



Coos Soil & Water Conservation District
379 North Adams
Coquille, OR, 97423
Phone 541-396-6879

Coos Soil and Water Conservation District
Personnel Committee Meeting Minutes
July 25, 2024
(Approved November 14, 2024)

Personnel Committee Meeting was called to order at 5:00PM
Committee members present in person: Caley Sowers, Chris Claire, Modena Thomas, Adela Villers
Committee members present on Zoom/Telephone: Cindy Gant
Absent committee members:
Staff present in person: Abigail Richards
Staff present on Zoom:
Guests present in office:
Guests present on Zoom:

5:01PM Caley called Personnel Committee Meeting to order.

5:01PM July 18, 2024, Personnel Committee Meeting Minutes discussed.

- On page 1, change “annual meeting” to “personnel committee meeting”.
- Discussed previous personnel committee meeting.
- Cindy asked if the committee/board should contact Eric (ODA*) and ask about other SWCD’s policies regarding part-time employees.

5:10PM Adela joined the personnel committee meeting

- Discussion about employee benefits.
- Discussion about vacation for full-time and part-time employees.
- Caley will be discussing Andrew’s revised job description with Andrew within the next few weeks.
- The discussion and decision about vacation and benefits will be tabled until Caley speaks with Andrew.
- Committee completed overview of the minutes.

5:22PM Chris motioned to approve the amended meeting minutes from the July 18 Personnel Committee Meeting. Cindy seconded. All in favor.

5:23PM Employee Handbook

- Caley does a quick explanation of the handbook template.
- Discussed the template memo.
- Committee started with the Employment Relationship Section of the handbook (pg. 14).
 - Replaced [Organization Name] with Coos SWCD.

- Remove the section “except the [Executive Director, General Manager, Division Vice-President]. It cannot be altered, except when in writing and signed by the [Executive Director, General Manager, Division Vice-President] and you.”
 - In the last paragraph, change [Designated Position] to “District Manager or Board Chair”.
 - Change “encourage that” to “encourage” in the last paragraph on page 14.
 - Discussion about the district having an affirmative action plan.
 - Caley recommends removing the last paragraph about the affirmative action plan as it is not currently a requirement for the district.
 - Committee all in favor of the recommendation.
- Americans with Disabilities Act
 - Overview and discussion.
 - Change [Designated position] to “District Manager”.
 - Change [Organization Name] to “Coos SWCD”.
 - No other changes to the ADA section needed.
- Pregnancy Accommodation Policy
 - Quick overview and discussion.
 - Change [Organization Name] to “Coos SWCD”.
 - No other changes.
- 5:44PM Harassment
 - Discussion
 - Change [Organization Name] to “Coos SWCD”.
 - On pg. 19, change “you have the responsibility to immediately report...” to “you have the right to report...”
 - Change [Designated Position] to “District Manager or Board Appointed Staff Supervisor”.
 - Under the “Reporting Incidents of Harassment” section:
 - Change “you must immediately report the matter to [Designated Position]” to “you should report the matter to the District Manager or the Board Appointed Staff Supervisor”.
 - Change “we” to “management”.
 - Remove NOTE section.
 - No other changes.
- External Complaint Procedure
 - No changes
- 5:58PM Additional Employee Support Services Section
 - Remove additional employee support services section.
- 6:00PM Workplace Professionalism
 - Overview and discussion.
 - Change [Organization Name] to Coos SWCD.

- Remove “immediately” in last paragraph.
- Remove [or other similar policy named here].
- 6:03PM Dispute Resolution
 - Overview and discussion
 - Change [Designated Position] to Board Appointed Staff Supervisor.
- 6:06PM Employment
 - Overview and discussion.
 - The committee made no changes.
- 6:08PM New Employee Orientation
 - Overview and discussion.
 - Change first sentence to “New employees are expected to participate in the basic orientation...”
 - Add “first week of employment or the time frame designated by the District Manager.”
- 6:15PM Introductory Period
 - Overview and Discussion.
 - Change [30,60,90] to “six-month”.
 - Change [30] to “30 days”
 - Change [Human Resources Manager, Designated Position] to “District Manager”.
- 6:30PM Promotions and Transfer Training period
 - Discussion
 - Change [30,60,90] to “60 days”.
- 6:33PM Re-Employment
 - Discussion
 - Change [Organization Name] to “Coos SWCD”.
 - No other changes.
- 6:38PM Credit for Prior Seniority
 - Discussion
 - Change [Organization Name] to “Coos SWCD”.
 - Change [6 months] to “12 months”.
 - Remove “All other rehires shall be considered new employees, except where the Employee Retirement Income Security Act may rule otherwise for pension purposes.”
 - Remove NOTE section.
- 6:46PM Employment Classifications
 - Overview and discussion.
 - Discussion about vacation and sick time accrual.

- The committee will come back to the introductory employee section.
 - Regular Full-time
 - Change [30] to “32 hours”.
 - Change [for health insurance coverage, 30 hours per week...] to “For full health insurance coverage, 32 hours per week is considered full-time.”
 - Regular Part-Time
 - Change [15,20] to “16 to 32 hours”.
 - Temporary
 - Remove “typically” from last sentence.
 - On-Call
 - Add “is not eligible for benefits, except those mandated by law”.
 - Remove the NOTE section.
 - Remove asterisks from “Temporary” and “On-call”.
 - Discussion
- 7:02PM Access to Personnel Files
 - Overview and Discussion.
 - Contact IT about secured folders.
 - Change [designated position] to “District Manager”.
 - Change [Human Resources] to “Office Manager and District Manager via email”.
 - Remove “change in personal data” section.

7:07PM Caley adjourned meeting

Signature of the District Manager

Date

Submitted by:

Abigail Richards

Date