-97

Date



City of Medford Administrative Regulation

Regulation No. 97-2

Page 1 of 1

Subject Area: Notary Services

Date of Issue: November 17, 1997

Supersedes: N/A

Title **Policy on Notary Services**

FUNCTION OF A NOTARY

The main function of a notary is to witness a legal proceeding so that the courts and other interested parties can be certain that the person signing a document knows what is being signed, is able to understand the action taken, and is in fact the person whose signature is on the document.

STATEMENT OF POLICY

As allowed by Oregon law, the City of Medford provides notary services for those documents that pertain to the City of Medford business. Per the *Oregon Notary Public Guide*, "an employer may prohibit notaries from notarizing for non-customers during work hours."

It is the City of Medford policy:

- (1) Only documents pertaining to City of Medford business will be notarized during the regular city business hours.
- (2) Each department of the City that requires notarization of forms shall have a notary on staff.
- (3) The City shall pay for notary certifications and renewals.
- (4) It is the sole responsibility of the notary for updating their commission information and renewals with the Secretary of State.
- (5) A notary has the sole responsibility to refuse a notarization.

Approved: Jonathan J. Jalali
Jonathan J. Jalali
City Manager Pro Tem

Dated: 11/24/97



City of Medford
Administrative Regulation

Regulation No.: 99-1 R1
Page: 1 of 2
Subject Area: Administration
Date of Issue: Oct. 1, 1999
Supersedes: 99-1

Title: USE OF CITY MEETING ROOMS BY OUTSIDE ORGANIZATIONS

PURPOSE

To establish procedures by which outside organizations may use rooms in City Hall, **Lausmann Annex**, **Carnegie Building** and the **Santo Center** for meetings.

AUTHORIZATION

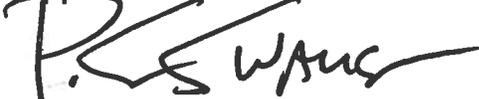
City of Medford Charter, Chapter V, Section 20(3)(e) states: "...the City Manager shall have general supervision over all City property." Section 2.194 of the Medford **Municipal Code** provides that application shall be made to the City Manager's Office for permission to use City facilities.

PROCEDURE

1. Private use of City meetings rooms is limited to non-profit groups and organizations **and governmental agencies**. Such groups are required to provide a Federal Tax Identification number verifying such non-profit designation. Activities which are primarily commercial in nature are not permitted.
2. City Hall **and Lausmann Annex** meeting rooms **may be** reserved for use during normal working hours, Monday through Friday, except holidays, so long as there is no conflict with governmental needs. **City Hall meeting rooms may be reserved for evening use, 5:00 p.m. to 10:00 p.m., Monday through Friday, except holidays by non-profit groups and organizations provided a City staff member is in attendance (on-duty or off-duty)**. All persons or groups not conducting official city business must exit City Hall by **10:00 p.m.** Requests for room use at City Hall shall be submitted to the City Manager's Office, Room **310**. The City Manager will determine which rooms in City Hall will be made available for such use.
3. Days and hours of the availability of **the Carnegie Building** and the Santo Center shall be determined by the Parks and Recreation Director. Requests for use of **the Carnegie Building** or the Santo Center shall be submitted to the Parks and Recreation Department.
4. All requests for meeting room use must be in writing on the prescribed request form. Approval will be granted on a calendar year basis and is valid only for the remainder of the calendar year indicated on the request form. Reservation requests must be renewed and approved for each calendar year. Upon approval, a copy of the completed request form will be returned to the applicant.
5. **Audio, visual equipment is not available for use by outside agencies or organizations unless a qualified City staff member is present. A charge may be associated with this request. Requests will be determined on a case-by-case basis.**
6. No organization will be denied use of City meeting facilities on the basis of the content of any speech, writing, or other expression protected by the constitutions of the United States and the State of Oregon.
7. Meetings of public bodies including all boards, committees, and commissions of the City and other governmental entities **will** be given priority.

8. Outside organizations whose members are predominantly citizens of Medford or groups which meet for the purpose of benefitting the City will be given priority should scheduling conflicts occur.
9. Subject to governmental needs (which will be given priority), all requests will be considered and rooms will be reserved on a first-come **first-served basis**. Should it be necessary for the City to cancel any reservation, reasonable efforts will be used to contact the affected party.
10. The sponsoring organization shall see that the posted capacity of the meeting room is not exceeded. If it is reasonably anticipated that attendance will exceed the capacity of the facility, permission will be denied.
11. All rooms shall be returned to their original condition, including the replacement of chairs and equipment, and disposal of any trash. Smoking is prohibited inside all City of Medford facilities. No food or beverages are allowed at any time in the City Hall Council Chambers.
12. The City Manager may deny room use to any person or organization that violates these conditions of use or that commits or incites any disorderly conduct or other illegal acts on City premises affected by this regulation.

Approved:



Eric Swanson, City Manager

17 JAN 13

Date



City of Medford
Administrative Regulation

Regulation No.: 99-1 R1

Page: 1 of 2

Subject Area: Administration

Date of Issue: 11/17/2013

Supersedes: 99-1

Title: USE OF CITY MEETING ROOMS BY OUTSIDE ORGANIZATIONS

PURPOSE

To establish procedures by which outside organizations may use rooms in City Hall, **Lausmann Annex**, **Carnegie Building** and the **Santo Center** for meetings.

AUTHORIZATION

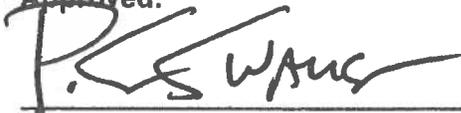
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Approved:



Eric Swanson, City Manager

17 JAN 13

Date