



**September 17th, 2025
Regular Meeting of the Board of Directors
of the Hood River County Transportation District**

**224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00pm – 5:30pm**

Agenda

The Hood River County Transportation District Board of Director's Meeting can be attended live through Zoom conferencing technology. **Members of the public can attend by calling (253)215-8782, Meeting ID: 838 8911 3516, Password: 554889 or by using the below link:**
<https://us02web.zoom.us/j/83889113516?pwd=bi91Z0diTTRUVW9lbmkwajJFalpVUT09>

1) Call Meeting to Order – 4:00pm

2) Roll Call: Greg Pack - Chair, Megan Ramey – Vice Chair, Tamra Taylor – Secretary/Treasurer, Jim Klaas, Eleazar Reyes, Gisela Ayala – Echeverria, Matt Althoff

3) Approval of August 20th, 2025, Regular Monthly Meeting Minutes – Greg Pack- 4:03pm

4) Public Comment

Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. Please note the following instructions:

- a. To indicate that you would like to provide testimony, please use the raise your hand button.
- b. For those attending via phone only, press *9 on your phone to raise your hand.
- c. When it is your time to speak, your name will be called.
 - i. For those attending via phone only, the last four (4) digits of your phone number will be called.
- d. Please state your name, city of residence, and whom you are representing for the audio recording.
 - i. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
- e. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at Amy.schlappi@catransit.org
- f. Three (3) minutes per community member.

5) FY2025 Financial Audit Report – Fierce Catoc & Kathy Wilson, Singer Lewak – 4:10 pm

6) Monthly Financial Report – Tiah Mayhew– 4:25pm



7) Resolutions & Action Items – 4:30 pm

- a. Approval of Union Contract
- b. Approval of Updated Employee Handbook
- c. Approval of Updated ADA Policy
- d. Approval of Landscaping Contract

8) Operations Manager Report – Jeff Acciaioli – 4:45 pm

- a. Employee of the Month
- b. Performance Report
- c. Ridership
- d. New Vehicle Update
- e. Columbia Gorge Express Schedule Changes

9) Executive Director’s Report – Amy Schlappi – 4:55 pm

- a. Special Legislative Session Update
- b. Route Changes Update

10) Discussion Items

11) Upcoming Events:

12) Adjournment – 5:30pm

To request a reasonable accommodation or language interpreter, including alternative formats and translation of printed materials, please contact CAT’s Administration Office no later than 48 hours prior to the meeting at 541-386-4202 (voice) or 7-1-1 (TTY through Oregon Relay Service).

Se Habla Español.



Wednesday, August 20th, 2025
Regular Meeting of the Board of Directors
of the Hood River County Transportation District

224 Wasco Loop, Board Conference Room
Hood River, OR 97031
4:00 p.m. – 5:30 p.m.

Meeting Minutes

1. Call Meeting to Order

Greg Pack called the Board of Directors Meeting to order at 4:03 PM.

2. Roll Call

Tiah took roll call: Greg Pack - Board Chair, Megan Ramey - Board Vice Chair, Tamra Taylor - Board Secretary/Treasurer, Gisela Ayala—Echeverria, Matt Althoff, Jim Klaas

Absent: Eleazar Reyes

Staff: Amy Schlappi, Tiah Mayhew, Tim Ravins

Public: Will Norris – City of Hood River

Staff Requested Change to Meeting Agenda

Staff have requested a change to the agenda. Staff requests for the removal of Agenda item 8 A- Approval of Union Contract under Resolution & Action Items.

Motion: Matt made a motion to approve the requested changes to the agenda. The motion was seconded by Megan.

Approved by: Greg, Megan, Tamra, Gisela, Matt and Jim

Opposed by: None

3. Approval of July 16th, 2025, Regular Monthly Meeting Minutes

Greg asked if there were any changes that the Board would like to make to the July meeting minutes. The meeting minutes were included in the Board meeting materials. No changes were requested.

Motion: Megan made a motion to approve the July 16th Meeting Minutes. The motion was seconded by Tamra.

Approved by: Greg, Megan, Tamra, Gisela, Matt and Jim

Opposed by: None

4. Public Comment

No public comment.



5. Oath of Office of Matt Althoff

Matt took the oath of office.

6. Westside Metrics Presentation – Will Norris - City of Hood River

Will presented the Hood River Urban Renewal Agencies final draft of the Westside District Performance & Equity Metrics. The Westside District is The Urban Renewal's newest district, created in 2023 with an expenditure authority of \$146.7 million and it's about 406 acres of area. The district was created to address housing, parks, trails, transportation and equity needs on the west side. Plans for housing affordability strategy, parks multi-jurisdictional master plan, and transportation systems have all been adopted but are not yet funded. Tax increment financing is one method to get the funding. The Urban Renewal Agency is also tracking equity metrics to make sure that funds are invested into the district are done in a way that is equitable and does not displace current residents. To track performance and as a communication tool among overlapping districts, quantitative goals with clear benchmarks have been established as to what would be bad, good or exceptional. Using the waterfront district as the tax increment growth goal of 15%, that percent is the "exceptional" measurement. A 4% growth in tax increment is the measure for "poor" growth.

Their first goal is to increase housing, and reach the full build out by 2052, which would add about 45 units per year. Other than just broadly increasing housing availability, the URA wants to make sure regulated affordable housing will be increased. The first income restricted housing complex, Mariposa Village, is now under construction and they are hoping to add at least two more income restricted housing complexes throughout the life of the district. Will continued with figures showing median home value compared to median household income which gives an idea of attainability which they have a goal to increase.

The URA has borrowed a goal from the Parks Department's multi-jurisdictional master plan of having every home be within a half mile walk to a park. Trail connectivity is also included with a goal of adding 475 feet of trail every year.

Will feels like the biggest catalyst to building taxable value increases will be the transportation system plan and the needed roadways identified. The exceptional yearly average will be 400 feet of new roadway every year through 2052. Safety goals are included but are harder to pin down poor, good, and exceptional data using ODOT crash information. Megan will share her safe routes to school data for the west side she has compiled with Will to hopefully offer another data point besides crashes regarding safety.

Equity will be measured by income distribution, using a ratio of average income to typical income. In 2012 the average income was about 20% higher than the median for typical household income. In 2024 the average income was 50% higher than the median income, meaning over that period of time the population of high income, relative to the average income, residents have grown. Owner occupied home figures are also considered, currently about 43% of homes on the west side are owner occupied. Matt asked what ideas the agency has to move the metrics in the desired direction and Will



responded that the smaller, more affordable and attainable home should have the desired effect. Matt also asked about any regulations to keep investment buyers from outbidding first-time home buyers. The last two metrics are school enrollment and the number of economically disadvantaged students in the district. There are no target numbers for economically disadvantaged students, but the district will monitor it.

Megan asked how the CAT transit master plan relates to the metrics and unfortunately the westside does not have any bus stops or ridership metrics that could be used for the presentation. Will plans on updating the Board with the performance and equity metrics in a year.

7. Monthly Financial Report – Tiah Mayhew

a. Review of Grant Tracker

Tiah reviewed the new Grant Tracker that was included in the Board Materials and shows the kind of overall funds received and what was expended during that time. Overall, the grant tracker is helpful for board members to see how CAT is trending on the draw down of grants throughout a biennium. Tamra asked if the reimbursements had all been received. Amy responded that CAT has not received all the reimbursements from the last biennium, including 5339 funds for the property purchase and 5310 funds.

Greg asked about a fire and security expense, and Amy let him know about a new secure access point installed for drivers at the back gate. Matt had a question about STIF funds and where those funds are on the grant tracker.

b. Audit Update

The FY25 auditor were on site Aug 4th-6th and have started to send over their draft audit reports. They will present the audit at the next board meeting and have no findings in the audit report.

8. Resolutions & Action Items – Amy Schlappi

a. Approval of Union Contract

This item was removed from the agenda, but Amy did share that the union negotiations are still ongoing, and the existing contract is still valid.

9. Operations Manager Report – Jeff Acciaioli

a. Performance Report

July's overall safety score was 98, with one crash, speeding is relatively low. July fuel costs increased by \$0.06 per gallon. On Time Performance (OTP) is now available for Dial-A-Ride, with 95.5% of rides on time last month. Vehicle hours driven was 1,123, vehicle miles driven 34,336 and fuel costs were \$21,117 for \$0.61 per mile. There were zero customer complaints, three vehicle incidents and three customer incidents. A Dial-A-Ride



vehicle had a broken rear window caused by the bike rack. The bike rack has now been removed. The arm on a front bike rack disengaged on the Columbia Gorge Express, the bike was not damaged. The White Salmon bus hit the overhanging roof at the Bingen Amtrak station; additional training was provided for the driver. Jeff went on to give details of the three customer incidents.

b. Employee of the Month

Branden Jivery has been named CAT's Employee of the Month.

c. Ridership

Dial-A-Ride continues to see an increase in ridership, most likely due to the new scheduling software and now using two vehicles for the service. Columbia Gorge Express ridership rose by about a thousand rides for the month due to summer tourism at Multnomah Falls. White Salmon ridership is up from the previous month but slightly lower than last year. Overall, CAT had its highest boardings per hour for this year at 6.54 rides per hour. August ridership will most likely see very strong numbers with Pacific Crest Trail hikers and events.

Matt had a question about fuel cost, Amy and Tiah clarified that the figure used is what we were billed from Carson Oil in the month, not exactly what was used, and how billing cycles can overlap.

10. Executive Director Report – Amy Schlappi

a. Legislation and Funding Update

Amy provided an update the board on the special legislative session that has been scheduled for August 29th, where an emergency transportation funding bill will be discussed. As discussed in the last Board meeting, House Bill 2025 which included a phased 0.2% increase over five years in the employee payroll tax rate that supports transit through the Statewide Transportation Improvement Fund (STIF) did not pass. The proposed bill that Governor Kotek is bringing to the Special Legislative Session will include a .01% increase for transit and other tax increases that will assist with the budget shortfall that ODOT, Counties, and Cities are currently facing. If the bill passes, it will essentially double the state employee payroll tax that CAT receives. It will allow CAT to weather the federal funding uncertainties and delayed reimbursements without making service cuts. Without this .01% proposed increase, CAT will likely see service and program cuts within two to three years.

Additionally, Amy was recently notified by ODOT that the submitted reimbursement for the property purchase across the street will be delayed and there is no estimated date for when that will be reimbursed. CAT originally told those funds would be available. This delay has caused concern that the two new cutaway buses due to be delivered sometime next month will be reimbursed in a timely manner. However, ODOT has confirmed with CAT that there are funds available for the bus purchases. Amy will confirm again before taking delivery of the new buses. Amy is planning on attending the special session.



b. Hood River City and Upper Valley Changes – September 13th

Hood River City Route changes will go into effect September 13th, the Upper Valley changes will go into effect September 15th. Amy is asking board members to share this information with the public as appropriate. The main goals of the changes are to streamline the Hood River City route and transition the Upper Valley service from a deviated fixed route to a fixed route. Since the last update, CAT has released a feedback portal online and have been attending local community events to get the word out. CAT has received confirmation from the City of Hood River that requested curbs will be painted by September 13th and temporary signage has been ordered. A new bus stop across from the Mid-Valley Market will be added to the Upper Valley, but there are no other new stops at launch for that service. The route will still accept flag stops in areas where the drivers feel safe to do so.

c. Upcoming Gorge-To-Mountain Season Update

In 2021 CAT received a Federal Land Access Program grant for fiscal years 2023 through 2025. However, that was pushed back to fiscal year 2026-2028 and CAT was able to secure funding for the past three years through ODOT. Amy has been working with the Federal Highways Administration since March to get the contract finalized for this coming winter. The process has been delayed due to staffing shortages and needing to submit a scope change request. The scope change is needed because the original application in 2021 was to provide service from Hood River to Government Camp, but the amount awarded was not enough funding to provide that service. The scope change is asking for a service very similar to what was provided last season, including 7 days a week and night service. It has been submitted and hopefully goes through prior to the ski season starting. All other prep for the service will continue as normal with the goal of starting the service mid-December. Mt. Hood Meadows has agreed to commit \$10,000 in match funds for the next three years. An increase in fares for the Gorge-To-Mountain service is expected and will require two public hearings to implement the fare change. The first public hearing is likely to happen at the September board meeting. Matt had a couple suggestions for scheduling the Gorge-To-Mountain service so that it is more convenient for value season pass holders. Tamra also had a comment on the time drain that Gorge - To-Mountain presents and how will staff plan for that. Amy replied that some operational changes may be taking place and CAT is looking into issues such as, a reservation policy to quell overcrowding and adding additional office staff on weekend shifts. More details on both potential changes will be shared in future board meetings.

11. Discussion Items

There were no additional discussion items.

12. Upcoming Events

There were no upcoming events discussed.

13. Adjournment



Motion: Matt made a motion to adjourn the meeting. The motion was seconded by Tamra.

Approved by: Greg, Tamra, Gisela, Matt and Jim

Opposed by: None

The meeting was adjourned at 5:01.

The Hood River County Transportation District Board of Directors meeting minutes are prepared and presented in summary form. Video recordings of the meetings are on file at CAT and are part of the approved minutes. If you would like to watch the recording of the meeting, please contact Tim Ravins tim@catransit.org, or call (541) 386-4202.

Prepared by: Tim Ravins, Administrative Assistant

A handwritten signature in black ink, appearing to read "Tim Ravins", with a large, sweeping flourish extending to the left.

Approved by: Tamra Taylor, Secretary-Treasurer

**HOOD RIVER COUNTY TRANSPORTATION DISTRICT
ANNUAL FINANCIAL REPORT
June 30, 2025**

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

BOARD OF DIRECTORS

<u>Name</u>	<u>Term Expires</u>
Greg Pack – Board Chair	June 30, 2029
Megan Ramey – Board Vice-Chair	June 30, 2029
Tamra Taylor – Board Secretary-Treasurer	June 30, 2027
Gisela Ayala-Echeverria – Director	June 30, 2027
Eleazar Reyes – Director	June 30, 2027
Matt Althoff - Director	June 30, 2029
Meghan Larivee	June 30, 2025

Board members receive all District communications at the address below.

Executive Director

Amy Schlappi

Address

224 Wasco Loop
Hood River, OR 97031

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Hood River County Transportation District
Hood River, Oregon

Report on the Audit of the Financial Statements

Opinions

We have audited the modified cash basis financial statements of the governmental activities and the major fund of the Hood River County Transportation District (the "District") as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities and the major fund of the District, as of June 30, 2025, and the respective changes in modified cash basis financial position for the year then ended in accordance with the modified cash basis of accounting described in Note 2.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter – Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting described in Note 2, and for determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect material misstatements when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The schedule of revenues, expenditures and changes in fund balance – budget to actual – General Fund is presented for purposes of additional analysis and is not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the budgetary comparison schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole on the basis of accounting described in Note 2.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the management's discussion and analysis but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 26, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Board of Directors
Hood River County Transportation District
Independent Auditor's Report
August 26, 2025

Other Reporting Required by Oregon State Regulations

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have also issued our report dated August 26, 2025 on our consideration of the District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Singer Lewak LLP

August 26, 2025

By:

A handwritten signature in dark ink, appearing to read 'B. Bingenheimer', with a stylized, overlapping loop structure.

Bradley G. Bingenheimer, Partner

MANAGEMENT'S DISCUSSION AND ANALYSIS

Hood River County Transportation District

Management's Discussion and Analysis

For the Fiscal Year Ended June 30, 2025



As management of Hood River County Transportation District (the District), we offer readers of the District's financial statements this narrative overview and analysis of the financial activities of the District for the fiscal year ended June 30, 2025, within the limitation of the District's modified cash basis of accounting. Please read it in conjunction with the District's financial statements and notes to the financial statements which follow.

Financial Highlights

- In the Statement of Activities, the District's revenues exceeded their expenses by \$397,764 this year, increasing the net position by that same amount. This was largely due to acquiring two new buses and a piece of property, which were largely reimbursed with grant moneys in the current year, but only partially depreciated.
- The District increased their total revenue by 12% in the current year, while mitigating inflationary increases in wages with operational efficiencies.
- The District's expenditures remained within budget for the fiscal year ended June 30, 2025, as shown in the Schedule of Revenues, Expenditures, and Changes in Fund Balance.
- The District remains debt free.

Overview of the Financial Statements

Basis of Accounting – The District has elected to present its financial statements on a modified cash basis of accounting, which is a basis of accounting other than generally accepted accounting principles (GAAP). In the cash basis of accounting, revenues and expenses and related assets and liabilities are recorded when funds are received or paid, rather than when the goods or services are provided or incurred, as under the accrual basis of accounting. Modifications to the cash basis of accounting are as follows:

- **Government-Wide Financial Statements** – In the government wide financial statements, the only modification to the full cash basis of accounting is the recording of capital assets, credit card and payroll liabilities, and related expenses. The two statements issued on this basis of accounting are the Statement of Net Position and the Statement of Activities.
- **Fund Financial Statements** – In the fund financial statements, the only modification to the full cash basis of accounting is the recording credit card and payroll liabilities and their related expenses. In line with the cash basis of accounting, capital assets are expended when purchased and not depreciated over time, as in the government-wide financial statements. As the District only has one fund, the general fund, there are three statements issued on this basis – the Balance Sheet and the Statement of Revenues, Expenditures, and Changes in Fund Balances in the basic financial statements and the Budget to Actual Statement in the supplementary information.

Government Wide Financial Statement Analysis

Statement of Net Position – Net position may serve over time as a useful indicator of the District's financial position. As of June 30, 2025, the District's assets exceeded their liabilities by \$4,955,418, a 9% increase from the prior year. The District ended the year with a restricted net position of \$324,481, or 7% of the total net position. These funds are amounts restricted by agreement or law, which are restricted for specific purposes.

Condensed Statement of Net Position

Modified cash basis	As of		Increase/ (Decrease)
	6/30/2025	6/30/2024	
Assets			
Cash and equivalents	\$ 1,391,274	\$ 1,618,396	\$ (227,122)
Capital assets	3,565,670	2,945,237	620,433
Total assets	4,956,944	4,563,633	393,311
Liabilities	1,526	5,979	(4,453)
Net position			
Net investment in capital assets	3,565,670	2,945,237	620,433
Restricted net position	324,481	270,351	54,130
Unrestricted net position	1,065,267	1,342,066	(276,799)
Total net position	4,955,418	4,557,654	397,764
Total liabilities and net position	\$ 4,956,944	\$ 4,563,633	\$ 393,311

This District's largest assets remain their capital assets, which are comprised of land, buildings, and equipment, as outlined in the notes to the financial statements, and represent 72% of the District's total assets as of June 30, 2025. The District made several large capital asset purchases in FY25, resulting in a \$620,433 increase in net capital assets and a \$227,122 decrease in cash.

Statement of Activities – For the last two fiscal years, the District's net position changed as follows:

Comparative Statement of Activity

Modified cash basis	For the fiscal year ended		Variance
	6/30/2025	6/30/2024	+ / (-)
Revenue			
Charges of services	\$ 308,729	\$ 329,979	\$ (21,250)
Federal grants	916,449	903,848	12,601
State grants	1,788,261	1,465,858	322,403
Tax revenues	276,714	269,501	7,213
Interest income	68,449	53,096	15,353
Miscellaneous revenue	46,020	5,344	40,676
Total revenue	3,404,622	3,027,626	376,996
Expenditures			
Materials and services	(1,117,030)	(766,864)	(350,166)
Personnel expense	(1,592,463)	(1,586,915)	(5,548)
Capital asset related activity	(297,365)	(232,981)	(64,384)
Total expenditures	(3,006,858)	(2,586,760)	(420,098)
Change in net position	397,764	440,866	\$ (43,102)
Net position - beginning	4,557,654	4,116,788	
Net position - ending	\$ 4,955,418	\$ 4,557,654	

The District increased their total revenues by \$376,996. The largest portion of this revenue remains federal and state grants, which accounted for 78% and 79% of total revenues in the last two fiscal years.

Total expenditure increased by \$420,098 for the fiscal year ended June 30, 2025 compared to the prior year. Personnel expense, which includes payroll and all related taxes and retirement contributions, remained the District's largest expense, accounting for 61% and 53% of the total expenditures over the last two years.

For the fiscal year ended June 30, 2025, the District increased its net position by \$397,764, from \$4,557,654 to \$4,955,418. These figures represent the amount the District's assets exceeded its liabilities at the end of the last two fiscal years.

Fund Financial Statement Analysis

General Fund Budgetary Highlights – The District only operates one fund, the General Fund, which is budgeted for by organizational unit. The District maintains two organizational units – administrative and operating. The budget expenditures were below the legal appropriations for these categories, by \$316,045 and \$2,847,385, respectively. A summary of expenses by object classification and organizational unit for the year is as follows:

Condensed Schedule of Revenues, Expenditures, and Changes in Fund Balance

Modified cash basis	For the fiscal year ended June 30, 2025		
	Actual	Adopted Budget	Under/(Over) Budget
Revenue	\$ 3,408,142	\$ 6,733,900	\$ 3,325,758
Expenditures			
Administrative			
Materials & services	242,548	547,200	304,652
Personnel expense	293,533	304,926	11,393
Capital outlay	-	-	-
Total administrative	536,081	852,126	316,045
Operating			
Materials & services	874,482	920,352	45,870
Personnel expense	1,298,930	1,609,110	310,180
Capital outlay	921,318	3,412,653	2,491,335
Total operating	3,094,730	5,942,115	2,847,385
Total expenditures	3,630,811	6,794,241	3,163,430
Net change in fund balance	(222,669)	\$ (60,341)	\$ 162,328
Fund balance - beginning	1,612,417		
Fund balance - ending	\$ 1,389,748		

The most major difference between the budgeted and actual expenditures this last fiscal year was the \$3.4M budgeted for several large property and equipment purchases, of which only a portion were acquired by the end of the year. See the overview of next year's budget below for further information regarding these assets.

The fund balance represents the amount of current financial resources the District has available to meet future obligations. Capital assets are therefore not included in the calculation of fund balance, which is the only major difference between the District's modified cash basis calculation of fund balance and net position. The District decreased its fund balance by \$222,669 in the current year, which is a 14% decrease from \$1,612,417 to \$1,389,748.

Economic Factors and Next Year's Budget

The FY26 budget will allow CAT to maintain current services and begin implementation of facility site development projects identified in the Transit Master Plan 2023 Update. However, due to federal funding and economic uncertainties, this will be contingent on receiving federal funding reimbursements each quarter. The revenues and expenditures of the District for the next fiscal year are expected to remain consistent with the most recent year. The District anticipates receiving several buses which were ordered but have not yet been received. Most of the cost of these buses will be covered by reimbursement grants. As payment is not due until the assets are received, both the expenditures and the related grant revenues associated with these assets are anticipated to be accounted for in the next fiscal year.

Request for Information

This financial report is designed to demonstrate the District's accountability by presenting the user (citizens, taxpayers, investors, and creditors) with a general overview of the District's finances. Additional information, including our service schedules, interactive service maps, affiliated partners, fare information, and an overview of the Board members and minutes, is available on our website at www.ridecatbus.org.

Questions concerning any of the information provided in this report or requests for additional information should be addressed to the District's office at 224 Wasco Loop, Hood River, Oregon 97031 or by calling the District at (541) 386-4202.

BASIC FINANCIAL STATEMENTS

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

STATEMENT OF NET POSITION - MODIFIED CASH BASIS

June 30, 2025

Assets

Current assets

Cash and cash equivalents	\$ 1,391,274
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Total current assets	<u>1,391,274</u>
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Capital assets:

Nondepreciable, land	758,634
----------------------	---------

Capital assets, net	<u>2,807,036</u>
---------------------	------------------

Total capital assets	<u>3,565,670</u>
----------------------	------------------

Total assets	<u>4,956,944</u>
--------------	------------------

Liabilities

Credit card payable	<u>1,526</u>
---------------------	--------------

Total liabilities	<u>1,526</u>
-------------------	--------------

Net position

Net investment in capital assets	3,565,670
----------------------------------	-----------

Restricted for capital improvements	324,481
-------------------------------------	---------

Unrestricted	<u>1,065,267</u>
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Total net position	<u><u>\$ 4,955,418</u></u>
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See notes to financial statements

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS

Year Ended June 30, 2025

Functions/Programs	Expenses	PROGRAM REVENUES			Net Expenses/ Revenues and changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Total Governmental Activities
Governmental activities:					
Administration	\$ 536,081	\$ -	\$ -	\$ -	\$ (536,081)
Public transportation	2,470,777	308,729	2,225,351	527,418	590,721
Total governmental activities	\$ 3,006,858	\$ 308,729	\$ 2,225,351	\$ 527,418	54,640
		General revenues			
		Property taxes			228,655
		Interest income			68,449
		Miscellaneous			46,020
		Total general revenues			343,124
		Change in net position			397,764
		Net position – beginning			4,557,654
		Net position – ending			\$ 4,955,418

See notes to financial statements

HOOD RIVER COUNTY TRANSPORTATION DISTRICT
BALANCE SHEET - MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
June 30, 2025

	<u>General</u>
Assets	
Cash and cash equivalents	\$ 1,391,274
Total assets	<u>\$ 1,391,274</u>
Liabilities	
Credit card payable	\$ 1,526
Total liabilities	<u>1,526</u>
Fund balances	
Restricted:	
Capital projects	324,481
Unassigned	<u>1,065,267</u>
Total fund balances	<u>1,389,748</u>
Total liabilities and fund balances	<u>\$ 1,391,274</u>

See notes to financial statements

HOOD RIVER COUNTY TRANSPORTATION DISTRICT
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION - MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
June 30, 2025

*Amounts reported for governmental activities in the statement of net position
are different because:*

Total fund balances - total governmental funds	\$ 1,389,748
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	<u>3,565,670</u>
Net position of governmental activities	<u>\$ 4,955,418</u>

See notes to financial statements

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - MODIFIED CASH BASIS GOVERNMENTAL FUNDS Year Ended June 30, 2025

	<u>General</u>
Revenues	
Property taxes	\$ 228,655
Charges for services	308,729
Intergovernmental	2,752,769
Interest	68,449
Miscellaneous	<u>46,020</u>
Total revenues	<u>3,404,622</u>
Expenditures	
Current:	
Administration	536,081
Operating	2,173,412
Capital outlay	<u>921,318</u>
Total expenditures	<u>3,630,811</u>
Excess of revenues over expenditures	<u>(226,189)</u>
Other financing sources	
Proceeds from sale of assets	<u>3,520</u>
Total other financing sources	<u>3,520</u>
Net change in fund balances	(222,669)
Fund balances at beginning of year	<u>1,612,417</u>
Fund balance at end of year	<u>\$ 1,389,748</u>

See notes to financial statements

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES Year Ended June 30, 2025

*Amounts reported for governmental activities in the statement of activities
are different because:*

Net change in fund balances - total governmental funds \$ (222,669)

Governmental funds report the acquisition of capital assets as
expenditures while governmental activities report depreciation
expense to allocate those expenditures over the life of the assets.

The difference between those two amounts is:

Acquisition of capital assets	921,318	
Loss on disposals	(6,285)	
Depreciation	<u>(294,600)</u>	
		<u>620,433</u>

Change in net position of governmental activities **\$ 397,764**

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 1 – FINANCIAL REPORTING ENTITY

Hood River County Transportation District (the “District”) was established as a subdivision of state government and functions as a local unit. The District was formed on July 1, 1993, organized under the provisions of Oregon Revised Statutes (ORS) Chapter 267, and established to provide transportation services to riders within Hood River County, Oregon. The District is authorized to levy taxes and charge fares to fund the operations of the District and issue general obligation bonds and revenue bonds.

The accompanying basic financial statements present the activities and funds for which the District is considered to be financially accountable. The criteria used in making this determination includes appointment of a voting majority, imposition of will, financial benefit or burden on the primary government, and fiscal dependency on the primary government. Based upon the evaluation of this criteria, the District is a primary government with no includable component units.

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation – Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all activities of the District. Governmental activities, which normally are supported by taxes and intergovernmental revenues, and other nonexchange transactions are reported together with fees and charges for support.

The government-wide financial statements are reported on a modified cash basis of accounting. The modified cash basis of accounting is based on the recording of cash and cash equivalents and changes therein, and only recognizes revenues, expenses, assets, and liabilities resulting from cash transactions, adjusted for modifications that have substantial support in generally accepted accounting principles.

Only cash and cash equivalents and items that involve the receipt or disbursement of cash or cash equivalents during the period are recognized, except for the following modifications: 1) capital assets; 2) credit card payable; and 3) payroll processed as of the year ended.

As a result of the use of this modified cash basis of accounting, certain transactions are not presented in the financial statements. For example, accounts receivable for billed or provided services that are not yet received by the District are not accrued as revenue or receivables. Additionally, long-term liabilities such as compensated absences are not presented.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation – Government-Wide Financial Statements (continued)

Internally dedicated resources are reported as general revenues rather than as program revenues. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Basis of Presentation – Fund Financial Statements

The fund financial statements provide information about the government's funds, which are presented on the modified cash basis of accounting. The District always reports its only fund as a major fund:

General - accounts for all financial resources of the District, except those required to be accounted for in another fund. Principal sources of revenue are property taxes, intergovernmental grants, and charges for services. Expenditures are primarily for general operations and administration.

If the District utilized the basis of accounting recognized as generally accepted in the United States of America, the fund financial statements for the governmental funds would use the modified accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

The District's policy, although not in accordance with accounting principles generally accepted in the United States of America, is acceptable under Oregon Law (ORS 294.333), which leaves the selection of the method of accounting to the discretion of the municipal corporation.

Budget Policies and Budgetary Control

Annual budgets for all funds are adopted on a basis consistent with ORS 294 – Local Budget Law. The budget is prepared on the current resources, modified cash basis of accounting for each fiscal year July 1 to June 30.

The budget process includes a series of notices and publications culminating with the budget hearing. After the public hearing has been held, the Board enacts the resolutions to adopt the budget, make appropriations, and declare the ad valorem tax levy for all funds. The Appropriations Resolution contains amounts for personal services, materials and services, capital outlay, debt service, interfund transfers and operating contingency. This is the level of control for authorized expenditures. The level of expenditures is monitored throughout the year. Transfers are made from operating contingency or between the major object classifications of the appropriation for each fund as required to prevent an over-expenditure. Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriations resolution. A supplemental budget requires hearings before the public, publication in newspapers, and approval by the Board of Directors. Original and supplemental budgets may be modified by the use of appropriations transfers between the level of controls. Such transfers require the approval of the Board of Directors.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budget Policies and Budgetary Control (continued)

Expenditures cannot legally exceed the appropriation levels. Appropriations for all funds lapse at the end of the fiscal year.

Cash and Cash Equivalents

For purposes of reporting cash flows, cash and cash equivalents include cash on hand, checking, savings and money market accounts, and any highly-liquid debt instruments purchased with a maturity of three months or less.

Capital Assets

All capital assets are valued at historical cost or estimated historical cost if actual is unavailable. Replacements, which improve or extend the lives of property, are capitalized. Interest incurred during construction is not capitalized on capital assets. Maintenance, repairs and equipment replacements of a routine nature are charged to expenditures as incurred and are not capitalized. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000 and an estimated useful life of more than one year.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

	<u>Years</u>
Multi-modal facility	40
Building and improvements	7 – 25
Transit improvements	10 – 20
Vehicles and buses	5 – 10
Office equipment	3 – 7

Net Position

On the statement of net position, equity is classified as net position and displayed in three components:

Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvements of those assets.

Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (2) law through constitutional provisions or enabling legislation.

Unrestricted net position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

Net Position (continued)

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Balance

Governmental fund balance

Governmental fund balance is reported within one of the fund balance categories listed below:

Non-spendable — Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted — Amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed — Fund balance amounts that can be used only for the specific purposes determined by a formal action of the District's highest level of decision-making authority, which includes resolutions. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Assigned — Consists of amounts that are intended to be used by the District for specific purposes but do not meet the criteria to be classified as restricted or committed. The authority for assigning fund balance is expressed by the Board of Directors, or their designee.

Unassigned — the residual classification for the District's general fund and includes all spendable amounts not contained in the other classifications. Additionally, other funds may report negative unassigned fund balance in certain circumstances.

NOTE 3 – CASH AND CASH EQUIVALENTS

The District's cash and cash equivalents at June 30, 2025 were as follows:

Deposits with financial institutions	\$ 26,700
State of Oregon Local Government Investment Pool	1,363,691
Hood River County Treasurer	783
Cash on hand	<u>100</u>
Total cash and cash equivalents	<u>\$ 1,391,274</u>

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 3 – CASH AND CASH EQUIVALENTS (Continued)

Deposits with Financial Institutions

Custodial Credit Risk – Deposits with Financial Institutions: This is the risk that in the event of a bank failure, the District's deposits may not be returned. The Federal Depository Insurance Corporation (FDIC) provides insurance for the District's deposits with financial institutions up to \$250,000 each for the aggregate of all non-interest-bearing accounts and the aggregate of all interest-bearing accounts at each financial institution.

Deposits in excess of FDIC coverage with financial institutions participating in the Oregon Public Funds Collateralization Program are collateralized under the Public Funds Collateralization Program (PFCP) of the Oregon State Treasurer. The PFCP is a shared liability structure for participating financial institutions and is considered additional depository insurance as defined in GASB 40. Participating financial institutions are required to pledge securities, held by the Federal Home Loan Bank of Seattle in the name of the financial institution, with a value equal to at least 10%, with limited exceptions that may require up to 110%, of the amount of deposits of Oregon municipal corporations in excess of FDIC depository insurance. In the event of a failure of a participating financial institution the collective amount of all pledged securities under the PFCP are available to return the District's deposits. As of June 30, 2025, deposit balance with financial institutions was \$117,464, of which none was exposed to custodial credit risk.

State of Oregon Local Government Investment Pool

Balances in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value. Fair value is determined at the quoted market price, if available; otherwise, the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale. The Oregon State Treasury administers the LGIP. The LGIP is an unrated, open-ended, no-load, diversified portfolio offered to any agency, political subdivision or public corporation of the state who by law is made the custodian of, or has control of, any fund. The LGIP is commingled with the State's short-term funds. To provide regulatory oversight, the Oregon Legislature established the Oregon Short-Term Fund Board and LGIP investments are approved by the Oregon Investment Council. The fair value of the District's position in the LGIP is the same as the value of the pool shares.

Credit risk: Oregon statutes authorize the District to invest in obligations of the U.S. Treasury and U.S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the state treasurer's investment pool.

Concentration of Credit Risk: The District does not have a formal policy that places a limit on the amount that may be invested in any one insurer. 100% of the District's investments are in the State of Oregon State and Local Investment Pool.

Interest Rate Risk: The District does not have a formal policy that limits investment maturities as a means of managing its exposure to fair-value losses arising from increases in interest rates.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 3 – CASH AND CASH EQUIVALENTS (Continued)

State of Oregon Local Government Investment Pool (continued)

Custodial Credit Risk – Investments: This is the risk that, in the event of the failure of a counterparty, the District will not be able to recover the value of its investments that are in the possession of an outside party. The District does not have a policy which limits the amount of investments that can be held by counterparties.

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2025 was as follows:

	Balances July 1, 2024	Increases	Decreases and Reclassifications	Balance June 30, 2025
Capital assets not being depreciated				
Land	\$ 436,003	\$ 322,631	\$ -	\$ 758,634
Total capital assets not being depreciated	<u>436,003</u>	<u>322,631</u>	<u>-</u>	<u>758,634</u>
Capital assets being depreciated				
Buildings and improvements	2,319,561	-	-	2,319,561
Transit improvements	828,907	-	-	828,907
Vehicles and equipment	<u>1,142,603</u>	<u>598,687</u>	<u>(170,509)</u>	<u>1,570,781</u>
Total capital assets being depreciated	<u>4,291,071</u>	<u>598,687</u>	<u>(170,509)</u>	<u>4,719,249</u>
Less accumulated depreciation for:				
Buildings and improvements	799,457	62,898	-	862,355
Transit improvements	398,851	43,813	-	442,664
Vehicles and equipment	<u>583,529</u>	<u>187,889</u>	<u>(164,224)</u>	<u>607,194</u>
Total accumulated depreciation	<u>1,781,837</u>	<u>294,600</u>	<u>(164,224)</u>	<u>1,912,213</u>
Total capital assets being depreciated, net	<u>2,509,234</u>	<u>304,087</u>	<u>(6,285)</u>	<u>2,807,036</u>
Capital assets, net	<u>\$ 2,945,237</u>	<u>\$ 626,718</u>	<u>\$ (6,285)</u>	<u>\$ 3,565,670</u>

Depreciation expense of \$294,600 was charged to operations for the year ended June 30, 2025.

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO FINANCIAL STATEMENTS

NOTE 5 – RETIREMENT PLAN

The District has adopted a deferred compensation plan and a matching and contribution plan under sections 457(b) and 401(a) of the Internal Revenue Code (IRC), respectively. The plan is administered by AIG Valic. Employees who complete one year of service and whose compensation is at least \$5,000 per year are eligible to participate in the plan. Eligible employees may elect to defer eligible compensation subject to limits established by IRC Section 567(b) immediately upon hire and the District matches employee deferrals up to 4% of annual compensation. The District Board of Directors has the authority to establish or amend the plan's provisions and contribution requirements. For the year ended June 30, 2025, the District contributed \$23,406 to the Plan and employees contributed a total of \$29,823.

NOTE 6 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions, injuries to employees; and natural disasters. The District purchases commercial insurance for most hazards. No losses were incurred during the past three fiscal years ended June 30, 2025 that exceeded the District's insurance coverage.

NOTE 7 – COMMITMENTS AND CONTINGENT LIABILITIES

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor agencies cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

SUPPLEMENTARY INFORMATION

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

GENERAL FUND

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET TO ACTUAL Year Ended June 30, 2025

	Budget			
	Original	Final	Actual	Variance
Revenues				
Property taxes	\$ 215,000	\$ 215,000	\$ 228,655	\$ 13,655
Charges for services	353,000	353,000	308,729	(44,271)
Intergovernmental	6,125,900	6,125,900	2,752,769	(3,373,131)
Interest	20,000	20,000	68,449	48,449
Miscellaneous	10,000	10,000	46,020	36,020
Total revenues	6,723,900	6,723,900	3,404,622	(3,319,278)
Expenditures				
Administration	852,126	852,126	536,081	316,045
Operating	5,942,115	5,942,115	3,094,730	2,847,385
Contingency	399,659	399,659	-	399,659
Total expenditures	7,193,900	7,193,900	3,630,811	3,563,089
Excess (deficiency) of revenues over expenditures	(470,000)	(470,000)	(226,189)	243,811
Other financing sources				
Sale of capital assets	10,000	10,000	3,520	(6,480)
Total other financing sources	10,000	10,000	3,520	(6,480)
Net change in fund balance	(460,000)	(460,000)	(222,669)	237,331
Fund balance at beginning of year	1,160,000	1,160,000	1,612,417	452,417
Fund balance at end of year	\$ 700,000	\$ 700,000	\$ 1,389,748	\$ 689,748

COMPLIANCE SECTION

**INDEPENDENT AUDITOR'S REPORT REQUIRED BY
OREGON STATE REGULATIONS**

To the Members of the Board of Directors
Hood River County Transportation District
Hood River, Oregon

We have audited the basic financial statements of the Hood River County Transportation District (the "District") as of and for the year ended June 30, 2025, and have issued our report thereon dated August 26, 2025. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-010-0230 through 162-010-0320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing, nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-010-0230 through 162-010-0320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

Board of Directors
Hood River County Transportation District
Independent Auditor's Report Required by Oregon State Regulations

OAR 162-010-0230 Internal Control

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purposes of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

Restriction of Use

This report is intended solely for the information and use of the Board of Directors, the management of the Hood River County Transportation District, and the Oregon Secretary of State, and is not intended to be and should not be used by anyone other than these parties.

Singer Lewak LLP

August 26, 2025

By:



Bradley G. Bingenheimer, Partner

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Hood River County Transportation District
Hood River, Oregon

We have audited, in accordance with the auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the modified cash basis financial statements of the governmental activities and the major fund of the Hood River County Transportation District (the "District"), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated August 26, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Board of Directors
Hood River County Transportation District
Hood River, Oregon
Independent Auditor's Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance with *Government Auditing Standards*

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Singer Lewak LLP

August 26, 2025

By:



Bradley G. Bingenheimer, Partner

FEDERAL GRANT COMPLIANCE REPORT
HOOD RIVER COUNTY TRANSPORTATION DISTRICT

Year Ended June 30, 2025

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

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**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE**

Board of Directors
Hood River County Transportation District
Hood River, Oregon

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Hood River County Transportation District (the “District”) compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of the District’s major federal programs for the year ended June 30, 2025. The District’s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance Section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District’s compliance with the compliance requirements referred to above.

Board of Directors
Hood River County Transportation District
Hood River, Oregon
Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we

- exercise professional judgment and maintain professional skepticism throughout the audit,
- identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances,
- obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

Board of Directors
Hood River County Transportation District
Hood River, Oregon
Independent Auditor's Report on Compliance for Each Major Federal
Program; Report on Internal Control over Compliance; and Report
on the Schedule of Expenditures of Federal Awards Required by
the Uniform Guidance

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during our audit.

Report on Internal Control over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal controls over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal controls over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Board of Directors
Hood River County Transportation District
Hood River, Oregon
Independent Auditor's Report on Compliance for Each Major Federal
Program; Report on Internal Control over Compliance; and Report
on the Schedule of Expenditures of Federal Awards Required by
the Uniform Guidance

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the District as of and for the year ended June 30, 2025, and have issued our report thereon dated August 26, 2025, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Singer Lewak LLP

August 26, 2025

HOOD RIVER COUNTY TRANSPORTATION DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2025

Section I Summary of Auditors' Results

Financial Statements

Type of auditor's report issued:	Unmodified
Were financial statements prepared in accordance with generally accepted accounting principles	No
Internal controls over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies)	No
Noncompliance material to financial statements noted?	No

Federal awards

Internal control over major federal programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditor's report issued on compliance for major federal programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No
Identification of major federal programs:	
Assistance Listing	
Number(s)	Name of Federal Program or Cluster
20.509	Formula Grants for Rural Areas and Tribal Transit Program
Dollar threshold used to distinguish between type A and type B programs:	\$ 750,000
Auditee qualified as a low-risk auditee:	No

Section II - Financial Statement Findings

None reported

Section III - Federal Award Findings and Questioned Costs

None reported

HOOD RIVER COUNTY TRANSPORTATION DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2025

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Assistance Listing Number	Pass-Through Entity Identifying Number	Federal Expenditures	Passed Through To Subrecipients
<u>Department of Transportation</u>				
Federal Highway Administration				
<i>Passed through Oregon Department of Transportation</i>				
Highway Planning and Construction (Federal-Aid Highway Program)	20.205	K21811	\$ 17,946	-
Federal Transit Administration				
<i>Passed through Oregon Department of Transportation</i>				
Formula Grants for Rural Areas and Tribal Transit Program	20.509	35387	\$ 7,319	
		35420	35,248	
		35421	527,418	
		35639	<u>165,399</u>	735,384
				-
<u>Transit Services Programs Cluster</u>				
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	35464	72,631	-
<u>Federal Transit Cluster</u>				
Buses and Bus Facilities Formula, Competitive, and Low or				
No Emissions Programs (Buses and Bus Facilities Program)	20.526	35690	<u>258,097</u>	-
Total Department of Transportation			<u>1,084,058</u>	-
Total Expenditures of Federal Awards			<u>\$ 1,084,058</u>	<u>\$ -</u>

See accompanying notes

HOOD RIVER COUNTY TRANSPORTATION DISTRICT

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

June 30, 2025

1. Basis of presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of Hood River County Transportation District under programs of the federal government for the year ended June 30, 2025. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of Hood River County Transportation District, it is not intended to and does not present the financial position and changes in net position of Hood River County Transportation District.

2. Summary of significant accounting policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect cost rate

The District has not elected to use the de minimis indirect cost rate as allowed under the Uniform Guidance.

August 26, 2025

Board of Directors
Hood River County Transportation District
Hood River, Oregon

This letter is to inform the Board of Directors of Hood River County Transportation District (the “District”) about significant matters related to the conduct of our audit as of and for the year ended June 30, 2025, so that it can appropriately discharge its oversight responsibility and we comply with our professional responsibilities.

Auditing standards generally accepted in the United States of America (AU-C 260, *The Auditor’s Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Our Responsibilities With Regard to the Financial Statement Audit

Our responsibility under auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States have been described to you in our engagement letter dated May 28, 2025. The audit of the modified cash basis financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.

Overview of the Planned Scope and Timing of the Financial Statement Audit

We have issued a separate communication dated May 28, 2025 regarding the planned scope and timing of our audit and identified significant risks.

Significant Accounting Practices, Including Policies, Estimates and Disclosures

In our meeting with you, we will discuss our views about the qualitative aspects of the District’s significant accounting practices, including significant accounting policies, significant unusual transactions, accounting estimates and financial statement disclosures. The following is a list of the matters that will be discussed, including the significant estimates, which you may wish to monitor for your oversight responsibilities of the financial reporting process:

Significant Accounting Estimates

- Accumulated depreciation – Estimated useful lives

In the modified cash basis statement of activities, the costs of capital assets are allocated over their estimated useful lives as depreciation expense. In determining the estimated useful life of an asset, management considers the asset’s present condition, use of the asset, construction type, maintenance policy, and how long it is expected to meet service and technology demands.

Audit Adjustments and Uncorrected Misstatements

There were no audit adjustments made to the original trial balance presented to us to begin our audit.

Departure From the Auditor's Standard Report – Expected Emphasis-of-Matter Paragraph

The financial statements were prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. In light of this matter, we will include an emphasis-of-matter paragraph in the auditor's report. Below is a draft of the paragraph to be included in the auditor's report:

Emphasis of Matter – Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with respect to this matter

Internal Control Matters and Compliance Findings

We have separately communicated on internal control and compliance over financial reporting identified during our audit of the modified cash basis financial statements and major awards, as required by *Government Auditing Standards* and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR 200 (Uniform Guidance). This communication identified no significant deficiencies or material weaknesses.

Disagreements With Management

We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit or significant disclosures to be included in the modified cash basis financial statements.

Consultation With Other Accountants

The District contracts with a 3rd party accounting firm Merina+Co. We are not aware of any other consultations management had with other accountants about accounting or auditing matters.

Significant Issues Discussed With Management

No significant issues arising from the audit were discussed or were the subject of correspondence with management.

Significant Difficulties Encountered in Performing the Audit

We did not encounter any significant difficulties in dealing with management during the audit.

Other Matters

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the District's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information and considered whether such information, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

Shared Responsibilities for Independence

Independence is a **joint responsibility** and is managed most effectively when management, audit committees (or their equivalents), and audit firms work together in considering compliance with American Institute of Certified Public Accountants (AICPA) and *Government Accountability Office* (GAO) independence rules. For SingerLewak LLP to fulfill its professional responsibility to maintain and monitor independence, management, the Board of Directors, and SingerLewak LLP each play an important role.

Our Responsibilities

- AICPA and GAO rules require independence both of mind and in appearance when providing audit and other attestation services. SingerLewak LLP is to ensure that the AICPA and GAO's General Requirements for performing non-attest services are adhered to and included in all letters of engagement.
- Maintain a system of quality management over compliance with independence rules and firm policies.

The District's Responsibilities

- Timely inform SingerLewak LLP, before the effective date of transactions or other business changes.
- Provide necessary affiliate information such as new or updated structure charts, as well as financial information required to perform materiality calculations needed for making affiliate determinations.
- Understand and conclude on the permissibility, prior to the District and its affiliates, officers, directors, or persons in a decision-making capacity, engaging in business relationships with SingerLewak LLP.
- Not entering into arrangements of nonaudit services resulting in SingerLewak LLP being involved in making management decisions on behalf of the District.
- Not entering into relationships resulting in close family members of SingerLewak LLP covered persons, temporarily or permanently acting as an officer, director, or person in an accounting, financial reporting or compliance oversight role at the District.

Management Representations

Attached is a copy of the management representation letter.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the District.

This report is intended solely for the information and use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "SingerLewak LLP". The signature is written in a cursive, flowing style.



Columbia Area Transit
224 Wasco Loop,
Hood River, OR 97031
www.ridecatbus.org

August 26, 2025

SingerLewak LLP
1255 Lee St SE Suite 210
Salem, OR 97302

This representation letter is provided in connection with your audit of the financial statements of the Hood River County Transportation District (the "District"), which comprise the statement of assets and liabilities arising from cash transactions as of and for the year ended June 30, 2025, the related statement of revenue collected and expenses paid for the year then ended, and the related notes to the financial statements (collectively, the financial statements), for the purpose of expressing an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with the modified cash basis of accounting.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves, that as of date of this letter:

Financial Statements

1. The financial statements referred to above are prepared on the cash basis of accounting, as described in Note 2 to the financial statements (hereafter, modified cash basis of accounting), which is a basis of accounting other than accounting principles generally accepted in the United States of America.
2. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 28, 2025, for the preparation and fair presentation of the financial statements referred to above in accordance with the modified cash basis of accounting.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.

5. Related-party transactions have been recorded in accordance with the economic substance of the transaction and appropriately accounted for and disclosed in accordance with the requirements of the modified cash basis of accounting.
6. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, as amended.
7. The District followed its established accounting policy regarding which resources (that is, restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available to determine the fund balance classifications for financial reporting purposes.
8. All events subsequent to the date of the financial statements, and for which modified cash basis of accounting requires adjustment or disclosure, have been adjusted or disclosed.
9. Management has followed applicable laws and regulations in adopting, approving and amending budgets.
10. Capital assets, including infrastructure assets are properly capitalized, reported and, if applicable, depreciated.
11. Components of net position (net investment in capital assets, restricted, and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
12. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
13. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
14. We have complied with all aspects of laws, regulations and provisions of contracts and agreements that would have a material effect on the financial statements in the event of noncompliance.
15. We have no knowledge of any uncorrected misstatements in the financial statements.
16. We have requested an unsecured electronic copy of the auditor's report and the financial statements and agree that the auditor's report and the financial statements will not be modified in any manner.

Information Provided

17. We have provided you with:
 - a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters.

- b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of the meetings of the Board of Directors, or summaries of actions of recent meetings for which minutes have not yet been prepared.
18. All transactions have been recorded in the accounting records and are reflected in the financial statements.
19. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
20. We have no knowledge of allegations of fraud or suspected fraud affecting the District's financial statements involving:
- a. Management.
 - b. Employees who have significant roles in internal control.
 - c. Others where the fraud could have a material effect on the financial statements.
21. We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements received in communications from employees, former employees, analysts, regulators, or others.
22. We have no knowledge of noncompliance or suspected noncompliance with laws and regulations.
23. We are not aware of any pending or threatened litigation, claims or assessments; unasserted claims or assessments that are probable of assertion and must be disclosed.
24. We have disclosed to you the identity of all of the District's related parties and all the related-party relationships and transactions of which we are aware.
25. We are aware of no deficiencies in internal control over financial reporting, including significant deficiencies or material weaknesses, in the design or operation of internal controls that could adversely affect the District's ability to record, process, summarize and report financial data.
26. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
27. It is our responsibility to establish and maintain internal control over financial reporting. One of the components of internal control is risk assessment. We hereby represent that our risk assessment

process includes identification and assessment of risks of material misstatement due to fraud. We have shared with you our fraud risk assessment, including a description of the risks, our assessment of the magnitude and likelihood of misstatements arising from those risks, and the controls that we have designed and implemented in response to those risks.

28. During the course of your audit, you may have accumulated records containing data that should be reflected in our books and records. All such data have been so reflected. Accordingly, copies of such records in your possession are no longer needed by us.
29. In the audit engagement letter dated May 28, 2025, we requested that you perform the following accounting services in connection with your audit:
 - a. Draft the financial statements;
 - b. Propose adjusting journal entries; and
 - c. Submission of the Data Collection Form to the Federal Audit Clearinghouse
30. With respect to these services:
 - a. We have made all management decisions and performed all management functions;
 - b. We assigned an appropriate individual to oversee the services;
 - c. We evaluated the adequacy and results of the services performed, and made an informed judgment on the results of the services performed;
 - d. We have accepted responsibility for the results of the services; and
 - e. We have accepted responsibility for all significant judgments and decisions that were made.

Supplementary Information

31. With respect to supplementary information presented in relation to the financial statements as a whole:
 - a. We acknowledge our responsibility for the presentation of such information.
 - b. We believe such information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting.
 - c. The methods of measurement or presentation have not changed from those used in the prior period.

- d. When supplementary information is not presented with the audited basic financial statements, we will make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

Compliance Considerations

In connection with your audit conducted in accordance with *Government Auditing Standards*, we confirm that management:

- 32. Is responsible for the preparation and fair presentation of the financial statements in accordance with the applicable financial reporting framework.
- 33. Is responsible for compliance with the laws, regulations and provisions of contracts and grant agreements applicable to the auditee.
- 34. Is not aware of any instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements.
- 35. Is responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 36. Acknowledges its responsibility for the design, implementation and maintenance of controls to prevent and detect fraud.
- 37. Has a process to track the status of audit findings and recommendations.
- 38. Is not aware of any investigations or legal proceedings that have been initiated with respect to the period under audit.
- 39. Acknowledges its responsibilities as it relates to non-audit services performed by the auditor, including that it assumes all management responsibilities; that it oversees the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge or experience; that it evaluates the adequacy and results of the services performed; and that it accepts responsibility for the results of the services.

In connection with your audit of federal awards conducted in accordance with Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), we confirm:

- a) Management is responsible for complying, and has complied, with the requirements of Uniform Guidance.

- b) Management is responsible for understanding and complying with the requirements of laws, regulations, and the provisions of contracts and grant agreements related to each of its federal programs.
- c) Management is responsible for the design, implementation, and maintenance, and has designed, implemented and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that the auditee is managing federal awards in compliance with federal statutes, regulations, and the terms and conditions of the federal award that could have a material effect on its federal programs.
- d) Management is responsible for the preparation of the schedule of expenditures of federal awards, acknowledges and understands its responsibility for the presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; believes the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; asserts that methods of measurement or presentation have not changed from those used in the prior period, or if the methods of measurement or presentation have changed, the reasons for such changes have been communicated; and is responsible for any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.
- e) Management will make the audited financial statements readily available to the intended users of the schedule no later than the issuance date by the entity of the schedule of expenditures of federal awards and the auditor's report thereon.
- f) Management has identified and disclosed all of its government programs and related activities subject to the Uniform Guidance compliance audit.
- g) Management has identified and disclosed to the auditor the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- h) Management has made available all federal awards (including amendments, if any) and any other correspondence relevant to federal programs and related activities that have taken place with federal agencies or pass-through entities.
- i) Management has identified and disclosed to the auditor all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal awards or stated that there was no such noncompliance.
- j) Management believes that the auditee has complied with the direct and material compliance requirements.
- k) Management has made available all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.

- l) Management has provided to the auditor its interpretations of any compliance requirements that are subject to varying interpretations.
- m) Management is aware of no communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- n) Management has disclosed to the auditor the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- o) Management is responsible for taking corrective action on audit findings of the compliance audit and has developed a corrective action plan that meets the requirements of the Uniform Guidance.
- p) Management has provided the auditor with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- q) There are no subsequent events that provide additional evidence with respect to conditions that existed at the end of the reporting period that affect noncompliance during the reporting period.
- r) Management has disclosed all known noncompliance with direct and material compliance requirements occurring subsequent to the period covered by the auditor's report or stated that there were no such known instances.
- s) Management has disclosed whether any changes in internal control over compliance or other factors that might significantly affect the entity's system of internal control, including any corrective action taken by management with regard to significant deficiencies and material weaknesses in internal control over compliance, have occurred subsequent to the period covered by the auditor's report.
- t) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the basic financial statements have been prepared.
- u) The copies of federal program financial reports provided to the auditor are true copies of the reports submitted, or electronically transmitted, to the federal agency or pass-through entity, as applicable.
- v) Management has monitored subrecipients, as necessary, to determine that they have expended pass-through assistance in accordance with applicable laws and regulations and the terms and conditions of the subaward and have met the other pass-through entity requirements of the Uniform Guidance.

- w) If applicable, management has considered the results of subrecipient monitoring and audits, and has made any necessary adjustments to the auditee's own books and records.
- x) Management has charged costs to federal awards in accordance with applicable cost principles.
- y) Management is responsible for, and has accurately prepared, the summary schedule of prior audit findings to include all findings required to be included by Uniform Guidance.
- z) The reporting package does not contain protected personally identifiable information.
- aa) Management has accurately completed the appropriate sections of the data collection form.
- bb) Management has disclosed all contracts or other agreements with service organizations.
- cc) Management has disclosed to the auditor all communications from service organizations relating to noncompliance at those organizations.

Hood River County Transportation District

A handwritten signature in black ink, reading "Amy Schlappi". The signature is written in a cursive, flowing style. The first name "Amy" is written in a smaller, more compact script, while the last name "Schlappi" is written in a larger, more prominent script. The signature is positioned above a horizontal line.

Amy Schlappi, Executive Director

8/26/2025

Date

Columbia Area Transit

Statement of Activity

August 2025

	TOTAL
Revenue	
4100 Fare Revenue	
4110 Fare Collections	20,416.44
4130 GOrge Pass Prg	7,580.00
Total 4100 Fare Revenue	27,996.44
4200 Contract Revenue	
4210 Contract Trans. Services	-43,620.00
Total 4200 Contract Revenue	-43,620.00
4500 Federal Funds	
4520 Fed 5311 Funds	27,680.00
Total 4500 Federal Funds	27,680.00
4700 State Funds	
4720 STIF Discretionary	210,262.00
4750 WS/Dog MTN	26,514.22
Total 4700 State Funds	236,776.22
4800 Tax Revenue	
4820 Statewide Transit Tax	13,790.80
Total 4800 Tax Revenue	13,790.80
4900 Other Revenue	
4910 Interest Income	5,303.52
4990 Misc Revenue	1,578.22
Total 4900 Other Revenue	6,881.74
Total Revenue	\$269,505.20
Cost of Goods Sold	
5100 Fuel	13,815.72
5200 Vehicle Expense	
5220 Preventative Maint & Vehicle Repair	
5222 Preventative Maintenance	3,717.29
5223 Vehicle Repair	8,905.75
Total 5220 Preventative Maint & Vehicle Repair	12,623.04
5230 Tires	725.88
Total 5200 Vehicle Expense	13,348.92

Columbia Area Transit

Statement of Activity

August 2025

	TOTAL
5300 Operation Expenses	
5310 Merchant Transaction Fees	1,779.56
5320 Technology & Communication	
5324 2-Way Radio Software	366.00
5325 Dispatch Program	936.00
5327 Cellular Data	296.43
Total 5320 Technology & Communication	1,598.43
5350 Shop Supplies & Tools	684.73
5370 Bus Stop Repairs & Maintenance	768.20
Total 5300 Operation Expenses	4,830.92
5500 Driver Expenses	
5560 Drug & Alcohol Testing	669.50
Total 5500 Driver Expenses	669.50
5700 Advertising & Marketing	537.96
5900 Grant/Contract Match Funds	
5910 Partner Distributions - Gorge Pass	2,937.99
Total 5900 Grant/Contract Match Funds	2,937.99
Total Cost of Goods Sold	\$36,141.01
GROSS PROFIT	\$233,364.19
Expenditures	
7000 Administrative Expenses	
7100 Building Expenses	
7120 Building Repairs & Maintenance	1,858.00
7130 Landscape Maintenance	1,000.00
7150 Building Utilities	2,150.78
7160 Telephone	10.65
7170 Fire and Security	12.49
7180 Janitorial	900.00
Total 7100 Building Expenses	5,931.92
7300 Office Supplies & Expenses	
7310 Office Supplies & Postage	-52.29
7320 Printing & Copying	108.93
7340 Dues & Subscriptions	1,350.00
7360 Computer Software	436.50
Total 7300 Office Supplies & Expenses	1,843.14

Columbia Area Transit

Statement of Activity

August 2025

	TOTAL
7600 Professional Fees	
7630 Legal Counsel	1,085.00
7640 Audit & Bookkeeping	2,940.00
7650 Payroll Processing Fees	404.00
7670 Election Fee	3,258.00
7680 Admin Contracts	337.50
7690 Administrative Fees & Licenses	50.00
Total 7600 Professional Fees	8,074.50
7900 Other Administrative Expense	
7910 Interest & Bank Charges	80.10
7930 Team Building	83.57
7960 Travel - Meals & Lodging	266.61
7980 Board Expense	30.00
Total 7900 Other Administrative Expense	460.28
Total 7000 Administrative Expenses	16,309.84
8000 Personnel Expense	
8100 Administrative Personnel Expense	
8110 Administrative Wages & Salary	
8111 Administrative - Regular Wages	17,053.32
8112 Administrative - Overtime	8.93
8113 Administrative - PTO	2,063.80
8121 Administrative - Healthcare Stipend	2,356.20
8122 Administrative - Cell Phone Stipend	83.10
Total 8110 Administrative Wages & Salary	21,565.35
8130 Administrative Employer Taxes	
8131 Administrative - FICA	1,185.82
8132 Administrative - Medicare	277.33
8134 Administrative - State. Unemp, SUTA	109.75
8136 Administrative - Worker's Benefit Fund	4.21
8138 Administrative - Paid Leave Oregon	76.51
Total 8130 Administrative Employer Taxes	1,653.62
8150 Administrative Benefits	
8151 Administrative - Medical, Dental, Life Ins	28.00
8154 Administrative - 403(b) Employer Match	326.04
Total 8150 Administrative Benefits	354.04
Total 8100 Administrative Personnel Expense	23,573.01

Columbia Area Transit

Statement of Activity

August 2025

	TOTAL
8200 Direct Service Personnel Expense	
8210 Direct Service Wages & Salary	
8211 Direct Service - Regular Wages	56,262.44
8212 Direct Service - Overtime	451.75
8213 Direct Service - PTO	13,650.22
8219 Direct Service - Bilingual Bonus	46.16
8221 Direct Service - Healthcare Stipend	3,927.00
8222 Direct Service - Cell Phone Stipend	138.50
Total 8210 Direct Service Wages & Salary	74,476.07
8230 Direct Service Employer Taxes	
8231 Direct Service - FICA	4,365.46
8232 Direct Service - Medicare	1,020.98
8234 Direct Service - State Unemp, SUTA	704.12
8236 Direct Service - Worker's Benefit Fund	20.56
8238 Direct Service - Paid Leave Oregon	281.66
Total 8230 Direct Service Employer Taxes	6,392.78
8250 Direct Service Benefits	
8251 Direct Service - Medical, Dental, Life Ins	15,747.00
8254 Direct Service - 403(b) Employer Match	1,737.34
Total 8250 Direct Service Benefits	17,484.34
Total 8200 Direct Service Personnel Expense	98,353.19
Total 8000 Personnel Expense	121,926.20
9000 Capital Outlay	
9100 Land, Buildings, & Facilities	1,800.00
Total 9000 Capital Outlay	1,800.00
Unapplied Cash Bill Payment Expense	0.00
Total Expenditures	\$140,036.04
NET OPERATING REVENUE	\$93,328.15
NET REVENUE	\$93,328.15

Columbia Area Transit

Bill Payment List

August 2025

DATE	NUM	VENDOR	AMOUNT
1000 Umpqua - Operating (6906)			
08/11/2025		Valic	-2,310.31
08/11/2025		Valic	-2,340.85
08/11/2025		Valic	-2,251.52
08/13/2025	23117	Sasquatch Shuttle & Parking	-32,715.00
08/13/2025	23118	Columbia Gorge News	-22.50
08/13/2025	23119	Hendrix Heavy Wrench	-6,921.29
08/13/2025	23120	Oregon Transit Association 1	-1,050.00
08/13/2025	23121	Hood River County Elections	-3,258.00
08/13/2025	23122	Providence OCC Travel Medicine Clinic	-270.00
08/13/2025	23123	Les Schwab Tire Center	-83.96
08/13/2025	23124	Two Dogs Plumbing & Drain Cleaning, Inc.	-498.00
08/13/2025	23125	Bohn's Printing	-61.97
08/13/2025	23126	Day Wireless Systems	-366.00
08/13/2025	23127	Napa Auto Parts	-565.51
08/13/2025	23128	Cascade Health Solutions	-116.00
08/13/2025	23129	Sunlit Window Cleaning	-1,360.00
08/13/2025	23130	HR Answers	-337.50
08/13/2025	23131	Skamania County	-1,003.33
08/13/2025	23132	United Cleaning Systems, LLC	-900.00
08/13/2025	23133	VanKoten & Cleaveland, LLC	-105.00
08/13/2025	23134	MCEDD	-798.33
08/13/2025	23135	Mount Adams Transportation Service - MATS	-1,136.33
08/13/2025	23136	Valencia Lawn Care LLC	-1,000.00
08/13/2025	23137	UniteGPS LLC	-936.00
08/13/2025	23138	Cintas	-256.80
08/13/2025	23139	Butterfield Testing Solutions	-283.50
08/13/2025	23140	Model1 Commercial Vehicles, Inc.	-374.68
08/13/2025	23141	Greg Pack	-30.00
08/13/2025	23142	Special Districts Insurance	-15,775.00
08/13/2025	23143	CDR Labor Law, LLC	-980.00
08/28/2025	23144	Sasquatch Shuttle & Parking	-10,905.00
08/28/2025	23145	Merina & Co	-2,940.00
08/28/2025	23146	Amalgamated Transit Union	-425.00
08/28/2025	23147	Bohn's Printing	-46.96
08/28/2025	23148	Cintas	-325.88
08/28/2025	23149	Hendrix Heavy Wrench	-4,168.50
08/28/2025	23150	Napa Auto Parts	-470.56
08/28/2025	23151	Les Schwab Tire Center	-641.92
08/28/2025	23152	Visit Hood River	-300.00
08/28/2025	23153	Weatherly Printing	-202.50
Total for 1000 Umpqua - Operating (6906)			\$ -98,533.70

Columbia Area Transit

A/R Aging Summary

As of August 31, 2025

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
City of Stevenson		10,000.00				\$10,000.00
Skamania County Community Events and Recreation		10,000.00				\$10,000.00
USDA Forest Service	6,841.58					\$6,841.58
TOTAL	\$6,841.58	\$20,000.00	\$0.00	\$0.00	\$0.00	\$26,841.58



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Amy Schlappi, Executive Director
Date: September 17, 2025
Re: Proposed Union Contract Amendment

Background

Since Spring of 2025 staff have been working with the Amalgamated Transit Union, which represents our drivers, on the new Collective Bargaining Agreement (CBA) which will be effective July 1, 2025 and expires June 30, 2028.

Attached you will find the redlined copy of the CBA, below I have summarized the changes made to the CBA that expired June 30, 2025.

1. Minor Language Changes:

- a. Article 1 – Recognition and Bargaining Agent pg. 2
- b. Article 2 – Management Rights pg. 2
- c. Article 3 – Union Rights pg. 3,4
- d. Article 5 – Grievance Procedure pg. 5,6,7
- e. Article 10 – Discharge and Discipline pg. 12, 13
- f. Article 15 – Hours or Work/Overtime pg. 17
- g. Article 18 - Health and Welfare pg. 18
- h. Article 20 – Holidays pg.21

2. Additions/More Significant Changes:

- a. Article 4 – Leaves of Absence pg. 4,5
 - i. Addition of Paid Leave Oregon section.
 - ii. Removal of repetitive Disability Leave language.
- b. Article 6 – Subcontracting pg. 8,9
 - i. Removal of a paragraph to streamline the process of labor-management meetings if Subcontracting is recommended.
- c. Article 9 – Seniority pg. 10
 - i. Loss of Seniority was simplified to reduce confusion.
- d. Article 13 – Technology pg. 15, 16
 - i. This new article was added to provide more clarity around Technology use.



- ii. The Technology Rights paragraph was removed from Article 12 and replaced with the new Article 13.
- e. Article 14 – Categories of Employee pg. 16
 - i. Additional language regarding fill-in/substitute employees requirements was added.
- f. Article 17 – Wages pg. 17,18
 - i. Wage rate increases
 - 1. 3.5% July 1, 2025, 2.5% on their anniversary in 2025 to total 6%
 - 2. 2.5% July 1, 2026, 2.5% on their anniversary in 2026 to total 5%
 - 3. 2.5% July 1, 2027, 2.5% on their anniversary in 2027 to total 5%
 - ii. Pay differential increases
 - 1. Gorge-To-Mountain: from \$1 to \$3/per hour
 - 2. Route Trainer: \$1 to \$3/per hour
- g. Article 19 – Paid Time Off pg. 19
 - i. PTO rollover increased from 200 to 250 hours

The most significant changes that will impact the District are the wage rate increases, pay differential increases, and PTO rollover increases. These increases are feasible within the District's budget but require the removal of an additional part-time employee that was originally included in the budget to assist with covering PTO during busy winter months. This is not currently a position that is filled and should not impact the services that CAT is able to provide.

Action Required

The parties have come to agreement on these changes. The Board should review changes and approve or reject.

Recommendation

The terms of the new collective agreement, including the overall cost, are consistent with the guidance by the Board to our bargaining team in prior executive session. Staff recommend the Board approve the redlined CBA.

Attachments:

Redlined copy of CBA Effective July 1, 2025

COLLECTIVE BARGAINING AGREEMENT

Between

**HOOD RIVER COUNTY TRANSPORTATION DISTRICT, dba COLUMBIA
AREA TRANSIT (CAT)**

And

AMALGAMATED TRANSIT UNION, DIVISION 575

Effective July 1, 20225 through June 30, 20258
~~(Revised Effective July 1, 20235)~~

Table of Contents

[table will be inserted upon finalizing the CBA]

**COLUMBIA AREA TRANSIT
COLLECTIVE BARGAINING AGREEMENT
WITH
AMALGAMATED TRANSIT UNION, DIVISION 757**

PREAMBLE

This Agreement, between Hood River County Transportation District, dba Columbia Area Transit (hereinafter “Employer” or “District”) and the Amalgamated Transit Union, Local 757 (hereinafter “Union”), has as its purpose the promotion of harmonious relations between the District and the Union, the establishment of equitable and peaceful procedure for the resolution of differences, and the establishment of pay, hours of work and other conditions of employment.

ARTICLE 1 – RECOGNITION AND BARGAINING AGENT

- 1.1 The Employer recognizes and accepts the Union as the exclusive bargaining representative of the employees in the following unit: All regular full-time, part- time, and ~~standby-fill-in~~ substitute drivers employed by the Employer at or out of its Hood River, Oregon location; but excluding all dispatchers, office clerical employees, temporary or seasonal employees, confidential employees, managers, guards, supervisors, and all other employees.

ARTICLE 2 – MANAGEMENT RIGHTS

- 2.1 The Employer retains all rights to manage and direct the operations, except to the extent such rights are specifically limited or modified by the terms of this Agreement. Management rights include, but are not limited to:
- a. The Employer’s sole and exclusive right to manage the business and direct its work force;
 - b. To establish jobs, eliminate jobs and increase or decrease the number of jobs;
 - c. To determine the number and starting and ending times of shifts;
 - d. To assign employees to various jobs, work shifts, and routes (in accordance with Article 9 (Seniority) of the contract);
 - e. To determine the number of persons to be actively employed;
 - f. To set the standards of productivity and the services to be rendered to maintain the efficiency of operations; to determine the introduction of new or improved methods, processes, or services of any kind;
 - g. To expand, reduce, alter, combine, assign, or cease any job, department, operation, or

service; to hire employees and determine their qualifications; to schedule (including hiring part-time, temporary or seasonal employees); assign work, transfer, and lay off employees; and contract out/subcontract (in accordance with Article 6 of the contract).

- h. To evaluate and reward employees;
 - i. To discipline, suspend, demote and discharge introductory employees at will, and regular employees for just cause.
 - j. To extend, maintain, relocate, curtail, or terminate the operation(s);
 - k. To determine the quality of work and services required and maintain performance standards and records; and
 - l. To issue, amend and revise reasonable policies, rules, regulations, and practices, including rules of conduct, standards of performance, recording of time, leaves of absence, alcohol and drugs (including testing to comply with federal and/or state law), policies and rules governing attendance, and safety and security (cameras, access, parking); to take whatever action is either necessary or advisable to determine, manage, and fulfill the mission of the Employer and to direct the Employer's employees; to determine the existence or nonexistence of facts which are the basis of management decisions.
- 2.2 Use of Non-Bargaining Unit Labor. Nothing in this Agreement will prohibit any persons excluded from the bargaining unit under Article 1 from doing bargaining unit work, provided that it does not cause the layoff of any bargaining unit employee, nor will such persons become subject to the terms and conditions of this Agreement by doing so.
- 2.3 Employer Access to Property and Premises.
- 2.3.1 Desks, file cabinets, computers, computer files, [tablets](#), email, lockers, and any other property supplied or provided by the Employer which employees use at the workplace are subject to Employer access, with or without prior notice.
- 2.3.2 The Employer will not use this provision for the purpose of harassment of any employee.
- 2.4 Temporary Assignments. Employer may temporarily assign employees to perform duties not connected with their regular job or classification and/or working schedule for any bona fide business reason or purpose.

ARTICLE 3 – UNION RIGHTS

- 3.1 Union Membership or Support. All employees coming under the terms of this Agreement who are presently employed or who may be employed hereafter shall have the voluntary choice of whether to join the Union or to provide financial support. Employer and Union agree that this shall be an individual decision free of interference or coercion.

- 3.2 Collection of Dues. Upon written authorization of an employee, the Employer will deduct from the wages of the employee regular monthly dues of the Union. The authorization for the payroll deductions set forth herein will be on forms supplied by the Union that comply with applicable provisions of state and federal law. The Employer will notify ~~the Financial Secretary/Treasurer of the local representative and~~ the Union office, with copies to the designated local ~~union~~-Union officer, in writing of all new hires and terminations of bargaining unit employees monthly to ATUfiling@atu757.org.

[BARGAINING NOTE: The Union will provide correct contact information, to address District's clarification.]

- 3.3 Hold Harmless. The Union will indemnify and hold the Employer harmless against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken or not taken by the Employer for the purposes of complying with any of the provisions of this Article or in reliance on any list, notice or authorization provided by the Union hereunder.

- 3.4 Recognition of Union Officers. The Employer will recognize Union Officers and their authority as designated by the Union. Within ten (10) calendar days of the signing of this Agreement, the Union will notify the Employer in writing of its authorized Union Officers and of the Union business representative authorized to have contact with the bargaining unit or Employer representatives. Union officers are authorized to represent bargaining unit members at investigatory or disciplinary meetings, and to process and settle Grievances. The Employer shall not be held responsible for recognizing any Union Officer or Union representative so designated until the Employer has received written notice that the individual no longer serves in that capacity. The Employer also shall not be held responsible for refusing to recognize any Union Officer or Union Representative not on the Union's list.

The Employer shall grant a Union Officer unpaid time off when requested for the sole purpose of conducting Union business as it pertains to this specific agreement, including reasonable time off to attend training and conferences. Requests for time off must be submitted in advance. The approval for this time off request shall be granted, providing it does not interfere with the efficient operation of the Employer. Approval of time off requests will not be unreasonably withheld.

- 3.5 Non-Discrimination. There shall be no discrimination against any employee because of his or her membership or non-membership in the Union or for his or her activity (or refusal to engage in activity) in or on behalf of the Union.

- 3.6 Access to Workplace. An authorized representative of the Union upon presentation of proper identification to the Executive Director (or designee) shall have reasonable access during regular working hours to the place of business covered by this Agreement for purposes of conducting official Union business including investigating or processing grievances. The Union shall notify the Executive Director in writing of the name of any such authorized

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representative of the Union. Access under this Section 3.6 shall not in any way interfere with the work of any employee or the Employer's operation(s).

An authorized representative of the Union shall in each instance obtain permission from the Executive Director (or designee) prior to entering the property and prior to contacting any employee. Access shall not be unreasonably denied. Nothing in this Section 3.6 shall be interpreted as allowing authorized Union representatives to communicate with employees during their work hours (excluding meal and break periods, and time before and after the employees' shifts).

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- 3.7 Union Bulletin Board. The Employer will provide the Union with a bulletin board. The Union agrees that the bulletin board will be used only for official business and will not be used to post personal notices or any other material not pertinent to official Union business. The Union also agrees that no inflammatory, derogatory or controversial materials regarding the Employer will be posted on the bulletin board. The Union indemnifies and will hold the Employer harmless against all claims, suits, demands, charges, complaints or other causes of action for items that are posted on the bulletin board.

- 3.8 Union Activities. Absent mutual agreement, employees may not engage in Union business or activity (including but not limited to investigation of Grievances, Grievance meetings and arbitration hearings) during scheduled working hours (which shall not include breaks and meal periods). The Employer shall not be required to compensate any employee for time spent on Union business, and such time shall not be counted as time worked for any purpose.

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- 3.9 Union Participation in Orientation Process. The Employer shall give the Union the right to participate in the Employer's employee orientation process for new employees. Union representatives shall be allowed to either participate jointly or subsequent to the Employer's representative(s) in giving new employees information about the Union, the collective bargaining agreement, and the benefit programs under the agreement. In advance of each orientation meeting, the Employer shall provide the Union with a list of all new employees who will be involved in the orientation, including each employee's name, job title, and full-time or part-time status. The Employer will not make any negative references to the Union during the Employer's interviewing, hiring and orientation processes. The Employer shall not advise applicants or employees as to the need for or desirability of Union membership.

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ARTICLE 4 – LEAVES OF ABSENCE

- 4.1 Unpaid Leave. Employees may, upon request, be granted an unpaid personal leave of absence ~~which, when combined with any available forms of paid leave, shall not exceed forty (40) hours in any twelve (12) month period.~~ The granting or denial of unpaid personal leave is within the Employer's sole discretion. Employees shall continue to receive Employer contributions towards insurance benefits, while using unpaid leave. Seniority shall accrue during unpaid leave as described in Article 9.1.

4.2 Family and Medical Leave. Family and medical leave will be granted to an eligible employee for a qualifying reason under the federal Family and Medical Leave Act and/or any applicable Oregon family and medical leave law. The Union recognizes the Employer's right to establish and change policies and rules which are consistent with that/those law(s), and any additional benefit required under this Agreement.

~~4.2.4.3~~ Paid Leave Oregon. Paid Leave Oregon leave will be granted to an eligible employee for a qualifying reason under Paid Leave Oregon. Neither the Employer nor the Union approve the leave, qualification is determined by Paid Leave Oregon. Employees shall continue to receive Employer contributions towards insurance benefits, while using Paid Leave Oregon. More discussion needed to match 4.1.

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~~4.3.4.4~~ Disability Leave. Employees are eligible for unpaid disability leave in accordance with applicable state and/or federal laws.

~~4.3.1~~ Eligibility. All employees may be eligible for disability leave for recovery from bona fide disabling illnesses or injuries. This includes on and off the job illnesses, injuries and conditions, including the period of time a woman is disabled because of pregnancy, childbirth, or related medical conditions or occurrences. All disability leaves are conditioned upon furnishing satisfactory medical proof within ten (10) calendar days of the initial absence and every thirty (30) calendar days thereafter.

~~4.3.2~~ Duration. Except as otherwise allowed by law, disability leaves are limited to a maximum period of twelve (12) weeks in any twelve (12) month period, including any time covered by the Family and Medical Leave Act and any applicable Oregon family and medical leave law. All disability leaves are granted for an estimated period of time, and an employee who was able or released to return to work and does not do so will be subject to Section 9.2.6.

~~4.3.3~~ Notice to Employer. Disability leaves must be requested in writing and must be approved by the Employer in writing. Except in circumstances in which it is not reasonably possible, employees seeking such leave shall give ten (10) calendar days' advance notice.

~~4.3.4~~ Reinstatement. An employee returning from disability leave normally will be reinstated to the former or an equivalent position within one (1) week.

4.5 Military Leave. Leave shall be granted for military service or training as required by any applicable federal or state law as well as in circumstances when an employee is entitled to a leave as a result of the deployment, military service, a service-related injury, or in other circumstances allowed by applicable federal or state law.

ARTICLE 5 – GRIEVANCE PROCEDURE

5.1 A "Grievance" is a complaint, dispute, or controversy involving the interpretation, application or alleged violation of a specific provision of this Agreement.

5.2 The right to process and settle Grievances is wholly dependent upon and subject solely to

the provisions of this Article. This Article shall be the exclusive procedure and remedy for Grievances. The wage structures are not to be subject to the provisions of this Article for determination or alteration.

5.3 ~~A grievance~~A eGrievance shall be presented and processed in the following manner:

Step 1. Any Grievance shall first be brought to the attention of the Operations Manager or designee. A shop steward or other Union representative may be present when the Grievance is presented. A Grievance must be presented at Step 1 within ten (10) calendar days of the alleged violation or the date that the employee or Union representative knew or should have known of the occurrence giving rise to the Grievance or shall be deemed untimely for all purposes. The Grievance must be presented in writing and dated, and identify the problem leading to the Grievance.

The Operations Manager will then issue a response within ten (10) calendar days immediately following the date the employee ~~discussed-submitted~~ the written Grievance ~~with his/her immediate supervisor to the Operations Manager or designee.~~

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Step 2. If the Grievance is not resolved at Step 1, the affected employee(s) shall present the Grievance in writing to the Executive Director or designee within ten (10) calendar days immediately following the date the Operations Manager's response was received or communicated to the affected employee. At this and each subsequent step of the Grievance procedure, the written Grievance submitted by the Union or employee(s) shall include:

- a) A statement of the Grievance and the factual allegations upon which it is based;
- b) The Section(s) of this contract alleged to have been violated;
- c) The remedy sought; and
- d) The name and signature of the employee(s) involved in the Grievance, except in the case of a group Grievance. In such case, an officer of the local union will sign.

Within ten (10) calendar days of receipt of the Step 2 Grievance, the Executive Director will meet with the grievant and, if the grievant requests, a representative of the Union. The parties may mutually extend the time period to hold the Step 2 meeting.

The Executive Director shall give a written response within ten (10) calendar days immediately following the Step 2 meeting.

Step 3. (Arbitration) The decision of the Executive Director will be final and binding unless the Grievance is appealed to arbitration within ten (10) calendar days of the Step ~~3~~2 response. Such appeal shall be directed to the Executive Director.

An impartial arbitrator shall be selected by mutual agreement of the parties or, failing such agreement, the moving party shall contact the Employment Relations Board (ERB) to request

a panel of seven (7) arbitrators. Within seven (7) calendar days after receiving the ERB list, the moving party shall contact the other party and strike the first name, and thereafter the parties shall alternate in striking a name from the panel until one (1) name remains who shall be the arbitrator.

The decision of the arbitrator will be final and binding on the Employer, the Union, the Union's membership and the aggrieved employee or employees. A Ggrievance shall be considered withdrawn with prejudice, if not submitted to arbitration within six (6) months from the date of the initial request for arbitration. The parties may extend that date only by mutual written agreement.

5.4 The jurisdiction and authority of the arbitrator shall be confined exclusively to the interpretation of the specific provision(s) of this Agreement at issue between the Union and the Employer. The arbitrator shall have no authority to add to, detract from, alter, amend or modify any provision of this Agreement or impose on any party a limitation or obligation not explicitly provided for in this Agreement.

5.5 Any Ggrievance not timely presented by employee at Step 1 or not timely appealed to Step 2 or Step 3 shall be invalid, waived and lost forever, and the Employer shall not be required to consider or process any such Ggrievance.

5.6 Unless otherwise mutually agreed to by the Employer and the Union, each Ggrievance appealed to arbitration shall be the subject of a separate and distinct arbitration hearing and decision and no arbitrator shall be selected by the parties to hear or decide more than one Ggrievance in any one arbitration proceeding.

5.7 The expenses of the arbitrator and hearing room will be equally shared between the Employer and Union; otherwise, each party shall bear its own expenses in preparing and presenting its case. If the parties agree to use a court reporter, the expenses will be borne equally between the parties. If only one party insists upon a court reporter, the party requesting the court reporter will bear the expenses alone, but the other party will not be entitled to a copy of the transcript.

5.8 The arbitrator will render a decision on the Ggrievance which has been submitted to him or her within thirty (30) days from the later of the date of the hearing or submission of briefs, unless additional time is requested and mutually agreed to by the Employer and the Union.

5.9 The Employer and the Union may agree to submit a Ggrievance to an Expedited Arbitration process subject to the following conditions:

- A. Both parties must mutually agree to Expedited Arbitration to resolve a specific Ggrievance;
- B. The hearing will be informal;
- C. No briefs will be filed;

- D. Formal rules of evidence will not be strictly followed;
- E. The arbitrator may issue a bench decision after the hearing, but in any event, will render a decision within 48 hours after the conclusion of the hearing;
- F. The arbitrator's decision will be based on the record before the arbitrator, and may include a brief written explanation of the basis for such conclusion;
- G. The arbitrator's decision will be final and binding upon the parties;
- H. No decision by an arbitrator in this expedited process shall be deemed to establish any practice or any precedent for future proceedings;
- I. An arbitrator who issues a bench decision will furnish a written copy of the award to the parties within forty-eight (48) hours of the close of the hearing; and
- J. The fees of the arbitrator will be borne equally by both parties.

ARTICLE 6 – SUBCONTRACTING

- 6.1 The Union recognizes that the Employer shall have the right to make and to implement decisions relative to the contracting and subcontracting of work as it may determine; however, driving services will not be subcontracted that will result in the layoff or displacement of bargaining unit employees. In addition, the Employer will attempt to first determine whether it is feasible for bargaining unit employees to perform the work.
- 6.2 The parties will hold labor-management meetings on an as-needed basis as noted in Section 22.1 to discuss contracting out and service expansion plans.
- 6.3 Before the Employer may subcontract new driving services, the parties further agree that the following shall occur:
 - A. The Union shall be notified in writing at least thirty (30) days in advance of the proposed implementation of such subcontracting. Such notification shall include a written statement of the projected financial impact and other considerations that the Employer has deemed are pertinent to its deliberations to contract or subcontract work. The Employer will share all information regarding ~~possible projects~~proposed subcontracted driving services, including but not limited to estimated timeframes, number of employees, wages of all employees, and funding (to the extent such information is known by the Employer).
 - B. Upon receipt of such notice, the Union shall have seven (7) days in which to notify the Employer of its desire to meet and discuss the subcontracting. The Union may propose changes in existing contract language in order to compete more effectively with the contractors or subcontractors and/or the Union may propose alternative staffing arrangements that it believes would reduce the impact of the contracting or subcontracting.

~~C. If the Union's proposal would result in providing quality, timeliness of work and savings equal to or greater than that identified in the management plan, the parties will agree in writing to implement the Union proposal. However, the Employer retains discretion to reasonably determine whether the Union's proposal would result in providing quality, timeliness of work and savings equal to or greater than that identified in the management plan.~~

~~D.C.~~ The Employer shall not finalize a decision to contract or subcontract such work until after it has afforded the Union the opportunity to meet as provided above. The Employer shall give full consideration to all timely Union proposals before a decision is finalized. The Employer's ultimate intent with regard to subcontracting is to expand services and eventually bring the work in-house where practical.

ARTICLE 7 – NO STRIKES OR LOCKOUTS

- 7.1 Neither the Union nor any member of the bargaining unit will directly or indirectly cause, encourage, sanction, or participate in any strike of any kind, including but not limited to work stoppage, slowdown, picketing, honoring of picket lines, boycotts, concerted mass sickness, sympathy strikes, or any acts or denial of services that interfere with, threaten to interfere with or have the potential of interfering with the Employer's business or operations. In addition, there will be no lockouts by the District.
- 7.2 The Union, its officers, agents, members and employees agree that if any acts, conduct or withholding of services prohibited by this Article occur or are threatened, they shall take all reasonable and necessary steps to prevent and stop any and all such interferences by persons subject to this Agreement.

ARTICLE 8– EQUAL EMPLOYMENT OPPORTUNITY/PROHIBITION AGAINST HARASSMENT

- 8.1 The Union and Employer each share a desire to ensure equal opportunity to all qualified persons in all aspects of employment. The employment policies of the District are directed toward securing and maintaining a work force of skilled and competent men and women, without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability where these do not interfere with successful performance, or other protected classes under applicable state and federal law. The Union, employees, and the Employer mutually agree not to discriminate against any employee in violation of applicable state or federal law. Grievance action taken under this Section will not include binding arbitration unless mutually agreed to by the parties.
- 8.2 Both the Employer and Union agree that all employees are entitled to a working environment free from all forms of unlawful harassment, including harassment based on the criteria listed in Section 8.1.

- 8.3 The Employer may adopt formal policies and procedures to implement the provisions of Sections 8.1 and 8.2, as provided in Article 2.
- 8.4 All references to employees in this Agreement designate both genders. Regardless of whether the male, female, or non-binary gender is used, it shall be construed to include male, female, and non-binary employees.

ARTICLE 9 – SENIORITY

9.1 Seniority Date. Seniority is defined as continuous service from the last date of hire. For purposes of computing seniority, all authorized leaves shall be considered as time worked. A break in service results from layoff in excess of 180 calendar days, resignation, or discharge. Union maintains CCL

9.2 Loss of Seniority. Full and part time employees accrue seniority as described herein. Fill in/substitute employees do not accrue seniority. Except as otherwise specified in Section 9.3, upon successful completion of the introductory period established in Article 13.14, the employee's most recent date of hire shall become the seniority date. Full time employees shall have seniority over part-time employees with the same seniority date. Seniority will otherwise be established by process of a drawn lot if two (2) or more employees were employed on the same date.

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9.2 Loss of Seniority. Except as otherwise required by law, seniority and employment will be lost by any of the following:

9.2.1 Any resignation from employment, including position abandonment under Section 11.2;

9.2.2 Any termination of a regular employee for cause, unless reinstated pursuant to the Grievance procedure;

9.2.3 Absence from work for more than a cumulative total of twelve (12) months 365 calendar days, regardless of the reason or cause, including illness or injury, unless such leave is legally protected or in the case of an on-the-job injury. Employees whose seniority and employment are lost under this Section 9.2.3 shall be eligible to reapply for employment.

9.2.4 Failure to return to work on the date specified in any recall from layoff.

9.2.5 Layoff of six (6) months 180 calendar days or more.

9.2.6 9.2.1 Failure to return to work immediately after expiration of approved leave of absence without prior written approval of Employer.

9.2.7

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9.3 Seniority Date Adjustments. Rehires who return to work more than 180 calendar days following the last day of their previous employment period will be assigned a new seniority

date, as specified in Section 9.1. Rehires who return to work within 180 calendar days following the last day of their previous employment period will be assigned the same seniority date as their previous period of employment. Employees will not accrue seniority during a layoff.

An employee who has transferred out of the bargaining unit for a period of ~~180 calendar days~~~~six (6) months~~ or less and remains in the continuous employ of the District, may transfer back into the bargaining unit classification he/she held prior to transferring out of the bargaining unit. If the transfer of such a person back into the bargaining unit requires the layoff of a bargaining unit employee, the returning employee shall wait until the next eligible opening, which he/she shall immediately be placed into.

- 9.4 **Layoffs.** The Employer, in its sole discretion and determination, shall decide when to lay off employees. Layoffs shall be for bona fide business reasons.

9.4.1 **Notice to Affected Employees.** Except in emergency circumstances, the Employer will provide fourteen (14) calendar days' notice in advance of any layoff, or pay any portion of the notice period that the Employer does not allow Employee to work. Any pay under ~~this Section 9.4.2-1~~ will be based upon the number of hours Employee would otherwise have been scheduled to work.

9.4.2 **Procedure.** Prior to any involuntary layoff, Employer may seek volunteers by job title(s). If involuntary layoffs still are necessary, layoffs will be done by District seniority within the job title (with the least senior employee within the job title being laid off first). ~~To reflect article 7.~~

- 9.5 **Recall.** Recall rights are extended to laid-off employees who were regular employees at the time of the layoff.

If it becomes necessary to increase the number of employees in a job title, laid-off employees will first be recalled by seniority to the former job title. If still necessary to fill the position(s), the job shall then be offered to the next most senior employee in the job title (if qualified). This process shall continue until the position(s) are filled or the list is exhausted.

Employer will send any recall from lay-off notice by phone or email to the contact information provided by the laid-off employee in writing to the Employer. It is the laid-off employee's responsibility to notify the Employer in writing of any changes to their contact information.

Laid-off employees will have up to three (3) calendar days after the date the Employer sent the recall notice to respond to that notice. A laid-off employee who fails to respond by 5:00 p.m. on the third (3rd) calendar day after the date the Employer sent the recall notice shall be considered to have refused recall and shall lose recall and employment rights. ~~The~~

Commented [AA2]: In the expired language the word "Layoffs" was both it's own section 9.4 and then repeated in Section 9.4.1. To remove redundancy we moved it up to the top sub-section of 9.4

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~~employee shall then be subject to Section 9.2.4.~~ A laid-off employee's recall rights shall also be lost if on the date of the Employer's recall notice the laid-off employee is working for the Employer as the result of a successful bid for any externally advertised position posted.

Commented [AA3]: This section no longer exists, and therefore the cite reference should be removed.

Laid off employees who accept the recall offer are not eligible to bid for a period of one year (unless waived by the Executive Director or designee or if their former position at their former location is posted and they are otherwise eligible to bid).

Laid-off employees recalled within ~~twelve (12) months~~ 365 calendar days after being laid off will retain their hire date and seniority date (in accordance with Section 9.1).

Laid-off employees recalled more than ~~twelve (12) months~~ 365 calendar days after being laid off will receive a new hire date and a new seniority date (in accordance with Section 9.1).

ARTICLE 10 – DISCHARGE AND DISCIPLINE

10.1 The Employer shall not discipline or discharge a regular employee without just cause, but this shall not prevent the Employer from removing an employee from work while it conducts an investigation. Discipline includes a written warning, ~~an~~ unpaid suspension, ~~and~~ termination. The employee shall be notified in writing of any discipline. Designated Union officers shall have the right to discuss any disciplinary action imposed or threatened with management, with or without the presence of the affected employee, as long as the Union provides advance notice to the employee.

10.2 In addition to other provisions of this Agreement authorizing termination for a first offense, examples of conduct or behavior providing just cause to discharge a regular employee without prior warning include, but are not limited to:

- (a) Dishonesty connected with timekeeping, absenteeism, reports, and investigations;
- (b) Stealing/theft;
- (c) Any violation of Employer's alcohol and drug policy, including but not limited to consumption, possession or being under the influence of alcohol or illegal drugs during working hours or on Employer property;

~~(d)~~ Loss or suspension of commercial driver's license (CDL);

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~~(d)~~ (e) Loss of DOT Medical Card for longer than 180 days, subject to extension by mutual agreement;

~~(e)~~ (f) Possession of a firearm, weapon or ammunition on Employer property;

~~(f)~~ (g) Unauthorized use of or removal of customer or Employer equipment or property;

~~(g)~~ (h) Gross insubordination;

- ~~(h)~~(i) Serious incident of unlawful discrimination or harassment;
 - ~~(i)~~(j) Serious safety violation;
 - ~~(j)~~(k) Threatening, intimidating, coercing or hateful language or behavior targeting an individual because of their protected characteristics in any job- related circumstance;
 - ~~(k)~~(l) Immoral, indecent or criminal conduct, including but not limited to such conduct that occurs off the job or during non-working hours as long as it relates to the employee's job, leads to coworkers' refusal or reluctance to work with the employee, would reasonably be expected to negatively impact the Employer's business or reputation, or makes the employee unsuitable for continued employment in light of the conduct; and;
 - ~~(l)~~(m) Physical attacks or violence, fighting, threats of physical violence, and stalking;
 - ~~(m)~~(n) Failure to immediately report an accident;
 - ~~(n)~~(o) Willful or grossly negligent damage to Employer property of the property of others; and
 - ~~(o)~~(p) Failure to report to work on the first workday following the end of an approved leave of absence unless the employee has earlier received the Human Resources Director's (or designee's) written approval for an adjusted return date or unless the failure is due to emergency circumstances beyond the control of the employee, in which case the employee shall obtain the required approval as soon as possible.
- 10.3 The Employer will respond to other behavior or conduct problems, including work performance issues, as it determines appropriate considering the seriousness of the problem, and the employee's past disciplinary and performance records and length of service with Employer.
- 10.4 Nothing in this Article 10 or any other provision of this Agreement shall be interpreted to require the Employer to engage in any negotiation process as a condition to imposing disciplinary action, and any disputes concerning the Employer's right to take disciplinary action against regular employees under this Agreement shall be subject to Article 5.

ARTICLE 11 – SEPARATING FROM EMPLOYMENT

- 11.1 All employees shall give at least fourteen (14) days' written notice of resignation or retirement. An employee who fails to comply with this provision will receive his/her final paycheck on the next regular pay date. The employee shall leave a forwarding address in writing. Employer shall have the right to terminate an employee early and provide pay for the remainder of his/her scheduled hours during the 14-day notice period.
- 11.2 An employee who is absent from work without advance notice to the Operations Manager or, if the Operations Manager is not available, the Executive Director, will be considered to have voluntarily abandoned his/her employment unless the failure to notify was clearly

beyond the employee's control.

ARTICLE 12 – HEALTH AND SAFETY

- 12.1 The health and welfare of employees is a primary concern of both the Employer and the Union. Both parties recognize the importance of achieving and maintaining a high level of safety in all operations of the District. Both parties also recognize the importance of avoiding/reducing on-the-job injuries and controlling property damage and production losses. Both parties recognize the value of safety rules and practices, as well as preventive and corrective safety measures. Accordingly, once safety and health concerns are brought forward to the appropriate personnel, the parties will attempt to take appropriate actions to address the concerns.
- 12.2 ~~Technology Rights. The Employer shall meet with the Union before the implementation of new technology affecting bargaining unit employees in order to explain and clarify the use and effects of said technology. The Employer will not utilize the collection of technology data for disciplinary purposes except because of an investigation into a documented allegation of misconduct or violation by another employee or member of the public, supervisory observation, or an investigation of an accident. Union awaits District's response~~
- 12.3 On-the-Job Accidents/Injuries. An employee who suffers any on-the-job accident or injury, no matter how minor, or who is involved in a “near-miss” situation, must immediately notify the Operations Manager or designee so Employer can ensure the employee is properly treated, investigate the accident, and/or take any necessary corrective action.
- 12.4 Examinations and Releases. Except as otherwise required or allowed by law, the Employer may request a medical or professional examination by a health care provider of its choosing (at its expense) in circumstances where the nature of the employee's job, condition and/or conduct or behavior raise potential fitness-for-duty, safety, or other bona fide business-related issues or concerns.
- 12.5 Alcohol and Drug Policy. The Employer shall have the right to maintain an Alcohol and Drug Policy, including alcohol and drug testing.
- 12.6 Security and Safety. At the Employer's option, cameras, audio recorders, and GPS devices may be used on the Employer's property and on buses for security, safety, and protection of property and persons. In the event any data or recording is used as evidence for purposes of disciplinary investigation or action, the Union shall be provided a copy of such data upon request prior to imposition of the discipline.
- 12.7 Firearms, Weapons, and Ammunition. Employees are prohibited from bringing firearms, weapons and/or ammunition onto Employer property.
- 12.8 Employer Property. For purposes of this Agreement, “Employer property” shall include property owned by or leased to the Employer or any other property controlled or used by

Employer for purposes of rendering services for its customers or members of the public.

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ARTICLE 13 – TECHNOLOGY

13.1 Implementation of Technology Systems:

- (a) The Employer reserves the right to install and use technology, including but not limited to audio and video recording equipment, global positioning systems, speed and environmental sensors, and related software (Technology Equipment). These systems may be used in all work vehicles and property, limited to locations where an employee does not have a reasonable expectation for privacy.
- (b) The Employer will notify the ATU and provide an opportunity prior to the implementation of new Technology Equipment to provide information and answer any questions about use and effect of said technology.

13.2 Review and Analysis of Data

- (a) The Employer shall not use Technology Equipment for the sole purpose of targeting an employee or “fishing” for employee discipline. However, the Employer may use Technology Equipment in the normal course of business, which includes the following circumstances:
 - i. To verify or investigate a near miss, incident report, collision, kinetic event, or safety alerts from Technology Equipment and software.
 - ii. To conduct route checks for schedule and route adherence, or any reported safety concerns.
 - iii. To investigate an observation or complaint.
 - iv. To investigate allegations of unsafe driving, behavioral complaints, misconduct, or alleged unlawful conduct of an employee.
 - v. In response to law enforcement or other government authorities.
- (b) The Employer will not review Camera recordings or live feed randomly or without cause.

13.3 Disciplinary Actions

- (a) The Employer may use Technology Equipment for employee discipline or unsafe conduct or activities so long as it conforms to this Article.
- (b) The Employer will not use Technology Equipment to impose employee discipline for minor rule violations (e.g., limited digression from professional conduct or poor driving that does not rise to a safety hazard) discovered in the course of reviewing data for an unrelated reason unless the circumstances in ParagraphSection 13.2 apply. Employer may provide coaching or guidance in this event.
- (c) The Employer reserves the right to impose disciplinary action for non-minor violations discovered in the course of reviewing Technology Equipment, including but not limited to cellphone or electronic device use while operating a vehicle, traffic violations, denials of service, escalations of disputes, serious misconduct, or unlawful behavior while performing their duties. The eEmployer reserves the right to impose disciplinary action for criminal activity discovered in the course of reviewing Technology Equipment.

13.4 Union Rights

- (a) If a grievance pertaining to an event in which any data or recording is used as evidence for disciplinary action,

~~The~~ ATU will have an opportunity to review the relevant data from the Technology Equipment as soon as practicable after making a written request to the Executive Director or their designee.

- (b) In the event ATU opts out of viewing data or video on-site, the Employer will provide ATU with requested data or recordings related to the grievance at ATU's expense.

~~13.5~~ Compliance with Existing Agreements

- (a) ~~Any employee discipline imposed remains subject to the terms of the parties' Collective Bargaining Agreement, including the grievance procedure.~~

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ARTICLE 143 – CATEGORIES OF EMPLOYEES

- ~~13.1~~14.1 Probationary Employees. All employees are subject to an introductory period which shall be 120 calendar days for full-time employees and 180 calendar days for part-time employees. Introductory period employees may be terminated without cause or notice and shall not have access to the Grievance and arbitration procedures in Article 5. The Employer can extend the introductory period where the employee is on a leave of absence or for other reasons if there is mutual agreement between the District and Union. An employee who has completed the trial service period will be classified as a "regular employee."

- ~~13.2~~14.2 Full-Time Employees. Full-time employees are those who are regularly scheduled to work an average of 30 hours or more per week.

- ~~13.3~~14.3 Part-Time Employees. Part-time employees are those who are regularly scheduled to work an average of between 12 and 29 hours per week.

- ~~14.4~~ StandbyFill in/Substitute Employees. ~~StandbyFill-in~~/substitute employees are those who average working less than 12 hours per week over a ~~three-month~~90 calendar day period. The Employer will not employ more than four ~~standbyfill-in~~/substitute drivers at any given time. ~~StandbyFill-in~~/substitute employees do not accrue seniority and are not eligible for any benefits other than those required by law (such as earning 1 hour of sick leave for every 30 hours worked pursuant to the Oregon Sick Time law). A Fill-In/Substitute Driver must complete three (3) full shifts per month to maintain employment. If a Fill-In/Substitute Driver is unable to fulfill this obligation, the District retains the right to treat the employee as having voluntarily resigned from employment. If voluntary resignation occurs, the individual is eligible to re-apply if there is a position available. Voluntary resignations under this section are not grievable or otherwise subject to the grievance procedure.

- ~~13.4~~14.5 If a ~~standbyfill in~~/substitute employee averages working 12 or more hours per week over a three-month period, they will then become eligible for the additional benefits received by part-time employees unless/until they average working less than 12 hours per week over a three-month period.

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ARTICLE 154 – HOURS OR WORK/OVERTIME

~~14.15.1~~ The normal workweek shall be from 12:01 a.m. Saturday morning to 12:00 midnight Friday.

~~14.215.2~~ The Employer shall have the right to establish, change or eliminate hours of work, workweek, and/or shifts after reasonable notice to affected employees. Split shifts, relief work or charters shall be permitted.

~~14.315.3~~ The Employer also shall have the right to post work schedules for employees to bid on by seniority. Such bidding shall be timely to allow ~~the bid periods to be effective for employees to receive~~ at least two weeks before the new schedule begins.

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~~14.415.4~~ Employees who work in excess of forty (40) hours in a workweek, as defined in Section ~~1415.1~~, shall be paid one and one-half (1½) times their base hourly rate for all hours worked in excess of 40 hours in the workweek. Non-working time, such as holidays and vacation, are not considered hours worked for any purpose under this Agreement. Overtime must be authorized by the Operations Manager or designee ~~and should not be assumed. Overtime work shall be offered on a seniority basis. The district may assign hours to employees in order to minimize overtime, and as a last resort may assign non-represented staff to cover shifts. Overtime otherwise is offered on a seniority basis. In specific situations, a field supervisor may cover shifts to minimize overtime. Overtime will only be authorized after all other staffing resources have been exhausted.~~

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~~14.515.5~~ No Pyramiding. There shall be no pyramiding of overtime.

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~~14.615.6~~ Meal and Rest Periods. Employees shall have one (1) unpaid thirty (30) minute meal period if they work a shift of six (6) hours or longer. If the work period is seven (7) hours or less, the meal period will be scheduled between the second and fifth hours. If the work period is more than seven (7) hours, the meal period will be scheduled between the third and sixth hours. Any additional meal periods during overtime hours are as required by state law. Each employee shall be permitted to take one (1) ten (10) minute paid rest break during each four (4) hours of work.

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ARTICLE ~~16~~5 – UNIFORMS

~~15.116.1~~ The District will provide uniforms for all employees who are required to wear a uniform. Employees leaving employment with the District are responsible for returning all uniform items issued.

ARTICLE ~~16~~17 – WAGES

~~16.1~~ Wage Rates. Effective July 1, 202~~5~~3, employee hourly wages shall be as follows:

- 3.5% July 1, 2025, 2.5% on their anniversary in 2025 to total 6%

- 2.5% July 1, 2026, 2.5% on their anniversary in 2026 to total 5%
- 2.5% July 1, 2027, 2.5% on their anniversary in 2027 to total 5%

		Base	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Non-CDL	1-Jul-25	\$ 20.71							
	1-Jul-26	\$ 21.23							
	1-Jul-27	\$ 21.76							
Class B CDL	1-Jul-25	\$ 25.39	\$ 26.02	\$ 26.67	\$ 27.34	\$ 28.02	\$ 28.72	\$ 29.44	\$ 30.18
	1-Jul-26	\$ 26.02	\$ 26.67	\$ 27.34	\$ 28.02	\$ 28.72	\$ 29.44	\$ 30.18	\$ 30.93
	1-Jul-27	\$ 26.67	\$ 27.34	\$ 28.02	\$ 28.72	\$ 29.44	\$ 30.18	\$ 30.93	\$ 31.70

16.2 Pay Differentials. The following differentials will only be paid during the hours spent driving the Gorge-to-Mountain Express route or during the hours spent as an approved Route Trainer.

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16.2.1 Gorge-to-Mountain: \$3.00 per hour.

16.2.2 Route Trainer: \$3.00 per hour

ARTICLE 187 – HEALTH AND WELFARE

17.18.1 Health Insurance Benefits. Full-time employees shall be eligible to enroll in the Employer's medical and dental plan on the first day of the month following their month of hire. The Employer shall pay 100% of the employee-only medical and dental monthly premium. Coverage for additional family members is at the employee's expense. The Employer shall have the right to designate the insurance carriers and plans, and the plans offered will be the same as made available to the Employer's unrepresented employees. Should the carriers, plans, or plan terms change during the life of the agreement, the Employer shall notify the employees of such changes.

17.218.2 Opt Out. Full-time employees who ~~have approved alternate coverage~~ may opt out of the Employer's provided health plan (medical, dental and vision benefits) and shall receive "in lieu of" payments equivalent to 70 percent of the actual cost of the employee-only medical, dental and vision monthly premium. Pursuant to Oregon Administrative Rule 101-020-0015 and similar state or federal laws, employees on Medicaid are not eligible to opt out of the employer's health plan. Union agrees to if we site state and federal law

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ARTICLE 198 – PAID TIME OFF

~~18.1~~19.1 Vacation-Paid Time Off Eligibility. The District provides paid time off (PTO) benefits to its full- time and part-time employees. PTO may be used at the employee's discretion but is subject to approval by the District unless otherwise required by law. ,while protecting an allotment of time for illness, injury, or preventative care, in compliance with applicable Oregon law regarding sick time. PTO replaces vacation and sick leave hours effective July 1, 2023.

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All employees are eligible to accrue PTO as set forth in the chart below. Accrual begins on the first day of employment, but employees are not eligible to use PTO until they have successfully completed their 90-day probationary period. PTO is considered replacement time and may be taken only for scheduled workdays and hours. All PTO will be paid at the employee's regular rate of base pay. A full- time employee must have been on paid status during the entire payroll period to qualify for full PTO accrual for that payroll period.

PTO is accrued per pay period. Employees accrue PTO hours at the following rates:

Years Worked	Full-Time EEs	Part-Time EEs	~~Standby~~ <u>Fill-in/Substitute</u>
Until 1 st Anniversary	6.78 hours per pay period; maximum accrual of 176 hours per year	5.59 hours per 80 hours worked; maximum accrual of 176 hours per year	1 hour for every 30 hours worked; maximum accrual of 40 hours per year
Following the 1 st Anniversary	7.38 hours per pay period; maximum accrual of 192 hours per year	6.19 hours per 80 hours worked; maximum accrual of 192 hours per year	1 hour for every 30 hours worked; maximum accrual of 40 hours per year
Following the 2 nd Anniversary	8.3 hours per pay period; maximum accrual of 216 hours per year	7.11 hours per 80 hours worked; maximum accrual of 216 hours per year	1 hour for every 30 hours worked; maximum accrual of 40 hours per year
Following the 5 th Anniversary	9.87 hours per pay period; maximum accrual of 257 hours per year	8.68 hours per 80 hours worked; maximum accrual of 257 hours per year	1 hour for every 30 hours worked; maximum accrual of 40 hours per year

~~18.2~~19.2 Accrual Status. At the end of the calendar year, employees with remaining PTO hours may transfer accrued PTO to the next calendar year's earned leave, not to exceed ~~200~~ 250 hours.

~~18.3~~19.3 PTO Upon Termination. In the event an employee is discharged, resigns, or is laid off after at least ~~six months~~ 180 days of continuous service, the employee will be paid out for his/her accrued and unused PTO at its full value, which will be included in the final

paycheck. Leave accumulation will automatically stop when the maximum accrual is reached. If termination occurs prior to completion of six months of service following the introductory period, no compensation will be made.

18.419.4 Use of PTO. An employee shall request use of PTO in advance for planned absences. Appropriate notice is necessary so that PTO requests can be scheduled for employees. Known planned time off should be requested during the month of December for the upcoming year and will be approved based upon seniority. Any PTO requested after December for the upcoming year will be approved on a first to-apply basis. However, if management is unable to schedule time off or unable to meet business needs, requests may be denied even though sufficient advance notice has been given. If an employee gives less than two (2) weeks' required advance notice, they must find another employee who can cover their shifts and have the switch approved by their manager.

For a foreseeable need to use PTO due to illness or injury (or other reasons set forth in the Oregon Sick Time law), the employee shall notify his/her supervisor or designee of absence at least ten (10) calendar days prior to leave. If the need to use PTO due to illness or injury (or other reasons set forth in the Oregon Sick Time law) is unforeseeable, the District's strong preference is that employees provide at least two (2) hours' advance notice of the absence to his/her supervisor or designee, and in all such cases employees must provide such notice prior to the start of the scheduled shift. Unless the employee is physically prohibited from doing so, the employee must communicate the need for time off due to illness or injury. Notice by voicemail or text shall be acceptable if the supervisor or designee is unavailable. The employee must leave a voicemail or text notifying the supervisor or designee of a phone number at which the employee can be reached. A physician's statement of illness or other acceptable proof of illness may be required for any illness that is for more than three (3) consecutive work days in duration. The Employer shall pay any associated costs for providing medical verification or certification, including lost wages, that are not paid under the health benefit in which the employee is enrolled. The Employer may not require the verification or certification explain the nature of the illness or details related to domestic violence, sexual assault, harassment, or stalking.

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Reason for Time Off	Required Notice
Illness/Injury	Strong preference is two (2) hours prior to start of shift
Planned Needs	At least two (2) weeks in advance of the planned leave

ARTICLE 2019 - HOLIDAYS

~~19.20.1~~ 19.20.1 **Eligibility.** All full-time employees shall receive eight (8) hours of regular pay for each of the holidays listed below. Part-time employees shall receive four (4) hours of regular pay for each of the holidays listed below. The employee must be on paid status both immediately before and immediately after the holiday to qualify for the holiday pay. (~~Standby~~Fill-in/substitute employees are ineligible for holiday pay.)

New Year's Day	Fourth of July
Martin Luther King Day	Labor Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas <u>Day</u>

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~~19.20.2~~ 19.20.2 **Work Performed on a Holiday.** If an employee works on any holiday observed by the Employer, the employee shall be paid for all hours worked at the rate of one and one-half times the regular rate of pay.

~~19.320.3~~ 19.320.3 **Effect of Leave of Absence.** Employees who are off work on unpaid leave or a leave of absence ~~a leave of absence~~ shall not receive holiday pay. Employees who are utilizing Paid Time Off shall be paid for the holiday.

ARTICLE 210 – RETIREMENT

21.1 457 Deferred Comp Plan. Employees who have completed full-time status for twelve months are eligible to participate in the Employer's 457 Deferred Comp retirement investment plan. The Employer will match employee contributions up to 4% of gross wages.

ARTICLE 221 – GENERAL PROVISIONS

22.1 Labor Management Committee. The Employer and the Union may establish a Labor Management Committee consisting of such members of management as Employer may designate and such members of the bargaining unit as Union may designate. Each party may designate up to two (2) members. Meetings may be held as often as Employer and Union mutually agree. The Committee's function shall be to discuss labor-management issues of general concern and to provide a forum for regular communication between labor and management. Except by mutual agreement, the Committee's role is advisory, rather than decision-making, in nature. Except by mutual agreement, the Committee shall not be involved with, or have the authority or responsibility for, the processing or settlement of Grievances or individual disputes. The Company and the Union reserve the right to discontinue the Committee if the meetings are used for purpose(s) other than those identified in this Section 22.1.

ARTICLE 232 – SAVINGS CLAUSE

23.1 Should any section, clause, or provision of this Agreement be declared illegal or unenforceable by a court, agency, or tribunal of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Agreement.

ARTICLE 243 - DURATION

24.1 This Agreement shall be effective on July 1, 20253, except for any provisions of the Agreement which have been assigned other effective dates as identified above, and shall remain in full force and effect up to and including the 30th day of June, 20258. The Agreement shall also continue thereafter from year to year unless at least sixty (60) days prior to the first day of July 20258, or to the first day of July of any subsequent year, either party shall file written notice with the other of its desire to enter into negotiations.

COLUMBIA AREA TRANSIT	AMALGAMATED TRANSIT UNION, DIVISION 757
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By: _____ Amy Schlappi, Executive Director	By: _____ Bruce Hansen, ATU President – Business Representative
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Date: _____	Date: _____
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Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew – Office Manager
Date: September 17, 2025
Re: Employee Handbook Update

Background

The Employee Handbook was last approved by the Board in October 2023. Since that time, staff have identified areas requiring updates and additional information to ensure the handbook remains accurate and comprehensive.

The changes and correlating page numbers are listed below.

Additions:

- Religious Accommodation Request Policy (page 20)
- Property Policy (page 30)
- Facility Access (page 33)
- Dress Code/Uniform (added G2M Uniform) (page 35)
- Other Benefits (page 63)

Board approved Policies Added:

- Harassment Policy (page 9)
- Salary Scale & COLA Policy added under Pay Administration (page 44)
- Tobacco/Smoke Free Workplace and Facilities Policy (page 83)

Minor Format and Language Changes:

- Workplace Professionalism Policy (page 15)
- Employment (page 17,18 & 19)

- Ethics (page 23)
- Dress Code/Uniform (page 35 & 37)
- Hours of Work and Work Schedules (page 48 & 49)
- PTO Benefit (page 59 & 60)
- Paid Holiday Benefit (page 59)
- Other Benefits (page 64)
- Civic Duty Leave (page 68)
- Crime Victims' Leave (page 69)
- Domestic Violence Leave (page 70)
- FMLA (page 71)
- Leave to Donate Bone Marrow (page 77)
- Uniformed Services Leave and Re-Employment (page 78)
- Oregon Military Family Leave (page 80)
- Emergency Preparedness (page 88)
- Separation from Employment (page 90)

Action Required

The Board should discuss and vote to approve or not approve the updated Employee Handbook.

Recommendation

Staff recommend that the Board approves the updated Employee Handbook.

Attachments: Employee Handbook with changes tracked.



Hood River County Transportation District Employee Handbook

October 2023 September 2025

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INTRODUCTION

WELCOME TO HOOD RIVER COUNTY TRANSPORTATION DISTRICT!

Here at Hood River County Transportation District (HRCTD), we hope you will be able to pursue a meaningful career in public transit. A small rural system with a big vision - HRCTD strives to meet the mobility, access, and environmental goals of one of the most beautiful Oregon places: The Columbia River Gorge.

At HRCTD, we try not to see ourselves as just a workplace but as part of the broader Gorge community. We provide vital services that connect those who live, work, and visit Hood River County and its neighbors.

As the newest member of our team, we want you to know that you will play a vital role in enabling public transit to fulfill its mission and promise in the Gorge. Our goal is to facilitate a team approach that makes those who work for us and those who ride with us feel welcome, safe, and supported.

This handbook is designed to provide you the information you need to be successful as you start your career with HRCTD. It has been prepared as a guide to give you a better understanding of our policies, procedures, and practices. Please familiarize yourself with its contents and keep it handy for reference.

The team at HRCTD values two-way communication, and our “open door” policy encourages you to ask questions if there are policies or procedures you don't understand. We welcome your ideas and suggestions for ways to improve our operations and services.

We are excited you're here!

Amy Schlappi
Executive Director

HISTORY OF HOOD RIVER COUNTY TRANSPORTATION DISTRICT

HRCTD, who does business as Columbia Area Transit (CAT), has been operating as the primary transit provider in Hood River County area since 1992. Originally a door-to-door service designed to meet the growing mobility needs of seniors and persons with disabilities, HRCTD has grown over the years – to become one of the larger providers in the Gorge. Currently HRCTD provides general public demand-response (Dial-A-Ride) service to Hood River County and fixed-route service within Hood River County and to The Dalles and Portland. Transfer points exist in Hood River, The Dalles, and Portland to provide rider connections to other transit providers.

In large part this growth has occurred since 2017 with future focused Board of Directors and the guidance of a community driven Transit Master Plan. With new revenues and a new direction HRCTD is expanding the HRCTD's reach and services to address the mobility needs of the growing Gorge communities.

HRCTD's vision, mission, and values are:

Vision: To connect the people and communities of Hood River County with an accessible and more sustainable future.

Mission: We provide safe, reliable, accessible public transportation services in Hood River County and between Gorge communities.

Values:

- **Safety** – We will ensure the safety of our employees, customers, and transit systems.
- **Customer Service** – We will work with our customers to meet their needs and exceed their expectations.
- **Sustainability** – We will continuously improve and be accountable for our financial, environmental, and social outcomes.
- **Integrity** – As stewards of public resources, we will use our assets prudently and conduct ourselves morally and ethically.
- **Community Driven** – As stakeholders in Hood River County, we strive to ensure our services contribute to the social, cultural, and economic betterment of all residents.
- **Innovation** – We will pursue opportunities to enhance value for our customers.
- **Collaboration** – We will cultivate strong partnerships, community connections and links to other networks.
- **Teamwork** – As a team, we celebrate diversity, foster effective communication; and promote advancement and longevity.

ABOUT THIS HANDBOOK

This Employee Handbook is a guide to help you understand what is provided to our employees and our expectations of employees. The Handbook applies to all of our employees.

Please remember that this Handbook contains only general information and guidelines. It is not intended to address all the possible applications of or exceptions to general policies and procedures. Our policies are based on the belief that common sense, good judgment, and consideration for the rights of others are paramount to our ability to serve our riders and ourselves. While we have tried to anticipate many of your questions, keep in mind that this document won't provide every answer. If you have any questions concerning eligibility for a particular benefit or how a policy or practice applies to you, please ask your direct supervisor.

We know that employees have varied skills, goals, perceptions, and values, and that such diversity may create situations not fully addressed within this Handbook. In that event, we'll try to make fair and equitable decisions while making sure that the best interests of the organization are served.

Neither this Handbook nor any other organizational document confers any express or implied contractual right to remain in HRCTD's employ, nor does it guarantee any fixed terms or conditions of your employment. Your employment is not for any specific period of time and may be terminated at will, with or without reason, and without prior notice HRCTD or you for any reason, at any time.

The procedures, practices, policies, and benefits described here may be modified or discontinued from time-to-time. We recognize our responsibility to keep employees informed of changes that may affect them and will provide replacement pages so you can keep your Handbook current.

Some subjects described in this Handbook, such as benefit plan information, are covered in detail in official policy documents. You should refer to these documents for specific information since this Handbook provides summaries only. Please note that when discrepancies occur between benefit language in this Handbook and in the official policy documents, the terms of the written insurance policies are controlling. We encourage you to use caution when making decisions with long-term impact based on our current benefit offerings, given that we may find it necessary to make changes to these programs.

You are encouraged to offer suggestions for improvement to these policies, employment practices, or working conditions. Please read through the Handbook carefully. If you have additional questions or need further details, please talk with your supervisor, who can advise you or refer you to the appropriate resource.

EMPLOYMENT POLICIES

EMPLOYMENT RELATIONSHIP

You and HRCTD are engaged in an “at-will” employment relationship. Therefore, employment at HRCTD is for no definite period of time and may, regardless of the time and manner of payment of wages and salary, be terminated at will. This means that either you or the organization may terminate the employment relationship at any time, with or without reason or advance notice.

No one in the organization has the authority to enter into any agreement contrary to this “at-will” relationship except the Executive Director. It cannot be altered, except when in writing and signed by the Executive Director and you. HRCTD will not make and will not be bound by any oral promises concerning the length or terms of your employment.

Transit Drivers – Union

None of our employees are required to participate in the Union or pay Union dues, but all employees hired as Full- or Part-Time Transit Drivers have an opportunity to join the Union. A variety of work elements (including wages, benefits, discipline, etc.) have been negotiated through the Union and are outlined in a Formal District/Union contract. For your convenience, we have tried to highlight those areas that are addressed by the Union Contract within this handbook.

All transit drivers will have access to the current Union Contract upon hire and anytime the contract is renegotiated. New hire transit drivers will be offered an opportunity to meet with the Union representative for a formal orientation.

Equal Employment Opportunity

HRCTD is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, genetic information, or any other classification protected by law. All employment requirements mandated by local, state, and federal regulations will be observed.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, total compensation, promotion, transfer, layoff and recall, termination, training, and dispute resolution.

In keeping with our philosophy and applicable laws, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: “Equal Opportunity Employer.” Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship status, ethnic background, or national origin. However, in conformity with the relevant immigration statutes and regulations, our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the organization are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides

and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to Management's attention. If you believe you have been harassed, or if you witness or suspect any violation of this policy, you should report the matter immediately to your direct supervisor or the Executive Director. We also encourage that you document your concerns. We will not retaliate against you for filing a complaint or cooperating in an investigation and we will not tolerate or permit retaliation by Management or co-workers.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA), amended by the ADA Amendments Act of 2008, is a comprehensive federal civil rights law that specifically protects individuals with physical and mental disabilities from discrimination in the workplace.

Individuals are protected under the ADA if any of the following conditions exist:

- They currently have a physical or mental condition that significantly restricts their ability to normally conduct a major life function (walking, seeing, hearing, breathing, bodily functions, etc.);
- They have a history of such impairment; or,
- They are regarded as having such impairment.

The ADA also prohibits discrimination on the basis of an individual's relationship to someone (parent, sibling, child, spouse, friend, etc.) with a disability.

HRCTD offers equal employment opportunities to qualified individuals who may have a physical or mental disability but are still able to perform essential job functions with reasonable accommodations. Essential functions are defined as the fundamental non-marginal duties of the position being held or sought. A job function is essential if the position exists for the performance of the function, there are only a limited number of employees available to perform it, or it is so highly specialized that an expert is required to perform it.

Reasonable accommodations are available to employees and applicants, as long as the requested accommodations don't cause an undue hardship on the organization. Individuals protected by the ADA/ADAAA should discuss their needs for possible accommodation with their direct supervisor.

HARASSMENT

To build a happy and productive workplace, we need everyone to treat others with respect and keep our workplace safe. Each of us should do our part to prevent harassment and workplace violence.

HRCTD has “zero-tolerance” for violence or harassment in the workplace. HRCTD will not tolerate conduct by any employee, elected official, board member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with an employee’s work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person’s race, sexual orientation, age, sex, national origin, or disability; or mimicking one’s speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment.

- Submission to the conduct is in any way deemed to be a term or condition of employment;
- Submission to or rejection of the conduct is used as a basis for employment-related decisions; or,
- 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.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at HRCTD. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of

employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

This policy explicitly applies to conduct in the workplace, at social functions sponsored by the organization, and at business functions (conventions, trade shows, etc.). This policy applies to any conduct, however, as described above, which impacts the organization or work environment, regardless of where it occurs.

Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of HRCTD, you have the responsibility to immediately report any actions or words which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to your direct supervisor, Office Manager or Executive Director. The Executive Director and the Office Manager are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks.

Once a report of harassment has been made the Office Manager and Executive Director will open an investigation into the incident. Investigation procedures may vary due to the nature of the claim, but the general investigation will include:

1. The Office Manager, Executive Director, and Operations Manager (if appropriate) will have an investigatory meeting with all involved individuals and witnesses (employees and non-employees).
2. The Office Manager, Executive Director, and Operations Manager (if appropriate) will pull cameras from vehicles, the facility, and other entities.
3. The Office Manager, Executive Director, and Operations Manager will have follow-up conversations as appropriate.
4. The Office Manager, Executive Director, and Operations Manager (if appropriate) will consult with the District's 3rd party HR consultant to understand the best practice for next steps depending on the circumstances of the investigation.
5. Disciplinary actions will be made based on investigation findings. Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.
6. The reporter of the harassment will be notified as appropriate of the outcome of the investigation.
7. The Office Manager, Executive Director, and Operations Manager (if appropriate) will follow up with the impacted individuals regularly to ensure the issue has been resolved.

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All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed.

External Complaint Procedure

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

Employment Agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Additional Employee Support Services

HRCTD provides information regarding legal resources and counseling support that may be available to you. Contact the Office Manager for more information.

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To build a happy and productive workplace, we need everyone to treat others with respect and keep our workplace safe. Each of us should do our part to prevent harassment and workplace violence.

HRCTD has “zero-tolerance” for violence or harassment in the workplace. HRCTD will not tolerate conduct by any employee, elected official, board member, volunteer or intern, customer or member of the public that harasses, disrupts, or interferes with an employee’s work performance or which creates an intimidating, offensive, or hostile work environment. All forms of harassment are prohibited. We want to maintain a working environment free from all forms of harassment, whether based upon race, age, religion, color, sex, national origin, physical or mental disability, marital or veteran status, sexual orientation, gender identity, on-the-job injury, genetic information, or any other legally protected characteristic or status. Retaliation associated with a complaint of harassment is also prohibited.

Behavior such as telling ethnic jokes; using religious slurs or offensive slang, or other derogatory terms regarding a person’s race, sexual orientation, age, sex, national origin, or disability; or mimicking one’s speech, accent, or disability are examples of prohibited conduct and will not be tolerated. Harassing individuals by making derogatory comments regarding protected status or characteristics is strictly prohibited, as well as using any other words or conduct that might create a hostile or offensive work environment.

Sexual harassment or assault is also a form of harassment. The following conduct is considered to be sexual harassment.

Submission to the conduct is in any way deemed to be a term or condition of employment; Submission to or rejection of the conduct is used as a basis for employment-related decisions; or, 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.

Sexual harassment can also consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Conduct such as sexual or sexist language, jokes, or innuendoes; nude, profane, or obscene cartoons, drawings, or photographs; whistling; staring; and inappropriate touching are not tolerated at HRCTD. Cell phone use, including text messages and other similar electronic communications, can also be considered harassing behavior.

Sexual Assault is defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled using physical force, manipulation, threat, or intimidation.

Each manager/supervisor has a responsibility to maintain a workplace free of any form of sexual harassment. No person shall threaten or insinuate, either explicitly or implicitly, that an employee’s refusal to submit to sexual advances will adversely affect the employee’s employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. Sexual harassment in the workplace, whether by managers/supervisors, non-managerial employees, or outside individuals (vendors, customers, etc.) is prohibited.

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Management provides and supports a dispute resolution procedure for receiving and resolving complaints alleging discriminatory practices in employment relations. As an employee of HRCTD, you have the responsibility to immediately report any actions or words which you find to be harassing. The organization will not retaliate against you for filing a complaint or cooperating in an investigation and will not tolerate or permit retaliation by anyone.

Reporting Incidents of Harassment

If you believe that you have been harassed, have witnessed harassment, or suspect any violation of our harassment policy, you must immediately report the matter to your direct supervisor, Office Manager or Executive Director. The Executive Director and the Office Manager are responsible for ensuring that all complaints are promptly and thoroughly investigated without prejudice or retaliation. The investigation will be conducted promptly, but no specific timeframe can be guaranteed because each situation is likely to be different, and individuals may have varying schedules. Every effort will be made to complete the investigation within two weeks.

Once a report of harassment has been made the Office Manager and Executive Director will open an investigation into the incident. Investigation procedures may vary due to the nature of the claim, but the general investigation will include:

The Office Manager, Executive Director, and Operations Manager (if appropriate) will have an investigatory meeting with all involved individuals and witnesses (employees and non-employees).

The Office Manager, Executive Director, and Operations Manager (if appropriate) will pull cameras from vehicles, the facility, and other entities.

The Office Manager, Executive Director, and Operations Manager will have follow-up conversations as appropriate.

The Office Manager, Executive Director, and Operations Manager (if appropriate) will consult with the District's 3rd party HR consultant to understand the best practice for next steps depending on the circumstances of the investigation.

Disciplinary actions will be made based on investigation findings. Any employee or manager who is found, after appropriate investigation, to have engaged in harassment or to have retaliated against an individual for reporting harassment will be subject to appropriate corrective action, depending on the circumstances, up to and including termination.

The reporter of the harassment will be notified as appropriate of the outcome of the investigation.

The Office Manager, Executive Director, and Operations Manager (if appropriate) will follow up with the impacted individuals regularly to ensure the issue has been resolved.

All complaints of harassment will be investigated promptly and impartially. Discretion will be used during the investigation to maintain as much confidentiality as possible while effectively completing the investigation, however, confidentiality cannot be guaranteed.

External Complaint Procedure

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the

external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.



Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx



Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

Employment Agreements

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

Additional Employee Support Services

HRCTD provides information regarding legal resources and counseling support that may be available to you. Contact the Office Manager for more information.

WORKPLACE PROFESSIONALISM

While harassment due to a person's protected class is prohibited, so too is unprofessionalism, such as incivility, due to personality clashes or issues. We want our focus to be on customer service, productivity, and the ability for each employee to flourish here. This makes it essential that our employees treat each other and those with whom we serve with courtesy, respect, and consideration. Further, we require that employees work cooperatively and constructively in resolving issues or problems on-the-job to foster satisfactory working relationships.

HRCTD defines unprofessionalism as repeated or one-time behavior, which is inappropriate and which may be verbal, non-verbal, or physical; either direct or indirect which generally occurs at work and in the course of employment but may also apply to off-site behavior exhibited by employees that negatively impacts the working relationship. Such behavior, whether exhibited between co-workers, management and staff, vendors/customers, another outside party, or a member of the public, violates our policy on how others should be treated while at the workplace or engaged in organizational operations.

Where an allegation of unprofessionalism is made, consideration of the intention will be given. The purpose of this policy is to communicate to all employees, including supervisors, managers, and executives, that HRCTD will not, in any instance, tolerate unprofessional behavior. Employees found to be in violation of this policy will be subject to corrective action, up to and including termination.

We will consider the following examples as unprofessional; however, this is not considered a comprehensive list. Any actions that create the same or similar result will also be considered.

- Making comments on Facebook, texting, misuse of other forms of social media
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's performance or job description
- Spreading rumors and gossip regarding individuals
- Interfering with the ability of someone to perform job duties or consistently assigning menial ~~tasks~~[tasks that are](#) not central to the job.
- Taking credit for another person's ideas

Any HRCTD employee who has experienced unprofessionalism should immediately report the behavior to your direct supervisor or the Executive Director. If the Executive Director is the person you are concerned about you may also contact the Chairperson for the HRCTD's Board of Directors. To the extent legally possible, anything you disclose will remain confidential. All reports will be investigated and addressed. Making false/baseless or malicious complaints of unprofessionalism will be regarded as a serious offense, which may also lead to corrective action, up to and including termination.

DISPUTE RESOLUTION

We believe that undisclosed problems will remain unresolved and will lead to impaired work relationships, dissatisfaction with working conditions, and a decline in operational efficiency. Therefore, HRCTD has established this dispute resolution procedure to solve problems as quickly, fairly, and thoroughly as possible. This procedure is a method for impartially hearing the complaint and is intended to resolve problems and provide a fair and objective review. All issues will be handled without prejudice or retaliation.

Reporting Issues Other than Harassment/Discrimination

Any other questions or concerns you may have should be discussed with your immediate manager/supervisor, absent special circumstances, as soon as you are aware there is a problem or have a question. Your manager will generally follow-up to your concern, in writing, within one week. We realize there may be valid reasons to forego this initial step; in those circumstances (*i.e.*, a concern involves an immediate manager/supervisor), you may go directly to the next level of management or the Executive Director for assistance.

For any grievance filed by union employees, the process outlined in the current union contract should be followed.

EMPLOYMENT

It is our goal to fill employment vacancies with the most qualified applicants, whether recruiting internally, externally, or in utilizing both options. Job applicants will be considered on an equal basis for all positions without regard to sex, age, race, color, religion, national origin, marital or veteran status, sexual orientation, gender identity, genetic information, a physical or mental disability, or any other characteristic protected under applicable law, including Veterans' Preference.

Our goal will always be to select the most qualified person for each available job.

Former employees and relatives of current employees will be considered for employment in the same manner as other applicants. We may refuse to place a spouse, domestic partner, or immediate family member under the direct supervision of a spouse, domestic partner, or family member, if such placement adversely affects supervision, safety, security, or morale.

You may, from time-to-time, be temporarily transferred or assigned to perform work outside of your regular job duties, schedule, or location. Depending upon the circumstances, you may be subject to a wage adjustment while performing such work. We may also reassign employees on a long-term basis whose placements are determined to be unsuited to their individual skills and transfer any employee who has an illness or disability that requires modified duty without posting the position.

New Employee Orientation

New hire orientation begins on your first official day of employment at HRCTD. The Office Manager will provide a short tour of the facility, introduce you to other staff and have you complete all necessary paperwork. At the orientation, the Office Manager will review the employee handbook with you along with the general policies, procedures, benefits, basic information on pay and leave policies, take your picture for your employee badge, and provide you with your employee GoOrange Transit pass. Your direct supervisor will then discuss your training schedule.

Probationary Period

As a new employee, the introductory period for a full-time employees is 120 days and 180 days for part-time employees. The introductory period is an extension of the employee selection process. During this period, you are considered to be in training and under observation and evaluation by supervisors. Evaluation of your adjustment to work tasks, conduct and other work rules, attendance, and job responsibilities will be conducted during the introductory period. This period gives you an opportunity to demonstrate satisfactory performance for the position and provides an opportunity for us to see if your abilities and the requirements of the position match. It is also a chance to see if we meet your expectations as an employer.

Your performance will be evaluated at the end of the probationary period, and a decision about your employment status will be made and shared with you in writing. If you have successfully completed the introductory period, you will be moved to regular status. Movement to regular status does not alter the at-will condition of your employment. If your skills border on satisfactory, but fall a little short, the introductory period may be extended if there is reason to believe that your skills will improve within 30 days. This period may be extended only by approval

of your direct supervisor. The request for an extension won't be approved if it is submitted after the normal conclusion of your introductory period. If expectations are not met or if your skills are not satisfactory, it is unlikely that your employment will continue.

Promotions and Transfer Training Period

If you are promoted or transferred to a new position, you must ~~also~~ complete an probationary period of 90-days to determine the suitability of the placement and your ability to satisfactorily perform the required work. If it is determined that the job change is not working during this period, you will be returned to your original job if a vacancy exists. Otherwise, you will be assigned to any other vacant job we deem suitable. If no such job is vacant, your employment may be terminated. If you are placed in a job other than your original job, the pay and benefits may be adjusted.

Re-employment

Employees who resign from the organization in good standing may be eligible for re-employment consideration. Applications received from former employees will be considered and processed using the same procedures and standards that govern all other applicants. Previous performance with the organization will be evaluated if the reference check phase is reached. We are not obligated to rehire former employees. Rehires shall be considered new employees, except where federal or state law requires otherwise (e.g., the Employee Retirement Income Security Act rules which apply to pensions, where state law applies to health insurance benefit reinstatement).

Anniversary and Seniority Dates

For all non-union employees, the anniversary date used to determine vacation and merit wage increases of an employee is the actual date of hire.

The union "seniority date" is the actual date of hire. Vacation and merit wage increases follow the Union Contract based on this seniority date.

Employment Classifications

Employee status is categorized to make distinctions in employment-related conditions and to aid in a better understanding of employment relationships within the organization. Employees may be considered introductory, full-time, or part-time, temporary, or on-call as described below:

Probationary: Newly hired or promoted employees within the probationary period. New hires earn, but cannot use sick or vacation time until the 91st day of employment.

Regular Full-time: An employee who is regularly scheduled to work on average 30 hours or more per week. HRCTD will pay the full cost of medical, dental, and vision benefits on the first day of the month following the date of hire. After 1 year employee is eligible for the 457 Deferred Comp retirement investment plan. HRCTD will match employee contribution up to 4% of gross wages.

Regular Part-time: An employee who is regularly scheduled to work between 12 and 29 hours per week. Part-time employees are ineligible for employer-paid benefits. If

an employee works more than 30 hours for more than 3 months, they may be transitioned into a full-time employee and eligible for full benefit.

Seasonal: An employee who is hired for a specified period of time. Seasonal employees are ineligible for employer-paid benefits. At any time, a seasonal employee may apply to become a full or part-time employee with HRCTD but will no longer be eligible for a bonus if applicable.

Fill-In: Standby/Substitute: A ~~stand-by or substitute~~fill-in employee is one who works on an occasional, on-call basis, or has a work schedule of less than twelve hours per week over a 3-month period. ~~Standby/substitute~~Fill-in employees are ineligible for employer-paid benefits except as mandated by law.

Employees are further classified according to federal and state wage and hour laws as exempt or non-exempt, as defined below. Management will make the appropriate designation regarding the status for each new position or when a position changes substantially. If you are uncertain as to your status, ask your direct supervisor.

Exempt: An employee who is exempt from the overtime pay and minimum wage requirements under federal and state laws. Exempt employees are paid a salary, and duties and responsibilities allow them to be exempt under federal and state law.

Non-exempt: An employee who is paid an hourly wage and whose job generally calls for the payment of minimum wage and overtime as specified under state or federal regulations.

RELIGIOUS ACCOMMODATION REQUEST POLICY:

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Columbia Area Transit respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the company's business.

Requesting a ReligiousReligious Accommodation

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An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with Columbia Area Transit's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation must submit a written request for the accommodation to his or her immediate supervisor. The written request will include the type of religious conflict that exists and the employee's suggested accommodation.

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Providing Religious Accommodation

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The request for accommodation will be reviewed by the Transit Operations Manager, Office Manager and the Executive Director to consider whether a work conflict exists due to a sincerely held religious belief or practice and whether an accommodation is available that is reasonable and that would not create an undue hardship on Columbia Area Transit's business. An accommodation may be a change in job, using paid leave or leave without pay, allowing an exception to the dress and appearance code that does not affect safety requirements, or for other aspects of employment.

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The Office Manager and Transit Operations Manager will meet with the employee to conduct a full interactive process and discuss the request and decision on the accommodation. If the employee accepts the proposed religious accommodation, it will be implemented. If the employee rejects the proposed accommodation, he or she may appeal following the company's general grievance policy and procedure.

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EMPLOYMENT RECORD KEEPING

Access to Personnel Files

The organization maintains a personnel record for each employee, and access to those records is restricted to authorized persons only. The records contain applications, written evaluations, performance counseling notices, correspondence, and other information pertinent to employment. Authorized persons are individuals in a direct line of supervision over the employee to whom the file applies or any management representative involved in a pending personnel action.

Your personnel file is available for review (except for any references and other material exempt from disclosure under state law) by making advance arrangements with the Office Manager, Operations Manager, or the Executive Director. We will provide copies of personnel records or files as required by law, but you may be asked to reimburse us for the reasonable cost of providing copies.

Requests for employee records by parties other than the employee are subject to the Privacy Act of 1974 and ORS 192.502(2).

Change in Personal Data

Keeping your personnel records current can be important to you with regard to pay, payroll deductions, benefits, and other matters. If you have changes in any of the following items of information, please notify the Office Manager or make the changes in the online portal:

- Name
- Marital status
- Address
- Telephone number
- Dependents
- Beneficiary(ies)
- Person to be notified in case of emergency
- Job-related physical or other limitations that impact employment
- Other information having a bearing on your employment

EMPLOYMENT RELATIONS AND CONDUCT

ETHICS

We believe in treating people with respect and adhering to ethical and fair practices. All Public Officials are held accountable to the states Ethics laws found in ORS 244.

Public Officials

A public official includes anyone serving the State of Oregon or any of its political subdivisions or any other public body in any of the listed capacities, including as an “agent.” An “agent” means any individual performing governmental functions. Governmental functions are services provided on behalf of the government as distinguished from services provided to the government. This may include private contractors and volunteers, depending on the circumstances.

Upon employment with our organization, you became a Public Official.

Gifts

During a calendar year, a public official, a candidate or a relative or member of the household of the public official or candidate may not solicit or receive, directly or indirectly, ~~any gift or any~~ gifts with an aggregate value in excess of \$50 from any single source that could reasonably be known to have a legislative or administrative interest.

During a calendar year, a person who has a legislative or administrative interest may not offer to the public official or a relative or member of the household of the public official any gift or gifts with an aggregate value in excess of \$50.

During a calendar year, a person who has a legislative or administrative interest may not offer to the candidate or a relative or member of the household of the candidate any gift or gifts with an aggregate value in excess of \$50.

Use of Official Position or Office

A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public official’s holding of the official position or office.

Except:

- Any part of an official compensation package as determined by the public body that the public official serves.
- The receipt by a public official or a relative or member of the household of the public official of an honorarium or any other item allowed under ORS 244.042 (Honoraria).
- Reimbursement of expenses.
- An unsolicited award for professional achievement.

- Gifts that do not exceed the limits specified in ORS 244.025 (Gift limit) received by a public official or a relative or member of the household of the public official from a source that could reasonably be known to have a legislative or administrative interest.
- Gifts received by a public official or a relative or member of the household of the public official from a source that could not reasonably be known to have a legislative or administrative interest.
- The receipt by a public official or a relative or member of the household of the public official of any item, regardless of value, that is expressly excluded from the definition of “gift” in ORS 244.020 (Definitions).
- Contributions made to a legal expense trust fund established under ORS 244.209 (Application to establish fund) for the benefit of the public official.

A public official may not solicit or receive, either directly or indirectly, and a person may not offer or give to any public official any pledge or promise of future employment, based on any understanding that the vote, official action or judgment of the public official would be influenced by the pledge or promise.

A public official may not attempt to further or further the personal gain of the public official through the use of confidential information gained in the course of or by reason of holding position as a public official or activities of the public official.

A person who has ceased to be a public official may not attempt to further or further the personal gain of any person through the use of confidential information gained in the course of or by reason of holding position as a public official or the activities of the person as a public official.

A person may not attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member. This subsection does not apply to the person’s employer, business partner or other associate.

The provisions of this section apply regardless of whether actual conflicts of interest or potential conflicts of interest are announced or disclosed under ORS 244.120

Honoraria

A public official may not solicit or receive, whether directly or indirectly, honoraria for the public official or any member of the household of the public official if the honoraria are solicited or received in connection with the official duties of the public official.

A public official may receive of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or receive an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the public official or candidate.

Financial Interest in Public Contracts

A person who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized.

You are required to inform us of any activity that is ongoing or planned that may be or is a conflict with these laws. We will work with the State Ethics commission to determine the appropriate steps for resolution.

Failure to meet these standards will result in investigation and, depending on the outcome, result in discipline up to and including separation.

CONFIDENTIALITY

Organization and Customers

At HRCTD, employees have access to highly confidential and proprietary information, including information about our business plans and customers. Our customers trust us with confidential information and disclosing this information without authorization would have a materially adverse impact on our integrity and on our relationships with our customers. Employees must not disclose any information pertaining to the organization or its customers without prior explicit approval of their managers/supervisors and must sign a form stating such.

No organization records or information, including documents, files, records, computer files, and similar materials may be removed from our premises without permission from HRCTD, except in the ordinary course of performing duties on behalf of HRCTD. Additionally, the contents of organization records or information otherwise obtained in regard to business may not be disclosed to anyone except where required for a business purpose. This prohibition also applies to items posted in a blog or website. Employees are subject to appropriate corrective action, up to and including termination, for revealing confidential information.

Employee Records

HRCTD's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of this information. Additionally, the organization will only collect personal information that is required to pursue its business operations and to comply with government reporting and disclosure requirements. Personal information collected by the organization includes employee names, addresses, telephone numbers, e-mail addresses, emergency contact information, EEO data, social security numbers, date of birth, employment eligibility data, benefit plan enrollment information, which may include dependents' personal information, and school/college or certification credentials. All pre-employment inquiries, including reference check records, as well as former employee files are maintained in locked, separate areas and are not used by the organization in the course of business operations.

Personal employee information will be considered confidential and, as such, will be shared only as required and with those who have a need for access to such information. All hard copy records will be maintained in locked, secured areas with access limited to those who have a need for such access. Personal employee information used in business system applications will be protected under company proprietary electronic transmission and Virtual Private Network policies and security systems. Participants in company benefit plans should be aware that personal information will be shared with plan providers as required for claim handling or record keeping needs.

Information regarding an employee's address, telephone number, work history, performance or salary will not be given over the telephone. Only employment dates and job title may be released verbally. For verification of employment, or other confidential information must be in writing, signed by the employee, authorizing release of specific information.

Information requested by another party, not the employee, to share any information in any employee's personnel file will not be released until the employee is notified and has a reasonable opportunity to comment on the request. In all cases, the HRCTD must determine whether particular personnel records of any District employee are subject to public disclosure. An

employee's expectation of confidentiality and privacy is, in each case, subject to the requirements of Oregon's Public Records Law. This decision shall be made by the Executive Director or designee.

Organization-assigned information, which may include organizational charts, department titles and staff charts, Designated Positions, department budgets, company coding and recording systems, telephone directories, e-mail lists, and company facility or location information and addresses, is considered by the company to be proprietary company information to be used for internal purposes only. The company retains the right to communicate and distribute such information as it feels necessary to conduct business operations.

If an employee becomes aware of a breach in maintaining the confidentiality of any personal information, the employee should report the incident to the Office Manager or the Executive Director. The Office Manager has the responsibility to investigate the incident and take or recommend corrective action. Please understand that the reasonableness of actions taken in these circumstances will be taken into consideration. Examples of the release of personal employee information that will not be considered a breach include the following:

- Release of partial employee birth dates (*i.e.*, day and month, which is not considered confidential and will be shared with supervisors/managers who elect to recognize employees on such dates).
- Personal telephone numbers or e-mail addresses may be distributed to supervisors/managers in order to facilitate company work schedules or business operations.
- Employee identifier information used in salary or budget planning, review processes, and for timekeeping purposes will be shared with supervisors/managers.
- Employees' company anniversary dates will be distributed to appropriate supervisors/managers periodically.
- Employee and dependent information may be distributed in accordance with open enrollment processes, for periodic benefit plan changes, or for benefit statement updates.

Should a security breach occur, you will be notified in writing as soon as possible.

WORKPLACE RULES

HRCTD believes policies and procedures are essential for the orderly operation of our business and for the protection and fair treatment of all employees. As a result, we have clearly identified performance expectations so that each employee behaves according to our workplace standards. Courtesy and common sense should always prevail. The following work rules are not all-inclusive but serve as guidelines to demonstrate the work behaviors considered important to HRCTD.

1. You are expected to be at work on time, to stay until your workday ends, and to do the work assigned or requested of you. If you are unable to be at work on time, you are expected to contact your immediate supervisor promptly.
2. Each employee and the employee's performance on the job is important to the overall success of operations. When absent, someone else must do the job. Everyone is expected to keep regular attendance, be on time, and work as scheduled. Recurring and excessive absences and/or tardiness is disruptive to work schedules, costly to HRCTD and its' residents, and detrimental to the morale and efforts of employees who maintain a good work record.
3. You are expected to regard your workplace with respect and attention. HRCTD records, equipment, and property are to be treated carefully and appropriately. You are responsible for those items in your custody and will be held accountable for their maintenance, appropriate use, and accuracy.
4. You are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by HRCTD or by outside regulatory bodies.
5. You are expected to conduct yourself in a professional manner, exhibiting a high regard for our customers, vendors, business associates, and for co-workers. No breach of professional behavior (abusive language, harassment, personal business during work time, etc.) will be condoned. This also applies to alcohol consumption when representing HRCTD in a business or social capacity.
6. You are expected to maintain the confidentiality of organization information or customer information in your possession (*i.e.*, personnel information, trade secrets, etc.).
7. You are expected to wear clothing that is neat in appearance and consistent with a professional atmosphere, keeping in mind the impression it has on customers, visitors, and other employees as well as the need to promote organization and employee safety. Good individual judgment is the best guideline, but management retains the right to decide what dress is appropriate.

This information regarding our behavioral expectations should help guide employee actions. You are urged to use reasonable judgment and to seek advice in doubtful or unclear situations. If all employees do their best to meet both the spirit and intent of these guidelines, disciplinary issues will be minimal. It is our policy to resolve conduct and performance problems in the most informal and positive manner possible; however, conduct which falls outside of the above guidelines will result in corrective action, up to and including termination.

We also believe that all of our employees should have an opportunity to be heard in matters involving discipline; therefore, we have adopted a formal Dispute Resolution Procedure, which can be found on page 13 of this Handbook.

USE AND MONITORING OF DISTRICT PROPERTY POLICY

Purpose

The purpose of this policy is It is the responsibility of all employees to ensure that all property maintained by Hood River County Transportation District dba Columbia Area Transit (CAT) HRCTD property is kept in the best possible working condition well maintained and to ensure proper use of such property or technology.

"Property," as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of Columbia Area Transit HRCTD or any person acting as its agent. As an employee of Columbia Area Transit HRCTD, it is important to be aware that surveillance is in place throughout Columbia Area Transit the facilities and property owned by the District. This surveillance can include, but is not limited to, the use of cameras and internet monitoring systems. Employees should understand that, while using Columbia Area Transit HRCTD facilities and property, they should not expect privacy beyond what is required by law.

General Guidelines on the Use of Company Property

All Columbia Area Transit employees must maintain their work environment and follow all Columbia Area Transit's policies to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused Columbia Area Transit's HRCTD property will be subject to an investigation which may lead to disciplinary action up to and including termination of employment. If Columbia Area Transit property needs to be replaced due to negligence the employee may be responsible for some or all of the replacement cost.

No employee may use Columbia Area Transit's HRCTD property (including but not limited to vehicles, computers, phones copiers, internet services and printers, shop equipment, fuel card etc) shall not be used for personal use unless specific permission has been granted by the Executive Director, Office Manager or Operations Manager. If such permission is granted, the employee will be responsible for the care and return of the loaned property. Personal use of office equipment (including but not limited to computers, phones, copiers, internet services, and printers) is allowed but should not be used excessively or disrupt working environment.

Use of District Vehicles

Columbia Area Transit HRCTD -vehicles should be kept in safe and clean operating condition. It is the responsibility of the employee (driver) to ensure that the vehicle they are assigned to is in full operational condition before each use. The employee (driver) will complete a pre-trip inspection noting any problems with, or damage to, the vehicle before each use. If the vehicle is found to be unsafe to operate, it will be removed from the operational fleet until appropriate maintenance or repairs have occurred. The employee (driver) will complete a post-trip inspection at the end of the day acknowledging that the vehicle maintains safe operating conditions and no damage has occurred. Should unreported damage be found on

the vehicle, the pre-trip and post-trip inspections will be used as supportive evidence of the condition of the vehicle before it was used by the employee (driver).

All personnel operating buses are required to adhere to the following safety guidelines:

1. Compliance with Laws and Regulations

- Drivers must strictly follow all federal, state, and local traffic laws, as well as company policies/procedures.
- Drivers must maintain proper licensing and certifications required for the operation of buses.

2. Safe Bus Operation

- Drivers must operate buses in a safe, cautious manner at all times, exercising sound judgment to avoid accidents or unsafe conditions. (e.g., no use of electronic devices or Bluetooth speakers, etc.)
- Speed limits, traffic signals, and designated bus routes must be strictly followed. No driver may deviate from the assigned route without prior management approval. No personal stops will occur in a company vehicle without management approval.

3. No Unattended Buses

- Buses must never be left running while unattended in a public area, except in cases where safety procedures require the engine to remain operational (e.g., extreme weather conditions, with proper authorization, accident) or if located in the Columbia Area Transit secured location.
- Drivers are responsible for ensuring the vehicle is turned off, securely locked, and keys are removed when not in use.

4. Passenger Safety

- Passengers must not be left unattended on the bus. Drivers are responsible for supervising passengers while the bus is in operation, during boarding and disembarking, and in emergency situations. Drivers may get out of the bus while passengers are onboard to conduct standard operational procedures.
- In cases where the driver must temporarily leave the bus, arrangements must be made with dispatch to ensure passenger safety and supervision.

5. Fueling of Vehicle:

- Fuel should only be purchased and used for company use and the fueling of a non-company vehicle is not permitted.
- Fueling should only be done during working hours.
- Fueling pin codes should not be shared with other employees or non-employees of HRCTD.
- Lost or stolen fuel cards or compromised pin should be reported immediately.
- Any misuse or stealing of fuel will result in immediate termination.

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Use and Dissemination of District Information

"Information," as the term is used in this policy, includes without limitation any information owned or used by Columbia Area TransitHRCTD, such as:

· Any Columbia Area TransitHRCTD employee, customer or client list.

· Any information from [Columbia Area Transit](#) HRCTD's employee personnel files, including employee addresses, telephone numbers, employment status and wage history.

· Any company database information, including addresses and telephone numbers.

· Any photographs, videotapes and sound clips of any [Columbia Area Transit](#) HRCTD employee, customer or client.

Only those employees who are authorized may release information on behalf of [Columbia Area Transit](#) HRCTD. No employee may knowingly dispense such information unless authorization has been granted. This could include other employees who do not have the right to know such information. Any breach will be considered a violation of [Columbia Area Transit](#) HRCTD's policy concerning confidentiality, and it may constitute a violation of state or federal law.

Monitoring of Network Communications

[Columbia Area Transit](#) HRCTD uses multiple systems, the use of these systems is not private or confidential. Within the bounds of current and future laws, the [d](#)District reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the district.

As an employee, you must not permit any proprietary or confidential information of [Columbia Area Transit](#) HRCTD to enter the public domain through electronic transmissions. Examples of the [d](#)District's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the district without prior authorization. Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission. No employee may knowingly disable any network software or system identified as a monitoring tool.

List of equipment assigned to employees:

1. Key Fob
2. Uniform Items (Shirts, Jackets, Vests, Hats, Safety Gear, Etc.)
3. Laptop (dependent on job)
4. Keys (if applicable)
5. Tablet (assigned on daily basis)
6. Vehicle keys (assigned on a daily basis)
7. Credit Card (dependent on job)

TERMS:

I, the employee, acknowledge the equipment above that has been provided to me is in working order and that I agree to the following terms:

a) The equipment is to be used for company purposes only;
b) If the equipment is negligently damaged (excluding normal wear and tear), lost, or stolen outside of district premises or off company time I am responsible for any repair or replacement costs; and
c) Upon separation from the dDistrict, I willthe employee is expected to return allthe equipment in good working order. If I fail to return the equipment upon separation from the district, or if it is damaged (excluding normal wear and tear), I understand that the district may require me to pay for the damaged or unreturned equipment.

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FACILITY ACCESS

Employees are only permitted to access the interior facility and bus barn area during designated operating hours. Access outside of these hours is strictly prohibited unless prior written approval has been granted by management.

Operating hours are defined as:

All operational days from 5:00am – 9:30pm.

Any employee found accessing these areas outside of operating hours without prior authorization may be subject to disciplinary action per the district's disciplinary guidelines.

Vehicle Parking:

Employees may park in designated employee parking during normal operating hours. If parking at the facility is needed outside of operating hours employees MUST utilize the park-and-ride. Parking in unauthorized areas outside of business hours is not permitted. Any employee found parking in these areas outside of operating hours without prior authorization may be subject to disciplinary action per the district's disciplinary guidelines.

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WHISTLEBLOWER PROTECTIONS

HRCTD encourages any employee with knowledge of an illegal or dishonest activity to report it to their direct supervisor or to the Executive Director. All such issues will be promptly investigated with the intent to determine fault and institute any appropriate corrective measures. Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Any employee wishing for more information can obtain further details from the Executive Director.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee should immediately contact a direct supervisor or the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to corrective action, up to and including termination.

Whistleblower protections are provided to maintain confidentiality and to prevent retaliation. Although someone's identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their due course, the privacy of the individual making the report will be protected to the extent possible. HRCTD will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments as well as threats of physical harm. Any whistleblower who believes retaliation has occurred must contact the Executive Director immediately. The right of a whistleblower to protect against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action.

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DRESS CODE/UNIFORM POLICY

As representatives of HRCTD, it is important staff maintain a professional appearance when interacting with the public. Employees are required to wear a uniform when driving or at an outreach event while representing the district.

Each new employee will be provided the following uniform package based on their position as listed below. Each item includes at least 1 CAT logo. ~~Non-uniformed items purchased at retail outlets~~ are not allowed without an express written exception approved by Management.

Staff Category	Uniform Package
Office Staff	Outer Shell Jacket – 1 Long Sleeve Polo – 1 Short Sleeve – 1 Note: A sweater may be selected in exchange of one of these items
Driver	Outer Shell Jacket – 1 Long Sleeve Polo – 2 Short Sleeve – 5 Sweater – 1 <u>Beanie/Hat</u> Pants/Shorts – 4 (fund for pants - \$100 per year on reimbursement basis)
<u>Gorge-to-Mountain Express Driver</u>	<u>High-Visibility Severe Weather Jacket</u> <u>Snow Pants</u> <u>Gloves</u>

Below is the uniform guidelines, when driving or at an outreach event while representing HRCTD:

- Pants: Must be either Black, Beige, Dark, Light Grey, or Denim. Pants should be properly fitted (not too tight or baggy), ~~neatly pressed wrinkle free~~ must be in good condition, and worn at waist level. If worn, leggings should be worn as a layered garment, under a policy approved pant or short.
- Shorts: Must be either Black, Beige, Dark, Light Grey, or Denim. Shorts should not be any shorter than 4" above the knees when sitting, shorts must be properly fitted (not too tight or baggy), must be in good condition ~~must be wrinkle free and~~ condition and worn at waist level.
- Shoes and Boots: Must be in good repair. They must be constructed of a material that can be kept clean. The soles of the shoes or boots must ensure proper traction and have a heel that is no taller than 1.5." Shoes and boots must fully enclose the foot; open-toed or open heeled shoes are not permitted while in the yard, shop, or driving.

- Hats: Hats are provided with Must have the CAT logo. If non-uniform hats are requested to be worn, they should be approved by management, professionals in appearance and do not interfere with drivers' line of sight. Additionally, they should be free of branding and black, grey, purple, or DOT regulated high-visibility. Hats must be clean and worn properly with the brim facing front in good condition.

- Name Badge: Name badge should always be displayed and visible.

Clothing must fit properly, be clean, pressed, and in good repair and free of spots. Good personal hygiene is also expected when representing HRCTD.

If uniform needs to be replaced due to wear and/or damage, items need to be returned to HRCTD before new items can be ordered. Employees will NOT throw or give away old or damaged uniforms. HRCTD will replace uniforms that are worn out once a year at most. If uniforms are damaged beyond repair while performing normal working duties HRCTD will use its discretion to determine if the item(s) will be replaced by HRCTD. If the damage occurs during non-working hours, the cost of repairing or replacing the item(s) will be the responsibility of the employee.

Drivers will receive \$100 per Fiscal Year for the purchase of pants/shorts at the beginning of each fiscal year (July 1st) This will be done on a reimbursement basis.

If employment ends for any reason, the entire uniform should be returned in good/clean condition.

Managers have the discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and may not be paid for that time off. A basic essential of appropriate dress includes the need for clothing to be neat and clean. If you are an office employee or a new hire and have not yet received a uniform the expectation is that your clothing be professional and not inappropriate (display guns, inappropriate slogans, violence, or alcohol).

Additionally, clothing, jewelry, and hair should not be loose or dangled in such a way that creates any kind of safety hazard.

COMMUNICATION AND SOFTWARE SYSTEMS

Electronic Communications Systems

HRCTD provides electronic communication systems to maintain superior communications both within the organization and with outside clients and vendors. You are encouraged to learn about these tools and how to use them. This policy provides directions for you regarding access and disclosure of information when using these communication systems. All employees and others outside the organization who may use the systems are expected to be aware of and support this policy.

Our electronic communication systems include computers, software, electronic mail (e-mail), copiers, fax machines, telephones, cell phones, voice mail, messengers, and various online services. All of these systems are operated and managed based upon this policy.

These systems and any other informational, storage, or retrieval services that the organization provides are organization tools and are to be used for business purposes only during business hours. Use of company systems during business hours for other than work-related purposes should be minimal and must not impact business operations.

The use of these systems is not private or confidential. Within the bounds of current and future laws, the organization reserves and intends to exercise the right to review, audit, intercept, access, and search these business systems at will, monitor data and messages within them at any time and for any reason, and disclose selected contents without notice or other restrictions. Messages sent through these systems remain the property of the organization.

As an employee, you must not permit any proprietary or confidential information of HRCTD to enter the public domain through electronic transmissions. Examples of the organization's proprietary and confidential information are provided in the Confidentiality Policy. Also, these systems shall not be used to receive or distribute copyrighted materials, trade secrets, proprietary information, or similar materials from/to outside the organization without prior authorization.

Any messages or communications used through this system are subject to our anti-harassment, anti-discrimination, and non-solicitation policies. You are expected to carefully compose and review the wording, tone, and content of your communications before transmission.

You should check with your supervisor if you have any questions about the proper use of communication or software systems. All system users who discover violations of this policy are expected to notify their supervisors or managers immediately. Improper use or violation of this policy can result in corrective action, up to and including termination.

Electronic Mail System

You are reminded to be courteous to other users of the e-mail system and to always conduct yourself in a professional manner. E-mail messages are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. You should write e-mail communications with no less care, judgment, and responsibility than you would use for letters or internal memoranda written on organizational letterhead.

You should know that even when a message is erased through e-mail, it is still possible to retrieve and read that message. Even though the organization reserves the right to retrieve and read any e-mail messages, those messages are to be treated as confidential by other employees and accessed only by the intended recipient. We expect employees to respect others' privacy and not retrieve or read electronic messages for which they are not the intended recipient unless authorized. The use of passwords for security does not guarantee confidentiality; all passwords to company systems must be disclosed to your direct supervisor or the Executive Director.

Laptop Security

Laptops and other applicable equipment will only be replaced by the company if the laptop and other equipment were not lost due to negligence. An exception applies for a laptop or equipment taken during an assault situation. If laptop and other equipment needs to be replaced due to negligence the employee may be responsible for some or all of the replacement cost.

Social Media and Networking

Social networking websites and online communities, such as Twitter, LinkedIn, Facebook, and Flickr are increasingly used and can be accessed by individuals not only from computer systems, but also from smart phones. These tools have value because they can be used to market HRCTD services and share information; employees may also use these systems as a quick communications and networking tool to complete projects. It is not the intent of this policy to unduly limit employees' access to these conduits, however, guidelines and expectations surrounding their use are necessary as there are liabilities inherent in such use. When any employee is using organization-provided computers or cell phones or is representing the organization via social networking activity, that individual is expected to represent the organization in a professional and positive light. HRCTD wishes to use social networking exclusively to its advantage, preventing and minimizing any negative outcomes. This includes ensuring that all employees will be free from harassment and unprofessional behavior when utilizing or consuming social media; therefore, employees authorized for its use must abide by all applicable laws (including copyright) and ethical considerations.

Business Use

Employees may use social networking websites to conduct organizational business, as long as such use is authorized and complies with the organization's policies. Company logos or other organizational information must conform to pre-approved marketing concepts and standards. We do not endorse making business references on behalf of others on sites such as LinkedIn.

In the case that a social media account is set up for business purposes, the organization has the right to review, edit, and delete content associated with the account. The organization will have access to information associated with the account such as the username and password, and any content associated with the account will be considered the property of the organization. If an employee separates from HRCTD, the organization has the right to assume control of this account.

Monitoring

While the organization does not routinely monitor social networking sites, other employers, organizations, and individuals do monitor and share information found on social networking websites. Again, posted information is public information.

Protection

Social networking sites collect profile information for advertising opportunities and criminal reasons. Phishing (e-mail messages asking for username and passwords, etc.) and spamming are two downsides. Never click on links asking for personal or confidential information. Heed security warnings and pop-ups. Use of these sites may mean more SPAM sent to your e-mail account. If possible, disable the ability of others to post HTML comments to your home page. When accessing these sites, use caution when you see a posting or link that looks suspicious; when in doubt, delete it. Viruses and spyware may damage the organization's operating system, compromise data, or expose your privacy and that of others you communicate with via e-mail and social media sites.

Be aware that others may piece together personal information for identity theft purposes. Be prudent in making comments or posts which reveal your or others' travel plans or divulge other safety-sensitive and private information.

Prohibited Conduct

Behavior and judgment in an electronic environment should mimic behavior in a physical setting. Employees are expressly prohibited from posting content that is malicious, abusive, threatening, intimidating, coercing, profane, disruptive, discriminatory, or harassing. Defamatory statements are prohibited and employees should be aware they are personally responsible for the legal consequences of such statements.

Nothing in this policy should be interpreted as limiting an employee's right to engage in legally protected speech or other activity. Failure to adhere to these standards and to use appropriate protocols will lead to further corrective action, up to and including termination.

Mobile Device/Telephone Usage

HRCTD realizes that employees must occasionally make and receive personal telephone calls at work. Such calls must be kept to a minimum and should impact your work as little as possible. Unauthorized use of the business telephone, including charging long distance calls to the organization, and excessive use of your personal mobile device during work hours will result in corrective action, up to and including termination.

Cell Phone Stipend

Office employees who must use their personal cell phone on a regular basis for work purposes are eligible for a \$30 per month stipend. Eligible employees include the Executive Director, Operations Manager, Office Manager, Field Supervisors, and Administrative Assistant and Dispatcher. Each eligible employee will receive this stipend automatically after a memo of understanding has been signed.

PERFORMANCE MANAGEMENT AND REVIEW

To establish a meaningful performance evaluation system upon which HRCTD can continuously monitor the effectiveness of organizational operations and employee performance, employees will receive regularly scheduled formal performance evaluations at least once a year. Format will be dependent on the position held. Ongoing performance management will be conducted on a regular basis.

The objectives of our performance management and formal appraisal process are to:

- Ensure that employees know their individual performance and if they are not meeting expectations, meeting expectations, or exceeding expectations;
- Determine how well the organization is doing in assisting employees with work performance and meeting goals and how the direct supervisor can help the employee meet their goals;
- Ensure communication and two-way feedback;
- Provide a consistent, objective, and fair method of making compensation decisions;
- Provide a tool for career planning; and,
- Provide a permanent record of employee performance and organizational contributions.

Managers and supervisory personnel are accountable for providing employee development actions designed to improve and enhance employee performance such as:

- Reasonable employee training;
- Assigning, directing, controlling, and reviewing employee work;
- Assisting employees in correcting deficiencies; and,
- Objectively evaluating employee performance during the evaluation period.

Our performance appraisal program is intended to be participatory and equally involves both your input and your supervisor's. This allows you to contribute to the growth and improvement of the organization. You are encouraged to:

- Inquire about your performance periodically;
- Accept additional responsibilities and show initiative;
- Review opportunities for advancement within the organization;
- Ask for assistance in developing a goal-oriented path for advancement within the department or organization; and,
- Learn about training available to assist you in improving your skills or qualify you for a promotion or lateral transfer.

Performance evaluations serve as one factor in decisions related to employment such as training, merit pay increases, job assignments, employee development, promotions, and retention. Evaluations identify specific performance levels as compared to established standards, acknowledge the merit of outstanding performance, and prescribe the means and methods of improving performance deficiencies.

CORRECTIVE ACTION

Everyone benefits when we work together and conduct ourselves in a manner that reflects the best interests of both the organization and its employees. It is the philosophy of HRCTD to correct performance deficiencies and address violations of policies and work rules in order to correct situations and avoid repetition.

You will be informed if corrective action is necessary as soon as possible after any performance problem has been identified. Your manager or supervisor will discuss the situation with you, explaining this policy and the necessity of corrective action to avoid additional disciplinary actions.

Although one or more corrective action measures may be taken in connection with a particular performance problem, no formal order will be followed. Corrective action may include any of a variety of actions depending on the circumstances and severity of the particular situation.

HRCTD encourages managers to have regular status meetings with employees and provide instructional and training information as needed. When employee performance and behavior needs additional action the corrective actions below may be taken at the discretion of management:

- Verbal counseling with you, which will be confirmed in writing by your supervisor and placed in your supervisory file.
- Written warning, which will be placed in your personnel file.
- Suspension, which will be confirmed in writing for your personnel file. Suspension is normally used to remove an employee from the organization's premises during an investigation or as a disciplinary action. A suspension may be paid or unpaid. If you are suspended, it will be documented in your personnel file.
- Demotion, which will be documented in your personnel file.
- Termination, which will be documented in your personnel file.

The corrective action process will not always commence with verbal counseling or include every step. The above options are not to be seen as a process in which one step always follows another. Some acts, particularly those that are intentional or serious, warrant more severe action on the first or a subsequent offense. Consideration will be given to the seriousness of the offense, any change in behavior, and the circumstances surrounding the offense.

Counseling, verbal warning and written warnings may be undertaken by the Operations or Office Manager without prior approval from the Executive Director. However, the Executive Director must be informed by the Operations or Office Manager of any such actions taken. Suspension with or without pay, demotion and discharge require prior approval from the Executive Director before the action is taken.

In some cases, a performance improvement plan will be created. The purpose of the Performance Improvement Plan (PIP) is to act as a tool in facilitating improvements by the employee. In all instances, the PIP will outline HRCTD's expectations for the employee and what needs to improve and timeline to for employees to improve and meet expectations. The employees should take

proactive approach noting where training or other instruction is required to meet the desired outcome.

The PIP is a signed agreement between the manager and employee. Typically, there is a timeframe (3-6 months) during which the employee's progress is reviewed. Once signed it is the employee and management's responsibility to move forward with plan implementation.

If a determination is made that the employee has not sufficiently progressed during the review period, the employer may provide a last chance agreement.

Should any union employees like to follow a grievance they should refer to the union contract.

COMPENSATION

PAY ADMINISTRATION

HRCTD values high quality work from its employees and is committed to compensating employees for their efforts and results maintains a pay plan covering all positions at HRCTD showing the minimum and maximum rates of pay. It is our intent to provide a competitive compensation package that will attract, retain, and motivate employees. It is also our intent that policies and pay practices be administered consistently throughout the organization to ensure internal equity is achieved.

Union Employee

HRCTD has a union contract that outlines the wages for drivers at HRCTD. The union contract is a negotiated settlement between the union and HRCTD and is typically renewed every three years. Cost of living increases occur when applicable based on the union contract. A new driver will have access to the union contract upon hire.

Non-Union Employee

HRCTD Non-Union position salary ranges are created based on rates of pay for comparable work in other public or private employment. HRCTD shall endeavor, within budgetary constraints, to use the following compensation structure.

Salary Scale Policy:

- The Base rate represents the starting pay for a position.
- Step 1 may be granted after the employee successfully completes the probationary period and receives a positive performance evaluation.
- Subsequent step increases will occur annually on July 1, subject to manager approval.
- Employees who receive an overall rating of “Does Not Meet Expectations” on their annual performance review will not advance to the next step until sufficient improvement is demonstrated.
- Once employee has reached the final step on the pay ~~scales~~scale, they will only receive cost of living or Board approved adjustments.

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Cost-of-Living Adjustment (COLA) Policy:

In addition to the annual step increases shown in the salary scale, each year the Budget Committee determines the Cost-of-Living Adjustment (COLA) to take effect at the start of the new fiscal year (July 1). The COLA may range from 0% to a maximum of 5%, depending on budget capacity. When funding permits, the District aims to align its COLA with the Social Security COLA.

Promotions to Higher Classifications:

When an employee is promoted to a position within a higher job classification and salary range, they will be placed at the next highest pay step within the new range.

For example: A Dispatcher at Step 7 who is promoted to a Field Supervisor role may be placed at Step 1 or higher within the Field Supervisor pay scale, depending on the structure of the salary range.

- New employees shall start at step 1.
- Upon hire, non-union employee receives an offer letter including beginning wage, probationary period, status (e.g. salaried/non-salaried) and eligibility for a wage

increase after the probationary period. After completion of a successful probationary employment period the employee may be eligible to advance one salary increment or step.

- After twelve months of successful continuous employment, the employee may be eligible to advance one salary increment or step. Each twelve-month anniversary thereafter, the employee may be eligible to advance one step increase until the top of the applicable range is reached. A step increase is contingent on a positive performance evaluation, the recommendation of the manager and funds available. A step increase or pay advance is not guaranteed.
- In no case shall the maximum compensation for a range be exceeded unless additional compensation has been approved by the Board.

The Executive Director makes salary range recommendations to the Budget Committee and Board of Directors each year based on inflation and cost of living increases.

PAY PRACTICES

Paydays

You will be paid every other Friday.

Payroll Deductions

Certain mandatory and elective deductions which are made from employee pay are noted on the paycheck stub. The only deductions made are those mandated by law or authorized by you in writing.

Pay Advances

Pay advances may be available if you meet the payroll processing company's requirements. Employees are encouraged to find other appropriate resources for any financial difficulties.

Delivery of Paychecks

Your paycheck will be delivered through direct deposit.

Method of Payment

Your pay statement accessible through HRCTD's payroll processing company will show gross earnings, stipends, deductions, and net salary for each direct deposit.

Employee Withholding Allowance Certificates (Form W-4)

You are required to furnish the organization with an Employee Withholding Exemption Certificate (W-4) at the time of hire. You may file a new W-4 form any time. When you submit an updated Form W-4, the organization will implement the desired changes by the start of the first payroll period ending on or after the 30th day from the submission date. We encourage employees to seek tax advice if they have questions about withholding amounts.

Time Records for Non-Exempt Employees

The time sheet is a record of time worked and must be filled out daily. It provides a permanent record of time spent on the job, indicating the exact time you worked.

Time sheets should be reviewed carefully for completeness and accuracy at the end of each week, as they will be used to calculate pay. Supervisors will review and approve time sheets each pay period. Time sheets must be completed through HRCTD's timekeeping app. If an error needs to be corrected, a manager/supervisor should be notified. You should never allow someone else to make entries on your time sheet. Willfully falsifying a time sheet will be grounds for corrective action, up to and including termination.

Time Records for Exempt Employees

Employees designated as FLSA exempt do not fill out time sheets and no deduction of pay will be made for hours worked fewer than their regularly scheduled hours per day, unless authorized by law. However, because HRCTD does have vacation and sick pay benefits programs, if you have earned time in these bank(s), you must use this time (from whichever benefit applies) to cover any time off that is less than your normal workday. Flexibility is allowed if an exempt employee has worked more hours than regularly scheduled in that same work week. Employee should work with direct supervisor and Executive Director as appropriate.

Dispute Resolution Process for Paycheck Errors

If you have any questions regarding your pay or feel a manager or supervisor has made a change to your pay that you do not believe is accurate, please contact the Executive Director.

Final Paycheck

While we request that you give us at least 10 working days' advance notice prior to departure when resigning or retiring from the organization, if you provide us with at least 48 hours' notice (excluding holidays and weekends) you will receive your final paycheck on the last day worked. If less notice is given, the final paycheck will be provided within five business days (excluding weekends and holidays) or on our next regularly scheduled payday, whichever occurs first. Final paychecks will include all wages earned through the last workday plus payment for any accrued and vested benefits that are due and payable at separation.

HOURS OF WORK AND WORK SCHEDULES

Organization Hours

The general office hours ~~at HRCTD when the office lobby is open to the public~~ are 8:00 a.m. to 6:30 p.m., Monday – Friday. Sunday through Saturday. Operations staff are typically available Saturday – Friday from 5:00 am to 9:30 pm dependent on services and operating hours.

Specific workday and workweek schedules for each employee will be determined from ~~time-to-time~~ by the appropriate manager based on the organization's needs. We will attempt to notify you of any changes in workdays or workweek schedules two weeks prior to the effective date of change. Management reserves the right to modify schedules consistent with the needs of the organization.

The normal workday is 8 hours (this may vary depending on position). The total hours in a normal workweek are 40, Saturday through Friday. If you are a non-exempt employee, you should not begin work before your normal starting time or continue working beyond the normal quitting time without explicit advance approval from your supervisor.

Overtime

You may occasionally be required to work overtime. Overtime hours will be paid to non-exempt employees at one and one-half times the regular rate of pay for all hours worked in excess of 40 in a regular workweek, or as otherwise required by state and federal laws. Paid time off will not be considered when computing overtime. Your department supervisor must approve any overtime hours in advance or else you may face corrective action, up to termination.

Meal and Rest Periods

Meal and rest periods will be provided for you according to any applicable state regulations. Supervisors will review these and establish schedules. Non-exempt employees are not permitted to work through a meal period unless approval from a supervisor, in an emergency situation, is obtained before the scheduled meal break. In these situations, the meal period will be paid time.

Lactation

HRCTD promotes and supports the practice and need for employees to express breast milk on its premises upon their return to work.

Until their babies are 18 months old, employees may take reasonable rest periods to express breast milk. Nursing breaks may be taken concurrently with regular meal and rest breaks, although additional reasonable break time will be made available, as needed. Management and employees will work together to find mutually agreeable hours of work and breaks which support the continuation of expressing breast milk.

If an employee perceives or observes adverse treatment with respect to the expression of breast milk, a supervisor/manager should be informed immediately.

HRCTD will provide a private space with an electrical outlet, within the office building, to express breast milk. This space may vary according to available empty rooms. Check with the Executive

Director. Hand washing facilities and a refrigerator will also be available at all sites and appropriate signage for privacy will be supplied.

Employees will be responsible for the storage of the expressed milk. The milk, if stored in the refrigerator provided, must be clearly labeled with the employee's name. To ensure the safety of stored breast milk, it is recommended that the container used to store the milk be sealed in a plastic bag to prevent contamination.

Social and Recreational Activities

Participation in off-duty social or recreational activities such as organization picnics and holiday parties is entirely voluntary. Participation or nonparticipation will not affect your wages, hours, working conditions, or present or future employment opportunities.

Inclement Weather and Emergency Closures

Emergencies such as severe weather, fires, power failures, earthquakes, and other natural disasters can disrupt organizational operations. In extreme cases, these circumstances may require the closing of our office.

If HRCTD makes the decision to close the office prior to the start of the business day, the closure will be announced via an organization-wide messaging system from the Executive Director. A closure message will also be recorded on HRCTD's general voice message line. It is the responsibility of each employee to check the organization wide messaging system for an update, if there is any doubt regarding office operations.

If a decision is made to close the office after the business day has already begun, the closure message will also be announced via organization wide messaging system.

Exempt employees will be paid for all absences (full-day or partial day) related to emergency closures.

Non-exempt employees will not be paid for time away from work due to office closure; however, with supervisory approval, available PTO time may be used. Non-exempt employees who have reported to work before the decision to close [the facility and suspend all operations](#) is made will be paid for time worked, or for the ~~rest-remainder~~ of their regularly scheduled shift, whichever is greater. ~~Employees that are still within their probationary period are not eligible to utilize PTO.~~

In the event that the office is closed due to inclement weather or emergency closures, please be advised that you may be asked to perform duties or operate routes that are outside of your bid shift. When inclement weather or emergency closures occur management will evaluate service levels and may adjust prioritized services and ensure that we are offering life sustaining transportation.

TELECOMMUTE

Telecommuting is a flexibility that may be available to some positions within the organization. Telecommute is the planned practice of occasional or intermittent work from a non-organization address. This is most typically the employee's residence.

Telecommuting arrangements require the prior approval of the Executive Director. Telecommuting may be permissible for some jobs and not all jobs.

Employees are responsible for ensuring a safe work environment when telecommuting. Employees are also responsible for meeting the expectations of their job regardless of where the job is done. Supervisors are responsible for monitoring compliance with these types of agreements, relevant policies, performance standards, expectations for work product and productivity, and time accountability.

Any employee who is telecommuting must be available during established work hours and provide timely responses to email, phone calls etc. Absences, including unavailability during work hours, must be pre-approved. Employees must account for all time worked. Supervisors may consider an employee's request to alter regular work hours in the same way they would evaluate these requests for a person working at an organization address.

An employees' salary, benefits and insurance coverage does not change as a result of telecommuting.

Employees are responsible for the utilization of HRCTD networks while working remotely in a safe and secure manner as directed by Executive Director.

As mentioned above these are planned arrangements. Employees and supervisors must work together to determine if an arrangement can be made and the details of the arrangement.

Information Technology

Telecommuting employees are expected to be able to set up a remote office and use both organization and their own equipment without direct physical help from organization. While any equipment supplied by the organization will be maintained by or at the direction of organization, employees are responsible for the safe and secure transportation of equipment to and from the office.

Employees are expected to have sufficient telephone arrangements to perform their work and to participate in telephone conferences during agreed-upon work hours.

Employees are expected to have sufficient Internet access if work assignments require use of Web resources in the performance of their duties while working at a remote worksite.

The organization will determine, with information supplied by the employee and the supervisor, what equipment will be supplied for each telecommuting situation. The employee must sign an inventory of organization property and agree in writing to take appropriate action to protect the inventoried items from damage or theft.

All equipment supplied by the organization will be maintained by or at the direction of organization. Equipment supplied by the employee, will be maintained by the employee. The organization accepts no responsibility for damage or repairs to employee-owned equipment.

All equipment and software supplied by the organization are only for organization business and must comply with the organization's security and maintenance policies and practices. Portable equipment must, at all times, have organization authorized security measures installed and running

Employees will notify the organization immediately in the event of a breakdown or other issue with supplied equipment, software or other materials. Employees will follow the organization's direction regarding any necessary repair, update, replacement, etc.

Organization stored on any employee's personal electronic equipment is subject to public records requests and discovery, and to review by the organization at any time.

EMPLOYEE-INCURRED EXPENSES AND REIMBURSEMENT

HRCTD will pay all actual and reasonable business-related expenses you incur while performing your job responsibilities. All such expenses must be pre-approved by direct supervisor before payment will be made.

Expense Reimbursement Procedure and Reports

Requests for expense and mileage reimbursement must be submitted as soon as possible after expense was incurred. Supporting documentation and/or itemized receipts must be provided for each request.

Expense reimbursements will not be paid unless and/or until all itemized receipts are provided or, if lost, a note with a description of the business activity and expense.

Mileage Reimbursement

While in the course and scope of duties on behalf of HRCTD, employees, with their direct supervisors' approval, may use their vehicle for business purposes. Employees are encouraged to follow all rules of the road and drive courteously. For more information regarding insurance in the event of an accident while using your personal vehicle for business purposes please contact the Executive Director. Additional, requirements may apply for eligibility.

When you use your own vehicle for organization business, you will be reimbursed for organization-related business travel at the current IRS determined rate per mile.

In order to recover these costs, an expense report must be signed by you and dated, initialed by your direct supervisor and submitted to the Office Manager for processing according to policy. If you have questions about expense reports and mileage allowances, please ask.

Credit Card Payment

If you use the HRCTD credit card, all receipts must be submitted immediately through the credit card reconciliation process. You must follow the protocol for reconciliation of your statement and submission of documentation as required by the Office Manager.

Employees may expense and/or use a company provided credit card, for business related activities or incidental supplies following IRS guidelines.

Overnight Travel and Meal Expense Reimbursement

If an employee is traveling overnight on a work-related activity, the employee may expense lodging, food, beverage and any incidental expenses that are necessary and business related. If lodging rates exceed the U.S. General Services Administration (GSA) rates such situations should be known in advance and prior approval obtained from the Executive Director.

Meal Reimbursement Limits

Meals are reimbursed on actual expenses only, in an amount not to exceed U.S. General Services Administration (GSA) rates for per diem and incidental expenses in the location of the expenditure in the given year.

Exceeding meal reimbursement limits

HRCTD recognizes that there may be certain group meal functions at locations where a conference/training is held where exceeding the meal reimbursement limits may be acceptable. Such situations should be known in advance and prior approval obtained from the Executive Director.

Alcoholic Beverages

HRCTD will not pay for alcoholic beverages, and such costs should not be submitted for reimbursement.

Transportation Expense Reimbursement

Transportation costs may only be expensed upon prior approval. Transportation costs include such items as airfare, airport parking, hotel shuttles, automobile rental and fuel for such rental.

Spouse/Guest Expense Reimbursement

HRCTD will not pay for meals or entertainment of spouses/guest/significant others.

HRCTD expects its employees to use good judgment and reserves the right to deny an expense if, in management's belief, it is unreasonable.

PAY EQUITY

HRCTD strives to ensure all employees receive an equitable total compensation package based on a variety of factors relating to their position, job performance, education, and experience. From time-to-time, employees performing work of comparable character may have different compensation levels. Any such differences will be based on HRCTD's objective processes for evaluating an employee's work and one or more of the following factors: seniority, merit, quantity or quality of work, workplace location, regular and necessary travel, education, training, experience, or any combination of those factors. Employees who believe they are not being compensated fairly are encouraged to discuss the matter with Executive Director to obtain clarification. Page 38 discusses the pay structure and pay administration.

BENEFITS

PURPOSE AND POLICY

HRCTD strives to provide the most equitable and cost-effective benefits for employees in recognition of the influence benefits have on employees' economic and personal welfare. Paid in various benefit forms on your behalf, the total cost of providing the benefit program is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions, and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or non-exempt, unless otherwise stated in a particular benefit plan. Benefits do not apply to seasonal or substitute employees.

Some benefits may accrue during your new-hire introductory period, but in most cases eligibility to use these benefits will not occur until you obtain regular employee status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Benefit Pro-ration

If you are a regular part-time employee, your benefits are prorated based upon the number of hours you work. Essentially, you accrue vacation and sick leave benefits at a lower rate than a full-time employee because your accrual rate is based on fewer hours.

Discretionary employee benefits not mandated by state or federal law are selected and controlled by HRCTD. Decisions to provide these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions.

Benefit Design and Modification

HRCTD reserves the right to design plan provisions and to add, eliminate, or otherwise modify the benefits described in this Handbook or elsewhere in plan documents when it is in the organization's best interest. Consider that changes to benefits may occur at management's discretion prior to making a serious, long-term decision based solely on current benefit offerings.

Benefit Plan Documents

You'll receive summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents govern. These official documents are available from Office Manager for your review. We ask that you refer any questions about this information to the Office Manager.

Individual benefits may be modified, become more expensive, or may even be eliminated in the future because of cost increases or as a result of changes in our business situation or economic conditions. We encourage you to be thoughtful about relying solely on these benefits, given that they are subject to change. Upon separation from employment, employees may be eligible for the continuation of benefits consistent with state and federal law. Any benefits described in this Handbook apply only so long as the Handbook is current; employees do not have vested rights.

HEALTH INSURANCE BENEFIT

HRCTD currently provides medical and vision insurance coverage for all full-time employees. You will be provided with information about the plan during the onboarding process. Any need for further information should be referred to the Office Manager. HRCTD pays the full premium.

Eligibility

This benefit is provided for all regular full-time employees. You are eligible to enroll on the first day of the month following the date of hire. Part-time, seasonal, and standby employees are not eligible to participate in the health insurance plan.

Plan Enrollment

Once you are eligible, you will meet with the Office Manager to complete the enrollment forms I. If you don't want to enroll at the time of eligibility and later decide to request enrollment, you will only be allowed to enroll if you can demonstrate that a qualifying event has occurred which qualifies you for a special enrollment period.

The organization pays the full monthly premium for enrolled employees.

Coverage for dependents of employees is also available; however, you are responsible for the full cost of the monthly premium associated with this coverage.

Medical information is covered by HIPAA regulations. HRCTD realizes the responsibility we have to treat your private health information with great care and discretion. We have implemented safeguards to protect this information.

Termination of Coverage

In the event that you or your dependents lose eligibility to participate in the health plan, you may have the health plan coverage extended for a period of time. Eligibility can be lost due to a prolonged absence from work or if certain "qualifying events" occur that would otherwise cause your or a dependent's group health coverage to terminate. Examples of qualifying events are termination of employment, a reduction in hours, divorce or legal separation, entitlement to benefits under Medicare, a dependent child reaching the age of 26, or a leave of absence. You must notify us or the plan when a dependent child loses eligibility or in the event of divorce or legal separation.

You, your spouse, and dependents may continue group health insurance for a certain period of time at your own expense under COBRA. However, continuation does not occur automatically. You and any dependents have 60 days to enroll in the plan, which starts on the later of **a]** the date the election notice is received or **b]** the date you and any dependent would otherwise lose coverage; you have 45 days to pay the initial premium. Coverage will be retroactive to the date of the qualifying event. You and any covered dependent will receive information about the provisions of the law when you first enroll in benefits and again if a qualifying event occurs.

DENTAL INSURANCE BENEFIT

HRCTD provides a Dental Insurance plan for employees.

Eligibility

Regular Full-Time employees are eligible for dental insurance coverage on the first day of the month following the date of hire. Part-time, seasonal, and substitute employees are not eligible to participate in dental insurance.

Cost

The organization pays the full monthly premium for enrolled employees.

Coverage for dependents of employees is also available; however, you are responsible for the full cost of the monthly premium associated with this coverage.

OTHER INSURANCE BENEFITS

Group Life Insurance

We provide group life insurance coverage for all regular full-time employees. Please refer to specific plan for details. HRCTD pays the full premium.

Opt Out

An eligible employee who chooses not to enroll in the insurance plan may opt-out of the employer's provided health plan (medical, dental, and vision benefits) and shall receive "in lieu of" payments equivalent to 70% of the actual cost of an employee only medical, dental and vision monthly premium. To be eligible for this benefit employee must have Medicare or medical benefits through a spouse, partner, or parent and is required to sign a written waiver of participation. Medicaid is not a valid health plan.

PTO (PAID TIME OFF) BENEFIT

The district provides paid time off (PTO) benefits to its full-time and part-time employees. PTO may be used at the employee's discretion, while protecting an allotment of time for illness, injury, or preventative care, in compliance with applicable Oregon law regarding sick time.

All employees are eligible to accrue PTO as set forth in the chart below. Accrual begins on the first day of employment, but employees are not eligible to use PTO until they have successfully completed their 90-day probationary period. PTO is considered replacement time and may be taken only for scheduled workdays and hours. All PTO will be paid at the employee's regular rate of base pay. Full-time employees must have been on paid status during the entire payroll period to qualify for full PTO accrual for that payroll period.

PTO is accrued per pay period. Employees accrue PTO hours at the following rates:

Years Worked	Full-Time	Part-Time	Standby/Fill-In/Seasonal
Until 1 st Anniversary	6.78 hours per pay period; maximum accrual of 176 hours per year	5.59 hours per 80 hours worked; maximum accrual of 176 hours per year	1 hour for every 30 hours worked; maximum of 40 hours per year
Following the 1 st Anniversary	7.38 hours per pay period; maximum accrual of 192 hours per year	6.19 hours per 80 hours worked; maximum accrual of 192 hours per year	1 hour for every 30 hours worked; maximum of 40 hours per year
Following the 2 nd Anniversary	8.3 hours per pay period; maximum accrual of 216 hours per year	7.11 hours per 80 hours worked; maximum accrual of 216 hours per year	1 hour for every 30 hours worked; maximum of 40 hours per year
Following the 5 th Anniversary	9.87 hours per pay period; maximum accrual of 257 hours per year	8.68 hours per 80 hours worked; maximum accrual of 257 hours per year	1 hour for every 30 hours worked; maximum of 40 hours per year

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

In the event an employee is discharged, resigns, or is laid off after at least six months of continuous service, the employee will be paid out for his/her accrued and unused PTO at its full value, which will be included in the final paycheck. Leave accumulation will automatically stop when the maximum accrual is reached. If termination occurs prior to completion of six months of service following the introductory period, no compensation will be made.

At the end of the calendar year, employees with remaining PTO hours may transfer accrued PTO to the next calendar year's earned leave, not to exceed ~~250~~2500 hours.

An employee shall request use of PTO in advance for planned absences. Appropriate notice is necessary so that PTO requests can be scheduled for employees. Known planned time off should be requested during the month of December for the upcoming year and will be approved based upon seniority. Any PTO requested after December for the upcoming year will be approved on a first to-apply basis. However, if management is unable to schedule time off or unable to meet business needs, requests may be denied even though sufficient advance notice has been given. If an employee gives less than two (2) weeks required advance notice, they must find another employee who can cover their shifts and have the switch approved by their manager.

For a foreseeable need to use PTO due to illness or injury (or other reasons set forth in the Oregon Sick Time law), the employee shall notify his/her supervisor or designee of absence at least ten (10) calendar days prior to leave. If the need to use PTO due to illness or injury (or other reasons set forth in the Oregon Sick Time law www.oregon.gov/boli/workers/pages/sick-time.aspx) is unforeseeable, the District’s strong preference is that employees provide at least two (2) hours’ advance notice of the absence to his/her supervisor or designee, and in all such cases employees must provide such notice prior to the start of the scheduled shift. Unless the employee is physically prohibited from doing so, the employee must communicate the need for time off due to illness or injury. Notice by voicemail or text shall be acceptable if the supervisor or designee is unavailable. The employee must leave a voicemail or text notifying the supervisor or designee of a phone number at which the employee can be reached. A physician’s statement of illness or other acceptable proof of illness may be required for any illness that is for more than three (3) consecutive workdays in duration. The Employer shall pay any associated costs for providing medical verification or certification, including lost wages, that are not paid under the health benefit in which the employee is enrolled. The Employer may not require the verification or certification explain the nature of the illness or details related to domestic violence, sexual assault, harassment, or stalking.

Any misuse or abuses of the PTO policy, including but not limited to falsifying reasons for time off, submitting excessive or manipulative requests may result in corrective action in accordance with the district’s disciplinary guidelines.

Reason for Time Off and Notice	
Illness/Injury	Strong preference is two (2) hours prior to start of shift
Planned	Needs At least two (2) weeks in advance of the planned leave

Re-occurring PTO Requests:
To ensure adequate staffing and maintain operational efficiency, employees requesting recurring time off (e.g., every Monday through the entirety of a BID) must adhere to the following:

- All recurring time-off requests must be submitted at least 2 weeks in advance.
- Requests will be considered on a 6-week rolling basis.
- Requests submitted too far in advance may be denied. Employees may reapply closer to the eligibility window.

Approval is not guaranteed and will be based on operational needs and overall scheduling fairness.

PAID HOLIDAY BENEFIT

HRCTD observes the following holidays each year and our offices are officially closed on the below days.

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
President's Day	Day After Thanksgiving
Memorial Day	Christmas Day
Juneteenth	
Fourth of July	

Note: ~~When~~ When a scheduled holiday falls on a Sunday, it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday. If you are normally scheduled to work on the observed holiday or the actual holiday then you will either receive time and a half or a floating holiday, or day off depending on your role, the holiday, and business needs. No employee will receive the holiday benefit for the actual holiday and the observed holiday if they are scheduled to work both days – only one. No bus services occur on Thanksgiving Day, Christmas Day, or New Years Day all other holidays HRCTD will offer limited bus services. ~~If an employee is not available to work on a holiday they should mark themselves off as unavailable on the internal communication system and will be determined on a first come first serve basis.~~

Eligibility

All full-time employees will receive 8 hours of regular pay for each holiday. ~~Part-time employees~~ Part-time employees will receive 4 hours of regular pay. The employee must be on paid status both immediately before and immediately after the holiday to qualify for the holiday pay. Seasonal and ~~standby/~~ substitute fill-in employees are ineligible for holiday pay.

If a non-exempt employee works on any holiday observed by the employer, the employee shall be paid for all hours worked at 1.5 times the regular rate of pay.

If an exempt employee works on any holiday observed by the employer, the employee shall be given a floating holiday.

Employees who are on a leave of absence will not receive holiday pay. Employees who are not working due to short term sickness, illness, or vacation will be paid for the holiday.

If an employee is scheduled to work on a designated holiday as per the holiday schedule, they are expected to fulfill their work obligations unless they have been granted approved Paid Time Off (PTO) for that day. If an employee is not available to work on a holiday they should submit PTO on the internal communication system and approvals will be determined on a first come first serve basis. The request should be submitted at least two weeks prior to the scheduled holiday. In the event that a PTO request is denied, it is the responsibility of the employee to fulfill their work obligations for the scheduled shift on the holiday. All shift changes should be documented in deputy via "news feed" and should include the operations Manager and Office Manager.

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The shift change will need to be approved by the management team.

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Working Holiday Policy

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We recognize the importance of maintaining business operations during holidays while also respecting our employees' preferences for work-life balance. This policy outlines the procedures and expectations for working holidays and requests time off during these periods.

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1. Working Holidays Include:

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MLK Day, Presidents Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Day after Thanksgiving Day.

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2. Holiday Coverage:

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If an employee is scheduled to work on a designated holiday as per the holiday schedule, they are expected to fulfill their work obligations unless they have been granted approved Paid Time Off (PTO) for that day.

3. Requesting Time Off (PTO) for Holidays:

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To request time off for a holiday, employees must submit a PTO request in our scheduling software, Deputy. This request should be submitted at least two weeks before the scheduled holiday.

PTO requests will be reviewed, and approval or denial will be communicated to the employee as soon as possible.

4. Denied PTO Requests:

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In the event that a PTO request is denied, it is the responsibility of the employee to fulfill their work obligations for the scheduled shift on the holiday.

5. Finding Coverage:

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If an employee's PTO request is denied, and they are unable to work their scheduled shift on the holiday, it is their responsibility to find coverage for the shift.

All shift changes should be documented in deputy via "news feed" and should include the operations Manager and Office Manager.

The shift change will need to be approved by the management team.

6. Compliance:

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Failure to comply with this Working Holidays Policy, including failing to work a designated holiday shift without an approved PTO request or without finding coverage, may result in disciplinary action as outlined in the disciplinary policy.

7. Questions and Clarifications:

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If employees have questions or need clarification regarding this policy or its application, they should contact the HR department for assistance.

VETERANS DAY HOLIDAY

Eligible employees have the option of taking Veterans Day off by requesting it as a holiday during any year it falls on a scheduled workday. This time will be paid.

Establishing Eligibility

Employees are eligible if they fall within specific parameters outlined by law. Generally, an individual must have been deployed for at least 1 day or must have served on active duty with the Armed Forces for at least 178 days and received an honorable discharge, if no longer a member of the military. Please inquire about additional qualifying circumstances. We may request that you provide documents establishing your eligibility.

Request Procedure

You must notify your manager or supervisor of your request at least 21 calendar days prior to the holiday. Your manager or supervisor will respond to your request no less than 14 calendar days prior to the holiday.

Employer Response

Due to situations where providing time off would create a significant economic or operational disruption, or undue hardship would occur, the decision may be made not to allow anyone to take the day off or to allow only the minimum amount of employees to avoid such a situation. If a veteran does not receive time off for Veterans Day, the employee may choose a single day off within the same year with supervisory approval.

OTHER BENEFITS

457 Deferred Comp Plan

Full-time employees who have maintained full-time status for 1 year may participate in the 457 Deferred Comp Retirement Investment Plan. Contributions are made through employee voluntary pre-tax salary deduction. Employees may elect and adjust their contribution amounts as desired, not to exceed the maximums allowed by applicable law. HRCTD will match employee contributions up to 4% of gross wages.

Employee GoOrge Transit Pass

Employees and their spouses/partner and dependents are eligible for a free annual GoOrge Transit pass while employed with HRCTD. A dependent is defined as a person who is claimed as a dependent on the employee's federal tax return. Employees will receive the initial passes during onboarding. For every year ~~thereafter, the~~ thereafter, the employee must request replacement passes from the Office Manager or Project Coordinator. employees will receive passes if requested at the beginning of each calendar year. HRCTD management reserves the right to revoke any transit passes that are not used in accordance with HRCTD policies.

Class B CDL with Passenger Endorsement Training

To support employee development and ensure compliance with operational requirements, CAT will provide financial and time-based support for eligible employees obtaining their Class B CDL with Passenger Endorsement. CAT provides on-site training to prepare employees for the driving test.

1. Covered Expenses: CAT will pay for the cost of the Class B CDL with Passenger Endorsement driving test administered by a third-party tester. The employee is paid for the travel time to and from the third-party testing location.

2. Employee Responsibility: Employees are responsible for studying the DMV CDL study guide and are financially responsible for the following fees accessed through DMV:

- Class B CDL Permit
- Air Brake Endorsement
- Passenger Endorsement
- Obtaining Class B CDL with Passenger Endorsement DriversDriver's License.

DOT Medical Card

HRCTD will pay for 1 physical exam per year. Any additional exams required to maintain a valid DOT Medical card will be the employee's responsibility. This is on a reimbursement basis.

Employee Incentives Programs

Currently, three payroll incentive programs have been approved by the Board.

These include a Transit Driver SafetyEmployee of the Month Incentive Program (\$50), a Foreign Language Incentive Program (\$25), and a New Hire Referral Incentive Program (\$50).

Any changes, updates or additions to the payroll an incentive program or associated policy must also be adopted by the Board. Employees must be made aware of available incentive programs upon hire and then once again each year.

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Additional Employee Incentives:

- **Quarterly Access to the Columbia Sportswear Employee Store**

Enjoy significant savings on Columbia and several other brands of clothing, footwear and equipment. Invitations will be sent quarterly.

- **Quarterly Access to the Adidas Employee Store**

Get exclusive entry to the Adidas Employee Store with access to their latest gear and apparel at significant savings. Invitations will be sent quarterly.

- **Discounts at Napa Auto Parts – Hood River**

Present your CAT Employee Name Badge and let the cashier know that you would like to run your cash purchase through Hood River County Transportation District's account to receive special pricing on parts and accessories.

- **Discounts at O'Reilly Auto Parts – Hood River**

Present your CAT Employee Name Badge and let the cashier know that you would like to run your cash purchase through Hood River County Transportation District's account to receive special pricing on parts and accessories.

- **Les Schwab Tire Center – Hood River**

Show your CAT Employee Name Badge for a discount on Tire purchases. Note: Discount does not apply on value or economy tires.

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Bonuses

Bonuses may be provided at the Board's discretion. All bonuses must be approved by the Board through a formal written memo. The memo must outline the reason for the bonus. If multiple employees are receiving bonuses the memo should detail the criteria or formula to be used to provide the bonus amount equitably and how the bonus will be distributed.

LEAVES OF ABSENCE

LEAVE OF ABSENCE POLICY

We realize that our employees may encounter situations that require a temporary short-term or extended absence from work. We offer several different types of leaves of absence for the following purposes:

Family and Medical Leave	Civic Duty	Military Leave
Leave to Donate Bone Marrow	Crime Victims' Leave	Domestic Violence Leave

The type of leave requested may determine which employees are eligible and what procedure should be followed in requesting and obtaining the leave. The effect of the leave on benefit accruals, benefits, and reinstatement rights also varies according to the type of leave you are requesting. Each of these leaves is discussed on the following pages. If you have any questions about your potential eligibility for a leave or your benefits and rights while on a leave, please contact the Office Manager.

CIVIC DUTY LEAVE

Jury or Witness Duty Leave

Employees subpoenaed to serve as witnesses or for jury duty may obtain a protected leave of absence. If we feel that your absence would cause an undue hardship to you or the organization, we may instead request, with your agreement, that jury duty be postponed. You may choose to use your accrued paid vacation or sick time available for voluntary service as a witness or for court appearances you must make as part of your own legal proceedings or lawsuit.

Length of Leave

Jury or witness duty leave is available for the period of time covered by the initial subpoena or court order and any involuntary extensions.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you receive notice asking you to serve as a witness or on a jury so that arrangements can be made to cover your position. You are expected to provide us with a copy of the subpoena or notice within 5 days after you received it.

Pay While on Leave

You will be compensated for the difference between the civic pay received and your regular rate of pay for up to one week, if you are a non-exempt employee; after that period, you may utilize ~~vacation or sick time~~ PTO if desired. For exempt employees, any partial day or partial week worked will be paid in full; employees are required to remit any jury fees received in connection with their service.

Status of Benefits

Benefits are not affected by jury or witness duty leaves.

Voting Leave

We encourage all employees to vote and to take advantage of polling hours before or after work. However, if you are unable to vote outside of business hours, we will work to accommodate you in arranging a time for you to vote.

Request Procedure

You must notify your manager or supervisor before Election Day if you are unable to vote before or after work and provide a valid reason why voting during those hours is not possible.

Pay While on Leave

Time off to vote will be without pay for non-exempt employees, unless you have earned ~~PTO~~ ~~hours of vacation time~~ that you can use for that purpose.

CRIME VICTIMS' LEAVE

If you or a member of your immediate family suffers financial, social, psychological, or physical harm as a result of a personal felony or an employee is a victim of ~~harassment~~,harassment under the public offenses statutes, you may be entitled to take protected leave from work to attend criminal proceedings.

Safety Measures

The company will provide reasonable safety measures, if you are the victim of harassment or a threat of harm that would be expected to cause concern.

Eligibility

You will be eligible to take crime victims' leave if you have worked an average of more than 25 hours per week for the organization for at least 180 days immediately before the leave would begin.

Length of Leave

The amount and length of leave time you may take is limited to that which does not create significant difficulty and expense (undue hardship) to the organization. If the organization must limit your leave due to undue hardship, we will notify the prosecuting attorney in the criminal proceeding, who is required by law to notify the court. The court will then take your work schedule into consideration when scheduling the criminal proceedings.

Request Procedure

You must provide your manager or supervisor with reasonable notice of your intention to take crime victims' leave, and provide copies of any notices of scheduled criminal proceedings that you receive from a law enforcement agency. We will treat such documentation as confidential information.

Pay While on Leave

Crime victims' leave is unpaid; however, eligible employees who take this type of leave may use any accrued ~~paid vacation or sick time~~PTO available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used.

Status of Benefits

Benefits are not affected by crime victims' leave.

DOMESTIC VIOLENCE LEAVE

An employee who is a victim of domestic violence, harassment under the public offenses statutes, sexual assault, or stalking or whose minor child or dependent is a victim may be entitled to take unpaid protected leave from work.

Eligibility

All HRCTD employees are eligible to take domestic violence leave.

Types of Services/Treatment

An employee may take leave to seek legal or law enforcement assistance, to secure medical treatment, to obtain counseling or victim services, to relocate, or to take other reasonable steps to ensure one's own health and well-being or that of a child or legal dependent.

Length of Leave

The amount of leave taken will be reasonable and ~~that which~~[that](#) does not create a significant difficulty and expense (undue hardship) for the organization.

Request Procedure

An employee accessing this leave provision needs to request time off from a manager or supervisor as much in advance as possible to aid in scheduling. We understand that instances of violence are usually not predictable, and these requests may be made with little forewarning. We will treat any information you share as confidentially as possible.

Safety Measures

The Company will provide reasonable safety measures, if you are the victim of domestic violence, harassment, sexual assault, or stalking. *Examples of such measures may include transfer, reassignment, modified schedule, unpaid leave, different work phone number or work station, installing new locks, and other accommodations.*

Pay While on Leave

Domestic violence leave is unpaid; however, eligible employees who take this type of leave may use any accrued ~~paid vacation or sick time~~[PTO](#) available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week, although accrued time must be used first.

Status of Benefits

Benefits are not affected by domestic violence leave.

FAMILY AND MEDICAL LEAVE (FMLA & OFLA)

Purpose

Our Family and Medical Leave policy allows you to take a leave of absence for your own serious health condition. Leave is also granted for the birth or adoption of a child, for the placement of a foster child, for the care of a child, spouse or registered same-gender domestic partner, parent, parent-in-law, grandchild, or grandparent with a serious health condition and for the care of a sick child with a non-serious illness, military exigency and bereavement due to the death of a family member. This handbook language is intended to outline our practices regarding this leave.

Eligibility

You are eligible for Oregon specific family leave act as soon as the following requirements are met:

- You have been employed for at least 180 days (26 weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 25 or more hours per week as of the day before the request for family and medical leave is made. This average is calculated over the 180 days preceding the request for leave. For the purpose of taking leave for the birth, adoption, or placement of a child, there is no hours-worked requirement.
- Rarely, an employee may otherwise be eligible. Speak to the Office Manager for additional details.

You are eligible for Federal specific family and medical leave as soon as the following requirements are met:

- You have been employed for at least one year (12 months weeks) or more before the first day of the family and medical leave; and,
- You have worked an average of 1250 or more hours in the previous year.
- Rarely, an employee may otherwise be eligible. Speak to the Office Manager for additional details.

Some situations, such as military caregiver leave, are covered only by the federal Family and Medical Leave Act. This type of leave ~~requires that~~[requires](#) an employee worked at least 1,250 hours in the preceding 12 months of employment.

Reasons for Family and Medical Leave

The following situations qualify for family and medical leave:

- To care for an infant, adopted child, or newly placed foster child under the age of 18, or older than 18 if incapable of self-care due to a mental or physical disability, within 12 months of the event (parental leave);

- To care for a family member with a serious health-condition or your own serious health condition. Oregon covers child, parent, parent-in-law, grandchild, grandparent, spouse, registered same-gender domestic partner, and “in loco parentis” relationships. Federal law covers only child, parent, spouse, and “in loco parentis” relationships. This means an employee may be eligible for 12 weeks under Oregon law and an additional 12 weeks of federal leave in some situations;
- For a pregnancy-related disability or prenatal care, including morning sickness. Employees who have used up their original 12 weeks for a serious health condition related to pregnancy are entitled to an additional 12 weeks leave for any OFLA qualifying purpose;
- To care for a sick child who does not have a serious health condition but requires home care. Employees who use up their original 12 weeks for parental leave are entitled to an additional 12 weeks of sick child leave;
- The death of a family member, which is bereavement leave under Oregon law;
- To care for a qualified family member or “next of kin” as defined under Federal law who is in the military; and,
- A military exigency, which is when a family member is called to active duty. Oregon includes spouse and registered same-gender domestic partners and time when a service member is on leave from active duty; federal legislation includes spouse, sons, daughters, and parents.

Length of Leave

You may take up to twelve (12) weeks of family and medical leave during a 12-month period. The 12-month period will be measured forward from the date leave begins; a week is defined as your normal work week schedule. If medically necessary, family and medical leave may be taken on a reduced or intermittent schedule. Details of the proposed schedule should be attached to the "Request for Family Leave" form and should be verified by the certifying health care professional on the "Health Care Provider Certification" form, if applicable. In certain situations, you may be eligible for additional leave including pregnant employees, new parents, and employees taking military caregiver leave, for example.

You may be required to provide periodic status reports to the organization while on a family and medical leave.

Request and Certification Procedure

We recognize that many times the need for family and medical leave can be caused by serious or emergency situations. We will make every attempt to work with you to ensure that you receive all the benefits to which you are entitled; however, you are expected to adhere to our workplace rules and make every effort to communicate your situation to us immediately. So that we can best work with you, it's important that you complete all requested leave documentation.

In situations where the need for medical leave is known, you must give at least thirty (30) days' written notice of your intent to take family and medical leave by filling out and turning in the "Request for Family and Medical Leave" form. Failure to provide 30 days' notice can impact your eligibility and the timing of the leave. Upon submitting the completed leave request, you may be required to provide verification of the need for the leave. Examples of such documentation include a "Health Care Provider Certification" form, deployment orders, adoption papers, a birth certificate, or confirmation of a death.

Requests for family and medical leave for a serious health condition, except parental leave, must be verified by a health care professional by using the "Health Care Provider Certification" form,

which needs to be returned within 15 days of our request. You are required to provide sufficient information for us to determine if your situation qualifies for leave. If sufficient information is not provided, we may request that you provide additional information within seven (7) days. If you fail to return the form at all, your leave request may be denied.

If you are taking family and medical leave related to the birth of a child or to care for a family member with a serious health condition, you may be asked to provide proof of your relationship to this person. Please check with the Office Manager to discuss how best to provide this proof.

In the case of adoption, a legal representative who can attest to the validity of the adoption must verify the request for family and medical leave. In the case of placement of a foster child, a representative of the agency making the placement can verify the request.

Any documentation provided, including medical information provided for either a personal health condition or the health condition of a family member, is kept confidential and only those with a valid business-related reason for knowing any details will have access to any of this information. If you have any questions about how this information will be handled, please contact the Office Manager.

Subsequent medical verification may be requested in connection with an ongoing absence, but not more often than every 30 days. Exceptions exist, however, in situations where:

- Circumstances change significantly from the current certification; for example, the pattern of necessary absences changes;
- Information is received casting doubt on the employee's stated reason for the leave or the continuing validity of the certification.

Additional recertification exceptions may apply in the event your leave is covered only by the federal Family and Medical Leave Act (FMLA).

Lastly, the Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

General Provisions

You may use any accrued vacation, sick leave, or other paid leave available to you during the family and medical leave. When this is exhausted, the balance of the leave will be unpaid.

The organization will continue to pay our share of your medical benefits during family and medical leave. You are responsible for paying your share of medical insurance premiums prior to the due date of the premium payment. You may continue other insurance benefits by paying the full cost of the premium for any leave in excess of 4 weeks in duration. Premium payments must be received by the due date or coverage will be discontinued.

Reinstatement

You are entitled to return to the same or an equivalent job with equivalent benefits, pay, and other terms and conditions of employment at the end of a family and medical leave (OFLA & FMLA). You may be required to present a fitness-for-duty certificate before being reinstated.

Other details regarding family and medical leave are available from the Office Manager.

Military Caregiver Leave Under FMLA

An extension of our Family and Medical Leave Policy provides a leave of absence for up to 26 weeks to care for a family member who is a covered servicemember or veteran. This leave requires that an employee worked 1,250 hours in the preceding 12 months of employment. Eligibility for this leave is also based upon the specific family relationship and the existence of a certain situation or conditions.

Family Relationship: This leave is available for care of your spouse, parent, or son or daughter of any age, or if you are designated as “next of kin” by, or qualify as the nearest blood relative to, the covered family member.

Qualifying Condition or Situation: Care for a qualified family member who has a serious injury or illness requiring such care.

You may be required to provide documentation supporting both the required family relationship and the qualifying condition or situation. You will be required to complete and return a certification completed by an authorized health care provider within 15 days. If caring for a covered servicemember, however, a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to a member of your family can be used instead.

Paid Leave Oregon

Hood River County Transportation District provides a Paid Leave Oregon Insurance plan through the Oregon Employment Department. This insurance is required by Oregon state law and provides paid time off to eligible employees. This is a protected leave. All health-related information gathered by the insurer and organization during this process will be maintained as confidential. Employees will not be discriminated against or retaliated against for using or trying to use this insurance benefit. We encourage each employee to use the combination of time off and benefits that meets their personal needs.

Cost

Employees will see *up to* .006% deduction from gross wages for each paycheck. The employer will contribute *no less than* .004% of the employee's gross wages for each paycheck. The employee and employer minimum and maximum, as well as overall costs, of this coverage will be assessed annually by the Oregon Employment Department and may change. We will provide notice to employees in advance of any change.

Eligibility

Most employees who work in Oregon are eligible to submit a claim. The determination of eligibility will be made by *the Oregon Employment Department*. If an employee disagrees with an eligibility determination, the employee may use the appeal process outlined in the determination notice.

Length of leave

The length of leave is part of the determination process.

An employee may qualify for up to twelve (12) weeks of leave annually, starting from the first day of leave. An additional two (2) weeks of leave may be available if the employee is pregnant, has given birth, or has health needs because of childbirth.

Reasons for leave

Benefits may apply to a variety of situations, including:

Family leave - Caring for members of the employee's family:

- During the birth of a child
- Bonding with a child in the first year:
 - After birth
 - Through adoption
 - When the child is placed in the employee's home through foster care
- To care for a family member with a serious health condition*.

Medical leave - The employee caring for themselves when the employee has a serious health condition*.

Safe leave - For survivors of:

- Sexual assault
- Domestic violence
- Harassment
- Stalking

* A serious health condition is an illness, injury, impairment, or physical or mental condition that: requires inpatient care, poses an imminent danger of death or possibility of death in the near future, requires constant or continuing care, involves a period of incapacity, involves multiple treatments, or involves a period of disability due to pregnancy.

Insurance benefit while on leave

The amount of benefit the employee will receive will be calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification before a change occurs. Visit <https://paidleave.oregon.gov/employees> for the current rates. Employees may make up the difference between the PLO benefit amount and their regular rate of pay by utilizing PTO.

Notification of the need for leave

An employee is required to provide the employer with notice of the intention to take leave. For planned events the employee is required to provide thirty (30) days written notice. For unplanned events the employee is required to notify the employer within twenty-four (24) hours of the leave and provide written notice within three (3) days. If an employee is incapacitated due to an unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible. Please complete the Notice Form (please see Office Manager) to notify us of your intention to take leave.

Filing a Claim for coverage

Employees will need to establish an account at [Frances Online](#) and file claims electronically. This is the electronic system of record for the Oregon Employment Department. Employees are responsible for submitting the required paperwork and any updates or changes to their claim. The employer will be unable to complete the application process on the employee's behalf.

Job and Benefit Protection while on leave

If an employee has been employed with Hood River County Transportation District for at least ninety (90) days prior to the leave, the employee will be restored to the same position upon their return, if the same position exists. If the same position does not exist Employees are entitled to a position equal to their previous position before you took leave, with equal employment benefits, pay and other terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained.

LEAVE TO DONATE BONE MARROW

Eligibility

~~Employees working 20 or more hours per week~~ Full-Time and Part-Time employees are eligible for this leave.

Length of Leave

An employee may use up to 40 hours of leave which may be taken as paid, utilizing available PTO or unpaid time. In extenuating circumstances, approval to take more time off paid, utilizing available PTO or unpaid may be granted by a supervisor or manager.

Request Procedure

You must notify your manager or supervisor as soon as is practicable after you become aware that you will be donating bone marrow. You are expected to provide a copy of the doctor's verification for bone marrow donation. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence used before that determination was made will not be affected.

Status of Benefits

Benefits are not affected by this leave.

UNIFORMED SERVICES LEAVE AND RE-EMPLOYMENT

Regular employees requiring a leave of absence for service in the uniformed services are provided leave and will be re-employed at the end of the leave. Policies governing this leave are designed according to the Uniformed Services Employment and Re-employment Rights Act and applicable state regulations. The policy covers employees who enter active military duty voluntarily and extends to Reservists or National Guard members who are called to limited active duty or extended training duty, including regularly scheduled annual training and military summer camp training. These military members, and those with previous or current military service, are protected from discrimination and harassment.

Eligibility

All employees of the organization except those hired on a brief, non-recurrent basis are eligible for leave.

Length of Leave

Given that the requirements regarding this type of leave are subject to change, the length of this leave will be administered under the current provisions of all applicable laws at the time of occurrence.

Request Procedure

You must provide oral or written notice, using the Leave of Absence Request Form, of your obligation or intention to perform service in the uniformed services, unless notice is precluded by military necessity or is otherwise unreasonable or impossible. Failure to do so may result in loss of re-employment rights.

Pay While on Leave

Military leaves are without pay unless you elect to utilize ~~vacation benefits~~ PTO earned before the commencement of the leave.

Status of Benefits

Reservists, National Guard members, and veterans returning from military service in the Armed Forces have and retain rights with respect to seniority, vacation, compensation, and length of service pay increases, as may be provided by applicable statutes of the United States and the State of Oregon. For any leave extending beyond 30 days, you may maintain health care insurance benefits for up to 24 months while on leave by paying the full insurance premiums.

Reinstatement

If you are returning from a USERRA leave, you generally must report to work or request re-employment within prescribed time limits, which are based on the length of the leave as follows:

1 to 30 days: You are expected to report to work on the first regularly scheduled work day following the completion of your service and an eight-hour rest period. You will most likely be reinstated to a position you would have held had you not taken leave or to the same position you held prior to the leave.

31 to 180 days: You should submit an application for reemployment no later than 14 days after an honorable release from service unless it is impossible or

unreasonable through no fault of your own. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by HRCTD, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

181 days or longer: You must apply for re-employment no later than 90 days after the completion of satisfactory service, absent extenuating circumstances. You will generally be reinstated to the position you would have attained if continuously employed, so long as you are qualified for the job or can become qualified after reasonable efforts by HRCTD, or to the same position you held prior to leave. In some cases, reinstatement may be made to a position of like seniority, status, and pay to either of the aforementioned positions or to their nearest approximation.

For service of 31 days or more, HRCTD will request that you provide documentation to verify your rights to re-employment, including your separation papers.

Time limits for applications for re-employment are extended for up to two years for disabled veterans, unless extenuating circumstances beyond a veteran's control may warrant another minimal extension beyond that period. Failure to file an application within the required time periods may otherwise result in a loss of the right to re-employment.

OREGON MILITARY FAMILY LEAVE

An employee may be eligible to take leave beginning on the first day of employment, if the employee's spouse/registered domestic partner is notified of an impending call to active duty and when the spouse/registered domestic partner is on leave from deployment.

Eligibility

Full-Time and Part-Time employees are ~~You will be~~ eligible to take military family leave ~~if you work an average of at least 20 hours per week for the organization.~~

Length of Leave

The amount of leave time available is up to 14 days of unpaid leave per deployment.

Leave Interaction with the Oregon Family Leave Act (OFLA)

If an employee is also eligible for OFLA, generally at least 6 months on the job and working at least 25 hours per week, this time will run concurrently with OFLA leave, reducing the 12 weeks of leave available in any leave year.

Request Procedure

An employee accessing this leave provision needs to request time off from the designated manager or supervisor within five (5) days of receiving official notice of an impending call or order to active duty or of a leave from deployment, or as soon as is practicable. Obviously, the more advance notice given, the easier it is to handle scheduling issues. These types of leave situations, however, arise with little forewarning at times.

Pay While on Leave

Oregon military family leave is unpaid; however, eligible employees who take this type of leave may use any accrued ~~paid-vacation-or-sick-time~~ PTO available to them. Exempt employees working partial days or a partial week will be paid in full for the entire week.

Status of Benefits

Benefits are not affected by Oregon military family leave.

HEALTH AND SAFETY

EMPLOYEE HEALTH AND SAFETY

HRCTD is committed and legally responsible to provide our employees with a safe and healthful work environment while on-site, in the field, and working at an approved alternative location (such as an employee's home). To accomplish this goal, both management and employees must make diligent efforts to promote safety within applicable laws and standards.

We develop and implement safety rules and regulations through our managers and supervisors. This process is ongoing and requires periodic safety audits. Safety audits are undertaken to determine the necessity and feasibility of providing devices or safeguards to make the workplace safe and healthful. We also educate employees about workplace hazards and the proper and safe methods to use in performing job tasks.

You are expected to give your full skill and attention to the performance of your duties, using the highest standard of care and good judgment. You are also expected to always follow safety rules and regulations, including using appropriate protective clothing, shoes, and equipment, attending all training sessions offered, and following directions of warning signs, signals, and supervisory personnel.

All job-related injuries or illnesses are to be reported to your supervisor immediately, regardless of severity. In the case of serious injury, your reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to you and could subject HRCTD to fines and penalties. No one will be retaliated against for filing a workers' compensation claim in good faith.

Safety rules and regulations will be issued or modified from time-to-time and will be effective immediately upon communication. Rules and regulations will be distributed to you and posted on the employee bulletin board.

If an injury or illness occurs, you are required to:

1. Take remedial first aid actions; seek emergency care if necessary.
2. Report the injury or illness as soon as possible.
3. Fill out the report form and workers' compensation form.
4. Provide your supervisor with a medical release from a doctor.
5. Review the incident with our Operations Manager.

Early Return to Work Program

Our Return-to-Work program provides guidelines for returning you to work as early as possible after you have suffered an on-the-job-injury or job-related illness. The program is not intended to be a substitute for a reasonable accommodation when an injured or ill employee also qualifies as an individual with a disability.

The Return-to-Work program consists of a team effort by supervisors, employees and their treating physicians, management, and our workers' compensation insurance carrier. All team members will take an active role in returning an employee to productive work. Through this team effort, we hope to help our employees recover and return to full employment as soon as their medical condition permits.

If you are injured on the job and your doctor determines that you are able to perform modified work, the organization will attempt to provide such a job until you are able to resume your regular duties, except were provided as an accommodation for a permanent disability. All modified work is temporary and may be offered at any location or on any shift. If you are offered a modified position that has been medically approved, failure to report at the designated time and place may affect time loss compensation.

A return to work from non-work-related injuries or illness may be covered in the Leave section.

Workers' Compensation Insurance

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

Smoking in the Workplace Tobacco/Smoke Free Workplace and Facilities

~~HRCTD is a non-smoking facility. This includes the use of electronic cigarettes and vaping devices. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Please do not smoke or vape within 10 feet of any entrance, exit, window, or air intake device. If any employee has a concern about the areas designated, that individual should speak with the appropriate supervisor.~~

Hood River County Transportation District seeks to ensure a tobacco-free environment on all District facilities, buses, shelters, and bus stops for the safety of employees and riders. This policy prohibits the use, distribution, or sale of tobacco or other inhalant products on property owned or controlled by Hood River County Transportation District.

For this policy the following definitions shall apply: Tobacco: Includes but not limited to cigarettes, cigars, pipes, hookah, dip, chew, snuff, ~~snus~~, and any other smokeless tobacco products as well as nicotine/inhalant delivery devices such as electronic cigarettes or vaporizers (except for FDA-approved nicotine replacement therapy products for the purpose of tobacco cessation).

Tobacco, nicotine, vapor, aerosol and smoking is not permitted at any time within any interior space of facilities owned or occupied by the Hood River County Transportation District; in vehicles owned by Hood River County Transportation District; and within 10 feet of bus stops and shelters. Places outside the office may be designated as smoking areas; smoking is limited to these areas. Smoking or vaping should not occur within 10 feet of any entrance, exit window, or air intake device.

Signs will be used to designate Hood River County Transportation District owned or occupied facility as a Tobacco/Smoke Free Property. Signs bearing this message will be clearly posted at the perimeter of District properties, at vehicular and pedestrian entrances, and at other prominent locations designated by the Executive Director.

The Tobacco/Smoke Free policy applies to all facilities, vehicles, bus stops, and shelters owned or occupied by Hood River County Transportation District whether or not signs are posted.

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Employee Right to Know/Hazard Communication Program

HRCTD provides a Hazard Communication Program so that all employees are aware of chemical hazards in the workplace. By becoming familiar with this information, you can help prevent injuries and illnesses from chemical exposure. If you have any questions regarding chemical hazards, do not delay in asking your supervisor or Operations Manager.

The following safety precautions have been taken to prevent injuries and illnesses from chemical exposure:

Container Labeling

The Operations Manager will verify that all containers received for use will:

- Be clearly labeled as to the contents with a product identifier.
- Note the appropriate hazard warning with a precautionary statement, pictogram, hazard statement, and supplemental information.
- List the manufacturer/supplier's name, address, and emergency phone number.

It is our policy that no container will be released for use until the above data is verified.

The supervisor in each section will ensure that all secondary containers have either an extra copy of the original manufacturer's label or a generic label that has identification and hazard warning blocks. For help with labeling, see the Operations Manager.

Safety Data Sheets (SDS)

Copies of safety data sheets for all hazardous chemicals that employees of this organization may be exposed to will be kept in the Operations Department. Safety data sheets will be available to all employees in their work areas for review during each work shift. Never use a chemical or associated machinery if its safety data sheet is not available; you should immediately contact the Operations Manager before using the chemical or the machine containing it.

Employee Information and Training

Before starting work, you will attend a health and safety orientation and receive information and training about the following:

- An overview of the requirements contained in the Globally Harmonized Hazard Communication System;
- Chemicals present in your workplace operations;
- Location and availability of our written hazard communication program;
- Physical and health effects of the hazardous chemicals;
- Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area; and,
- How to reduce or prevent exposure to these hazardous chemicals through the use of control/work practices and personal protective equipment.

After attending the training class, you will sign a form to verify that you attended, received our written materials, and understand our policies on hazard communication.

Prior to a new hazardous chemical being introduced into any section of this organization, each employee of that section will be given information as outlined above. The Operations Manager is responsible for ensuring that Safety Data Sheets (SDS) on new chemicals are available.

Safety Committee

The core of the District's comprehensive safety management program is the District's safety committee which consists of management and labor representatives. The goal of the committee is to assist in identifying hazards and unsafe work practices mitigating obstacles to accident prevention and evaluating the District's safety program. The Committee meets Monthly to ensure that the District is:

- Striving to achieve zero accidents and injuries
- Taking reasonable steps to improve safety and health policies and procedures at the district
- Assisting loss control efforts aimed at identifying and mitigating industrial hygiene and/or safety hazards
- Identifying reasonable and appropriate mechanical and physical safeguards
- Conducting reasonable safety and health inspections
- Training workers as needed in safe work practices and procedures
- Identifying and providing personal protective equipment (PPE) as appropriate to specific job tasks, and training employees in proper care and use of PPE
- Using appropriate PPE
- Reporting hazards, unsafe work conditions, and on the job near misses/accidents
- Assisting in the investigation into the cause of on the job injuries, and in the identification of reasonable methods to prevent similar occurrences
- Supervising workers in safe work practices
- Enforcing applicable safe work rules
- Identifying, determining appropriate action, and retraining workers that are not compliant with work safety practices
- Participating in and supporting safety committee activities
- Reviewing the District's safety and health program annually or as needed

Accident/ Incident Reporting

Please refer to the procedures outlined in the transit driver policies, procedures and training manual.

DRUG AND ALCOHOL

HRCTD has a separate Drug and Alcohol policy document that outlines our policy toward drugs and alcohol in more detail. The Drug and Alcohol policy is provided separately to all employees hired into a safety sensitive position. Employees are required to sign an acknowledgement that they have read and received a copy of the policy.

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WORKPLACE VIOLENCE

HRCTD recognizes the importance of a safe workplace for employees. A work environment that is safe and comfortable enhances employee satisfaction with work as well as employee productivity.

To foster a safe workplace, this organization specifically prohibits any employee, customer, or vendor from bringing any kind of weapon, knife (other than folding pocket-knife), or firearm on premises. If you have a question whether something may be considered a weapon in violation of this policy, you must ask your supervisor prior to bringing the item onto our premises. Our premises include areas such as personal vehicles parked in our designated parking area.

Situations may occur, despite our best efforts to prevent them, which present a risk of harm to employees and others. All employees have an obligation to report any incidents that pose a risk of harm to employees or others associated with the organization or that threaten the safety, security, or financial interests of the organization. Employees should make such reports directly to the HRCTD.

All information related to the reports, including the name of the reporting employees, will be kept as confidential as possible under the circumstances. We will generally notify the reporting employee of action taken in response to the report.

We may, out of business necessity, conduct an investigation of a current employee when the employee's behavior raises concerns about work performance, reliability, honesty, or potential threat to the safety of co-workers or others. An employee investigation may include investigation of criminal records and a search of the organization's property such as desks, work areas, lockers, file cabinets, voice mail systems, and computer systems.

If an employee is found to have violated any part of this policy, corrective action up to and including termination may occur.

EMERGENCY PREPAREDNESS

HRCTD may be subject to major disruptions as a result of occurrences beyond the control of the organization. All employees should exercise good judgment in responding to these events as the situation necessitates. HRCTD will try to provide emergency and limited services during periods of disruptions. The Executive Director shall make the ~~determination~~[decision](#) to close the organization, suspend activities, or make the organization available for community support.

In the event of potential or actual disruptions that may be weather-related or a result of a catastrophic event such as an earthquake, fire, explosion, or public health emergency, contact the Executive Director.

Compensation of employees will be determined in accordance with all applicable regulations when individual facilities or activities are closed as a result of emergency conditions. Employees not compensated during an emergency-related closure may be able to use available sick and vacation time.

Should a threat to company property or an employee be received, it should be reported immediately to the Executive Director.

EMPLOYMENT SEPARATION

SEPARATION FROM EMPLOYMENT

Separation from employment with HRCTD occurs when you voluntarily resign, are laid off, or are discharged by the organization.

Resignation

Employment with us is “at-will,” which means you are free to resign at any time, with or without cause or notice. However, in order to achieve an orderly transition, we would appreciate receiving notification of your resignation at least 10 working days before the intended date of departure. For supervisors and management-level personnel, at least 30 days’ notice of a resignation is appreciated.

Job Abandonment

To maintain a safe and productive work environment, employees are expected to be reliable in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the organization; poor attendance and excessive tardiness are disruptive. Either may lead to corrective action, up to and including termination of employment. **If an employee fails to call in or show up for work for 3 consecutive shifts or days, job abandonment and voluntary resignation will be assumed.**

Job Elimination, Reduction in Work Hours

Our desire is to avoid circumstances that require a reduction in hours or staff, but we also recognize that situations may arise where such reductions are necessary. Depending upon the circumstances, we may respond in a variety of ways, including offering a voluntary reduction in hours or days of work, reducing your work hours or days of work, reducing the workforce, or reducing expenses by other means. Among the factors we will consider in selecting employees for any reduced hours or reduction in force are:

- Your department, location, or job;
- Your job knowledge, skills, and ability to do the required work;
- Your performance, ~~attendance, and~~ attendance, safety and corrective action history and records;
- Your possession of licenses, registrations, and certifications required by the job;
- Your creativity and teamwork skills, if required for the job;
- Your demonstrated willingness to work weekends, go the extra mile for the organization, co-workers, and customers; and,
- The efficiency of our operation.

Evaluation of these factors is at our discretion. When we conclude that all the factors are substantially equal, we will reduce the hours of or lay off the employee with the shortest term of service. An immediate supervisor/manager will personally notify employees of a layoff. After explaining the layoff procedure, you will be given a letter describing the conditions of the layoff, such as the effects on benefits, the possibility of reemployment, procedures, and any outplacement services.

If practicable at the time of layoff or upon an employee being placed in an inactive status, we may provide limited re-employment rights for a period of 8 weeks. The order of recall will be determined using the above factors. An offer of re-employment may be made orally or in writing

to the last address reflected in your personnel records. It is your obligation to keep us informed of any changes to your telephone number, email address, and physical address. The offer will identify the ~~available job~~ [job available](#) and the date you are to report to work. If you are not rehired during the period specified, your re-employment rights end; if you decline re-employment or fail to report on the date specified in an offer, you generally waive any re-employment privileges.

Discharge

Our philosophy and general practice is to provide employees who have completed the initial introductory period of employment with an opportunity to correct minor performance and conduct problems before discharge is implemented.

The organization has a corrective action policy found in this Handbook that describes action management may take, at its discretion, to correct performance infractions prior to discharging employees. The decision to discharge employees is based not only on the seriousness of the current performance infraction, but also on the individual's overall performance record and length of service.

We also believe that our employees should be given an opportunity to be heard in matters involving corrective action, including discharge, and we have provided a formal dispute resolution procedure found on page 13 of this Handbook for that purpose. You are encouraged to use this procedure to resolve any issues you may have that cannot be resolved by consulting with your supervisor.

Exit Interview

An exit interview may be arranged to give you an opportunity to address unresolved issues before leaving the organization. It also allows us to solicit your opinions about our organization and any suggestions you may have for its improvement. We encourage all employees invited to participate in an exit interview when they separate from employment to do so, and we value all opinions and suggestions we receive in the process.

At the exit interview session, you will be given information regarding your benefit continuation rights and responsibilities and how you will receive your final paycheck.

Return of Organization Property

Upon separation from employment, either voluntarily or otherwise, you must return all organizational property in your possession. Such property may include credit cards, organization vehicles, keys, ID cards, tools, software, electronic devices, uniforms, this Handbook, and any other items in your possession that belong to the organization.

Employee's Notes

**HOOD RIVER COUNTY TRANSPORTATION DISTRICT
HANDBOOK RECEIPT ACKNOWLEDGMENT FORM**

As an employee of HRCTD, I acknowledge the following:

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I have been given access to the Employee Handbook. I understand that the Handbook contains important information about HRCTD's policies, work rules, and my benefits. I have both read and understood the information in the Handbook and have asked a supervisor for the clarification of any information I did not understand.

I acknowledge the Handbook is neither a contract of employment nor a guarantee of specific treatment in any situation; that the organization has the right to change, modify, add to, substitute, eliminate, interpret, and apply, in its sole judgment, the policies, rules, and benefits described in this Handbook; and that the current Handbook supersedes all prior handbooks, policies, and understandings related to the subjects it contains.

HRCTD's Board of Director's are the only persons authorized to approve changes to the Handbook and all such changes must be in writing to be valid. Any changes to the content will be communicated to employees via official notices.

I understand that, unless stated otherwise in an employment contract, my employment relationship with the organization is "at-will" and either the organization or I can end the relationship at any time, with or without reason or notice. The Executive Director is the only person who has the authority to enter into an employment contract, which must be in writing and signed by both parties to be valid.

Lastly, I am aware that I may be given confidential information during my employment, including customer lists, proprietary organization plans, and other information. I understand this information is critical to the success of HRCTD and I agree not to disseminate or use it outside of the organization, even in the event of my separation, either voluntary or involuntary.

I also acknowledge that before signing this form, I asked for and received clarification on any of the items discussed above that I did not understand.

Employee Signature

Date

Print Employee's Name

Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew, Office Manager
Date: September 17, 2025
Re: Updated ADA Complementary Paratransit Plan

Background

The Hood River County Transportation District ADA Complementary Paratransit Plan was last approved by the Board in April 2024. Due to the route changes that just occurred and minor updates the policy needs to be updated.

Summary of Changes:

Fares (Page 8)

- Minor Language Change - Pass cost updated from monthly to annually.

ADA Complementary Paratransit (Page 13)

- Updated to reflect the allowance of same-day requests and the removal of the deviated fixed route.

Service Area (Page 15 - 16)

- The service area was updated to include the Upper Valley and Cascade Locks.
- The Upper Valley Route was included as a Commuter route per FTA definition.

Trip Scheduling (Page 17)

- Updated to reflect the allowance of same-day requests.
- Updated to include the ability to schedule rides through our Paratransit app.

Action Required

The board should discuss and vote to approve or not approve the updated ADA Complementary Paratransit Plan.



Attachments: ADA Complementary Paratransit Plan



Hood River County Transportation District

ADA and Paratransit Policy

Revision Date: ~~April 17, 2024~~September 17, 2025

Americans with Disabilities Act (ADA) Information

Hood River County Transportation District is committed to providing equal access to its facilities, programs, and services for persons with disabilities. This material can be made available in an alternate format by emailing ADA Coordinator at info@ridecatbus.org or by calling 541-386-4202. People who are deaf or hard of hearing may make a request by calling the Oregon Relay Service at 800-735-2900.

Title VI Notice to the Public

In compliance with US Department of Transportation Title VI regulations (49 CFR part 21), CAT operates programs without regard to race, color, and national origin. Contact Hood River County Transportation District at 224 Wasco Loop, Hood River, OR 97031, (541) 386-4202 or email info@ridecatbus.org to request additional information regarding CAT non-discrimination obligations.

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Change log

Date	Section	Description
<u>September 2025</u>		<u>New Policy Document</u>
April 2024		New Policy Document

Acronyms and abbreviations

ADA	Americans with Disabilities Act
WLAD	Washington's Law Against Discrimination

Definitions

The following definitions from 49 CFR 37, the [National RTAP ADA Toolkit Glossary](#), and [FTA ADA Circular 4710.1](#) may be useful while using this policy:

- **Commuter bus service:** Fixed route bus service characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. Commuter bus service may also include other service, characterized by a limited route structure, limited stops, and a coordinated relationship to another mode of transportation.
- **Disability:** With respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.
- **Fixed Route Service:** System of transporting individuals which operates along a prescribed route according to a fixed (regular) schedule.
- **Mobility Device or Aid:** A device designed to assist an individual with disabilities with locomotion. Examples include wheelchairs, canes, crutches, and walkers.
- **Deviated Fixed Route Service:** Transit service that operates along established routes that typically have designated stops. Between these stops, vehicles deviate (depart) from an established route to pick up or drop off riders within a defined off-route service area.
- **Securement Area or Station:** On a vehicle, a designated location for riders using wheelchairs, equipped with a securement system.
- **Securement Device, Equipment or System:** On a vehicle, equipment used for securing a wheelchair against uncontrolled movement during transport.
- **Service Animal:** Any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.
- **Wheelchair:** A mobility aid belonging to any class of three- or more- wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered.

ADA policy introduction

Hood River County Transportation District (HRCTD), which does business as Columbia Area Transit - CAT is committed to compliance with Section 504 of the Rehabilitation Act of 1973, as amended; Americans with Disabilities Act (ADA), signed into law on July 26, 1990; and applicable State of Oregon and State of Washington laws.

These civil rights legislations prohibit discrimination based on disability and require transportation service options be provided to persons with disabilities comparable to those available to people without disabilities.

It is the policy of HRCTD that, when viewed in its entirety, services, programs, facilities, and communications provided by HRCTD, directly or by a contracted service provider, are readily accessible to and usable by individuals with disabilities to the maximum extent possible.

New construction and facility alterations completed by HRCTD will be ADA compliant. If full ADA compliance is unfeasible due to structural impracticability, facility alterations will be ADA compliant to the maximum extent feasible. For information on upcoming projects and an opportunity to comment on plans, please visit our website (www.ridecatbus.org) or contact our ADA Coordinator at info@ridecatbus.org.

HRCTD provides ADA related training to staff every two years and as-needed basis to ensure staff are trained to proficiency, as appropriate to their duties, so they operate vehicles and equipment safely and properly assist and treat people with disabilities in a respectful and courteous way.

1. Fares

See HRCTD's website (www.ridecatbus.org/buy-fares/) for current fares.

HRCTD's fixed route and ADA complementary paratransit fare structure as of publication:

- Fixed route:
 - Adult (Local): \$1.00
 - Adult (Columbia Gorge Express): \$10.00
 - Adult (Gorge-to-Mountain Express): \$5.00
 - Reduced fares:
 - Youth (defined as 10 and under): free
 - ~~Monthly~~ Annual pass: \$40.00
- ADA complementary paratransit trip:
 - Adult: \$2.00
 - ~~Annual~~ Monthly pass: \$80.00

If a passenger cannot physically pay the fare by the established means, HRCTD staff will grant the passenger's request to handle the fare while assisting with payment. HRCTD staff are not required to reach into customer pockets, backpacks, or other personal belongings to extract the fare.

Personal care attendants may travel on HRCTD ADA complementary paratransit services or HRCTD Dial-A-Ride service at no cost when accompanying a person with a disability. Personal care attendants must pay the applicable fare when riding fixed route services. Personal care attendants must board and disembark at the same locations as the ADA complementary paratransit rider.

Companion or guests pay the applicable fare for those individuals on fixed route services and general public demand responsive services. Companion or guests pay the same fare as the paratransit-eligible passenger on ADA complementary paratransit services. Companions or guests are not the same as personal care attendants.

For more information about personal care attendants and companions or guests, see [5. Personal care attendants](#) and [12. ADA complementary paratransit services](#).

2. Approved mobility devices

HRCTD can accommodate mobility devices that meet the following definitions and minimum standards:

- A wheelchair is a mobility aid belonging to any class of three- or more-wheeled devices; that is usable indoors; and is designed or modified for and used by individuals with mobility impairments, whether manually or power operated.
- A mobility device is equipment designed or intended to assist people with mobility disabilities (i.e., walkers, canes, braces, crutches).
 - HRCTD may not be able to accommodate equipment that is not primarily designed for use by people with mobility impairments (i.e., shopping carts, skateboards).
 - Mobility devices must be stored out of the path of travel for other passengers.

HRCTD will transport riders with their mobility devices, unless:

- Doing so is inconsistent with safety requirements in this policy or by the vehicle's manufacturer specifications (e.g., the combined weight of the wheelchair and occupant exceeds that of the vehicle's lift specifications).
- The use of the mobility devices poses a direct threat. For more information, see [11. Denial of service](#).

It should be noted that FTA's definition of a wheelchair does not require specific elements or equipment such as front rigging (i.e., footplates, leg rests); wheel locks or brakes; push handles; or positioning belts or harnesses. Per FTA Circular 4710.1, and HRCTD cannot require wheelchairs to be equipped with specific features in order to be transported or allowing for the denial of service because of the perceived condition of a passenger's mobility device is not permitted under § 37.165(b) and would be a discriminatory policy prohibited by § 37.5(a).

For more information, see 49 CFR 37.3, 37.165, and Appendix D and FTA Circular 4710.1, chapter 2.4.1).

3. Mobility device securement

Operators will do the following when securing mobility devices:

- Use front and rear tie-downs.
- Secure mobility devices at the strongest parts of the device. However, the passenger can indicate the most optimal tie-down spot.
- Secure the mobility device front-facing unless the manufacturer specifications of the securement system requires otherwise or if otherwise requested by the passenger.
- Assist riders with securement systems, ramps, and seatbelts. The adjustable lap/shoulder seatbelt is for convenience and comfort and is optional not mandatory.

HRCTD does not require but recommends that riders apply brakes on their mobility devices when on a lift or in securement areas. For power chairs or scooters, HRCTD recommends riders turn the power switch to the “off” position on lifts or in securement areas. Operators cannot assist riders using power chairs or scooters with the operation of their equipment.

HRCTD requires that passengers in mobility devices ride with their devices secured while in the vehicle. All mobility devices must be secured to the floor of HRCTD vehicles during transportation. Passengers who do not comply with this policy may be denied transportation, as allowed under the ADA 49 CFR Part 38. Section 37.165(c)(3) of the DOT ADA regulations. This policy applies to all mobility devices HRCTD is able to secure. It does not apply to those devices that cannot be secured. If tie-down equipment does not fit or is broken, the passenger will be allowed to ride.

HRCTD operators must verify that all mobility devices are secured while the vehicle is in motion, except as stated earlier. The operator must secure the mobility device or must ensure proper securement if it is performed by the passenger or personal care attendant (PCA).

HRCTD recommends, but does not require, that the mobility device user utilize lap and/or shoulder belts available on all buses. The operator will assist with lap and shoulder seatbelt if desired.

All HRCTD vehicles accommodate wheelchairs, scooters, and similar mobility devices up to 30 inches wide & 48 inches long (based on the available space on the vehicle).

The mobility device and passenger together must not exceed the weight limits of the lift or the ramp which is set at 600 pounds. Mobility devices exceeding these limits may be denied access if they create any safety, maneuverability or mechanical problems.

For their safety, passengers using three-wheeled scooters are strongly encouraged, but not required, to transfer to a regular bus seat whenever possible, as recommended by most scooter manufacturers. The scooter will then be secured in the wheelchair securement area.

The marking and tether strap program is voluntary, and wheelchairs without markings or straps will be secured to the best of the ability of HRCTD operators.

HRCTD will not refuse to transport someone whose mobility device cannot be satisfactorily restrained as long as the mobility device fits within the definitions in [2. Approved mobility devices](#).

4. Portable oxygen equipment

HRCTD allows riders to travel with respirators and portable oxygen supplies, consistent with applicable U.S. Department of Transportation rules on the transportation of hazardous materials in [49 CFR Subtitle B, Chapter 1, Subchapter C](#). Riders must secure portable oxygen equipment safely and the equipment must not obstruct the aisle.

5. Personal care attendants

A personal care attendant is someone who travels with and assists a rider with their personal needs due to a disability. HRCTD cannot require personal care attendants. However, if used, customers must provide their own personal care attendant.

A personal care attendant differs from a companion or guest. A guest or companion is anyone who accompanies the rider who is not designated as their personal care attendant.

Operators cannot provide attendant services, such as assisting a rider with use of oxygen, medical equipment, administering medication, or other personal needs. Riders who require attendant services should travel with a personal care attendant.

For information on fares for personal care attendants, guests, and companions, see [1. Fares](#). For information on scheduling ADA complementary paratransit rides with personal care attendants, guests, and companions, see [12. ADA complementary paratransit services](#).

6. Service animals

A service animal is any guide dog, signal dog, miniature horse, or other animal individually trained to work or perform tasks for a person with a disability. HRCTD allows service animals to accompany people with disabilities in all organization vehicles and facilities. Riders may use more than one service animal.

HRCTD does not charge a fare for service animals. If a service animal causes damage to HRCTD vehicles or facilities, the user of the service animal may be charged for those damages.

To ride HRCTD services, service animals:

- Must be on a leash, tether, or harness unless use of such a device would interfere with the task the service animal performs, or the person's disability prevents use of such devices. In these cases, the handler must use voice, signal, or other effective means to maintain control of the service animal.
- Must not be aggressive toward or pose a direct threat to the health or safety of HRCTD staff, other riders, or other animals.
- Must be potty-trained.
- Must remain at the rider's feet or on the rider's lap. The animal may not sit on a vehicle seat.

HRCTD staff will not request written certification that a rider's animal is a service animal or request demonstration of service animal's task(s). However, HRCTD staff may ask users of service animals the following questions:

- Is your animal a service animal?
- Is the service animal required because of a disability?
- What work or task has the animal been trained to perform?

HRCTD may deny a service animal service if the animal is out of control of the handler, posing a direct threat, not potty-trained, or if its handler refuses to answer the questions about the animal noted above.

If HRCTD denies the service animal service, the handler/person with a disability may still use HRCTD services. HRCTD staff will provide the handler/person with a disability information on how to appeal the service animal's service denial and, if applicable, options to remedy the situation so the service animal can be allowed to use HRCTD vehicles and facilities.

HRCTD staff will not take charge of riders' service animals. Riders are welcome to use a personal care attendant or companion to assist with caring for a service animal.

Federal and state law do not consider emotional support animals and service animals-in-training "service animals." Refer to HRCTD's rider's guide for policies about emotional support animals, service animals-in-training, and pets accessing HRCTD vehicles and facilities.

7. Boarding assistance

HRCTD operators will position the vehicle to make boarding and disembarking as easy as possible for everyone, minimize the slope of the ramp, and use the vehicle's kneeling option as needed. Operators will allow riders with disabilities adequate time to board and disembark the vehicle.

Operators will use vehicle accessibility equipment to assist customers (i.e., vehicle annunciators, lifts/ramps). For information on procedures when vehicle accessibility equipment is not functioning, see [8. Maintenance of lifts or ramps](#).

When necessary or upon request, operators will provide riders assistance using lifts, ramps, and securement systems. Upon request by the rider, operators may assist riders using manual wheelchairs up vehicle ramps if doing so does not constitute a direct threat to the health or safety of the operator. For more information, see [11. Denial of service](#).

Riders using wheelchairs may board the vehicle lift separately from their wheelchair. Riders may use the vehicle lift facing toward or away from the vehicle. HRCTD does not require operators to assume the controls of a power wheelchair or assist a passenger in/out of their wheelchair. Riders are welcome to ride with a personal care attendant to accomplish these tasks. For more information, see [5. Personal care attendants](#).

8. Maintenance of lifts or ramps

HRCTD will use and maintain vehicle and facility accessibility features and repair malfunctioning features promptly.

When an operator discovers a vehicle's lift/ramp is out of order, the operator will report it immediately to the on-duty Field Supervisor.

HRCTD will take the following steps for services with malfunctioning features:

- HRCTD will remove fixed route vehicles with inoperable lifts/ramps from service as soon as possible and no later than before the vehicle's next service day. If a fixed route vehicle is operating with an inoperable lift/ramp and a rider requires the lift/ramp and if the next vehicle on the route is not scheduled to arrive at the stop for over 30 minutes, HRCTD will dispatch alternative transportation immediately to transport that rider.
- Demand responsive service vehicles with an inoperable lift/ramp may remain in service for the remainder of the day if HRCTD can assign riders requiring this accessibility equipment to another vehicle.
- All vehicles found to have an inoperable lift/ramp will not be returned to service until the lift/ramp is repaired, with the FTA-permitted exception of the following: if HRCTD does not have a spare vehicle to replace the vehicle with an inoperable lift/ramp, HRCTD may return the vehicle to service temporarily, for a maximum of 3 days while making preparations to repair the lift/ramp.

HRCTD will work with riders who require reasonable modifications due to an accessibility feature being out of order. See the [14. Reasonable modification](#) for information on making these requests.

Riders who notice accessibility features that are not in working order are obstructed should notify the vehicle operator immediately or call HRCTD customer service at 541-386-4202.

9. Priority/reserved seating

All HRCTD fixed route vehicles contain signage designating priority/reserved seating at the front of the vehicle for older adults and people with disabilities and at all wheelchair securement locations. The signage instructs riders to comply with the operator's request to make these seats available to older adults and people with disabilities who prefer to use them.

HRCTD drivers will allow riders using mobility aids to board if securement areas are not otherwise occupied by a mobility device, regardless of the number of riders on the vehicle. Operators will ask other riders sitting in priority and reserved seating areas to move to other available seats or stand. Vehicle operators may ask ambulatory people with a disability to vacate a wheelchair securement site seat. Operators cannot enforce the priority and reserved seating designation beyond making the request.

10. Stop announcements

HRCTD's fixed route services will make on-board announcements at all stops and announce transfer points with other fixed routes and destination points.

11. Denial of service

HRCTD may deny, suspend, or exclude any rider from its facilities and/or services for engaging in conduct that is violent, seriously disruptive, illegal, considered a "direct threat" to others, or for other behaviors/actions as described in HRCTD's Rules of the Road - Rider Code of Conduct policy.

A direct threat is a significant risk to the health or safety of others that cannot be eliminated by a reasonable modification to HRCTD's policies, practices, procedures, or by the provision of auxiliary aides or services, such as traveling with a personal care attendant. A direct threat does not occur when a person's disability results in an appearance or involuntary behavior that may offend, annoy, or inconvenience others.

Riders suspended or excluded from HRCTD's property and/or services may request an appeal of this decision by contacting HRCTD. See [13. Complaint process](#) for HRCTD's contact information.

12. ADA complementary paratransit services

HRCTD offers ADA complementary demand response ~~and~~, comingled demand response, ~~and/or deviated fixed route services~~. Comingled demand response ~~and deviated fixed route~~ services are available upon request by ADA complementary paratransit eligible individuals and/or the general public. This section provides details on HRCTD's ADA complementary paratransit services.

~~HRCTD allows same day requests Monday - Friday if availability allows for Any route deviations for~~ ADA complementary paratransit demand response, ~~and~~ comingled demand response (Dial-A-Ride), ~~and/or deviated fixed route services. Advance notice of at least one day is recommended to ensure availability. must be requested at least a day in advance.~~ Customers must call 541-386-4202 to ~~make a request a deviation.~~

ADA complementary paratransit services may only be requested by approved HRCTD ADA complementary transit riders or visiting riders who have been approved by their local transit agencies. ADA complementary paratransit services are available for approved riders to origins and destinations within $\frac{1}{4}$ of a mile of local fixed route services during service operating hours. Paratransit trip requests are taken Monday-Friday from 8:00 a.m. to 5:00 p.m. For next-day service on Saturday or Sunday, please call ~~on Friday the day before~~ by 5:00 p.m. All requested paratransit

trips received after hours can be left on voicemail and the rider will be notified the following morning whether the ride can be accommodated or negotiated. Trip reservations can be made up to 14 days in advance. At the time of reservation the rider should inform HRCTD if they will be traveling with a mobility device, service animal or personal care attendant.

12.1. Eligibility requirements

People with a disability or disabling health condition that prevents them from independently using HRCTD fixed route buses some or all of the time may access HRCTD paratransit.

Presence of a disability or a disabling health condition by itself does not automatically make a person eligible for paratransit service. The ability to use HRCTD services is the basis for eligibility.

HRCTD will review applications for paratransit eligibility based on the following qualifications. People are eligible for HRCTD's paratransit service if they:

- Are unable to board, ride, or exit a ramp/lift-equipped bus without assistance.

OR

- Need to use a ramp/lift but it cannot be deployed safely at their bus stop.

OR

- Have a disability that prevents travel to and from their bus stop under certain conditions.

AND

- Are certified to use HRCTD paratransit.

HRCTD will respond to paratransit eligibility applicants in writing. If the applicant does not receive an eligibility answer within 21 days of submitting a completed application, HRCTD will treat the applicant as eligible and provide paratransit services until the organization makes a final eligibility determination.

12.2. Categories of eligibility

HRCTD will classify an applicant's paratransit eligibility as conditional, unconditional, or temporary. The table below shows descriptions of eligibility types and circumstances for eligibility types.

Eligibility Type	Circumstances	Description
Unconditional	A person with a disability who cannot independently ride fixed route transit.	Permitted to make all trips using paratransit.
Conditional	Including, but not limited to, a person prevented from riding fixed route transit by: • Disability or combination of disability and architectural/path-of-travel barriers from getting to/from the boarding area. Specific inaccessible routes or stops.	Eligible to use paratransit for some trips, but not all.
Temporary (unconditional or conditional)	A person is prevented from using all or some, fixed routes or stops during a certain amount of time.	Temporary eligibility to use paratransit based on circumstances.

12.3. Eligibility application process

Applicants may obtain a paratransit eligibility application online at www.ridecatbus.org or by calling HRCTD at 541-386-4202 to request that a paper application be mailed or emailed. Any questions regarding the application process should be directed towards the HRCTD ADA coordinator at 541-386-4202 or info@catransit.org.

HRCTD requires that the completed application, signed applicant agreement/release and a Healthcare Professional Verification of Eligibility be submitted by email to info@catransit.org or mailed to:

ADA Coordinator
Columbia Area Transit
224 Wasco Loop
Hood River, OR 97031

Once a completed application is received it will be reviewed and an eligibility decision will be made within 21 days. If a decision has not been made by the 21st day HRCTD will honor ADA paratransit status until a determination can be made.

If the paratransit eligibility application is approved HRCTD requires that the status must be recertified on an annual basis.

Applicants may appeal the denial or conditional decision by submitting a request in writing, sixty (60) days within receipt of the denial letter to:

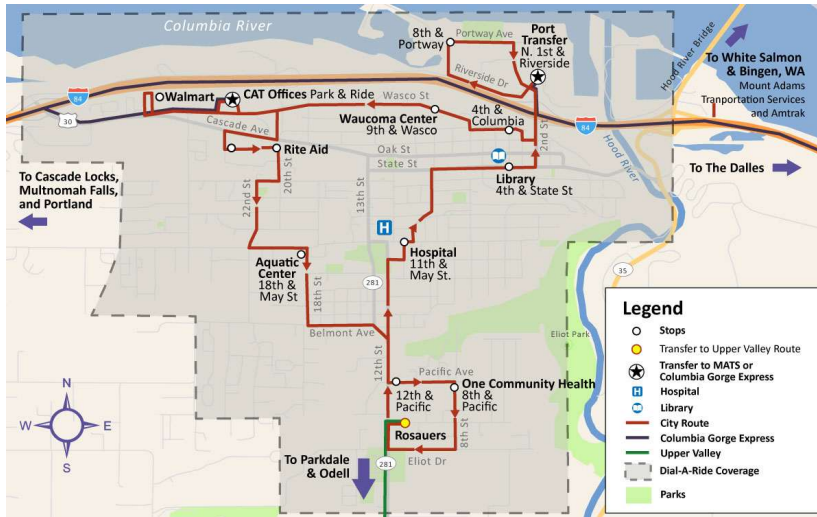
Executive Director
Columbia Area Transit
224 Wasco Loop
Hood River, OR 97031

The Executive Director's appeal decision will be sent to the applicant within thirty (30) days of the submittal of the denial.

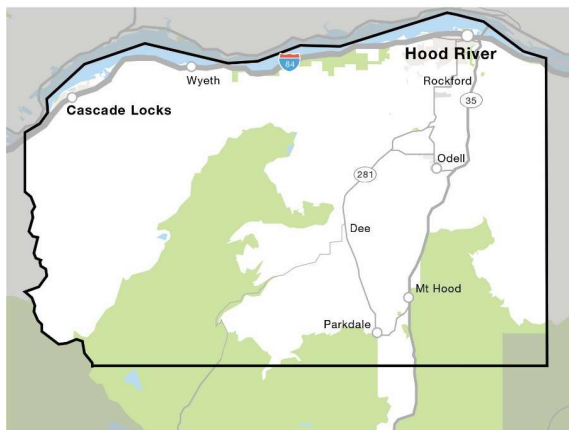
12.4. Service area

HRCTD provides paratransit within 3/4 miles of local fixed route service. The map below shows the service area for the ADA paratransit program in relation to the Hood River City Route. This is also HRCTD's Dial A Ride service area.

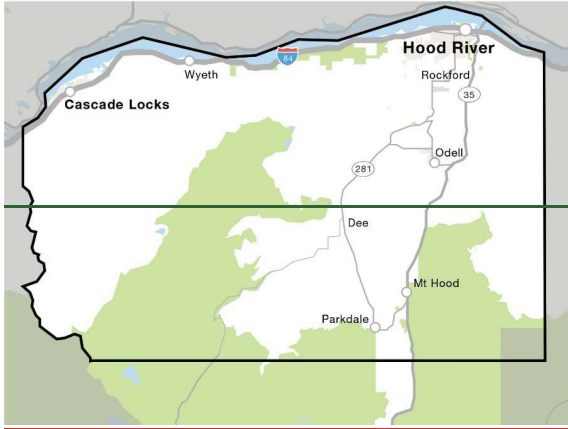
Commented [AS1]: Add map for Upper Valley Route



HRCTD's Dial-A-Ride service area is shown in the map below.



HRCTD does not provide ADA complementary paratransit service along commuter routes. "Commuter routes" are defined by the Federal Transit Administration and the Code of Federal Regulations as routes "characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs." It may also include routes with a "coordinated relationship to another mode of transportation." HRCTD's commuter routes include the Columbia Gorge Express, Upper Valley, Gorge-to-Mountain Express, and the Dog Mountain Shuttle.



12.5. Origin-to-destination service

ADA complementary paratransit trips are a “origin-to-destination” service. They can take one of two forms, described in the table below:

Trip type	Descriptions
Curb to curb	Service takes rider from curb of pickup location to curb of destination.
Door to door	Service takes rider from door of pickup location to door of destination.

HRCTD provides curb-to-curb service. If a rider requires door-to-door service, the rider must request this service at the time of reservation and only eligible for ADA paratransit trips.

HRCTD will review requests on a case-by-case basis.

If a rider makes a curb-to-curb reservation, but at the time of service an otherwise unknown barrier is discovered and the rider requires additional assistance, the rider may request door-to-door assistance from the driver.

HRCTD cannot take actions that would fundamentally alter the nature of its service or create undue burdens.

For more information, [5. Personal care attendants](#), [7. Boarding assistance](#), and [14. Reasonable modification](#).

12.6. Days and hours of operation

HRCTD’s ADA complementary paratransit is available on the same days and hours as HRCTD’s local fixed route services. Holiday operating days and hours for ADA complementary paratransit are the same as fixed route service.

12.7. Trip purpose

HRCTD provides ADA paratransit service for trips of any purpose and does not prioritize or deny specific types of trips.

12.8. Trip scheduling

Riders may request a paratransit trip in-person, by phone, ~~or voicemail~~, ~~or through our Paratransit app.~~ ~~SPARE~~.

Paratransit trip requests are taken Monday-Friday from 8:00 a.m. to 5:00 p.m. For next day service on Saturday or Sunday, please call ~~on Friday~~ the day before by 5:00 p.m. All requested paratransit trips received after hours can be left on voicemail and the rider will be notified the following morning whether the ride can be accommodated or if it needs to be negotiated. Riders should call 541-386-4202 with any questions they may have.

Depending on schedule availability HRCTD may negotiate a trip within 1 hour before or after the ADA paratransit rider desired departure time. HRCTD will pick up the ADA paratransit rider within - 15/+15 minutes the negotiated pickup time.

HRCTD will ~~not~~ accept trip reservations made the day of the trip if availability allows. ~~Rides must be scheduled at a minimum, on the day prior to the requested trip.~~ Trip reservations can be made up to 14 days in advance. At the time of reservation the rider should inform HRCTD if they will be traveling with a mobility device, service animal or personal care attendant.

Any trip denials made by HRCTD will be documented and used to ensure resources are allocated appropriately to reduce amount of trip denials.

12.9. Companions and personal care attendants on ADA complementary paratransit services

When arranging for a trip on ADA complementary paratransit services, riders should notify the HRCTD scheduler if they are traveling with a personal care attendant.

Additionally, HRCTD will accommodate one non-personal care attendant companion in addition to a personal care attendant if the rider notifies the scheduler of the companion when arranging the trip. HRCTD will accommodate additional non-personal care attendant companions on a space-available basis.

See [1. Fares](#) and [5. Personal care attendants](#) for fares and general information for personal care attendants and guests/companions.

12.10. Visitor certification

Visitors are people with disabilities who live outside Hood River County and would like to use HRCTD ADA complementary paratransit. Visitors are eligible for a total of 21 days (does not have to be concurrent) of paratransit service in a 365-day period beginning the first day the visitor uses the service. For additional days of service, visitors must apply for ADA complementary paratransit service with HRCTD.

HRCTD will certify a visitor using the following process:

ADA paratransit rider will send the HRCTD ADA coordinator documentation of ADA paratransit eligibility from another transit agency or proof that they are a visitor and disability if not apparent. Documentation may be sent by email to info@catransit.org or mailed to:

ADA Coordinator
Columbia Area Transit

224 Wasco Loop
Hood River, OR 97031

HRCTD ADA coordinator will send an email or letter (if requested) to rider confirming the eligibility to use HRCTD ADA paratransit services for a total of 21 days within 365 days.

12.11. Trip denials

HRCTD will try to meet all requests for ADA complementary paratransit service.

If HRCTD cannot schedule or negotiate a requested trip within one hour before or after the requested trip, this constitutes a trip denial, even if the rider accepts a trip that is beyond the negotiated window. HRCTD will document trip denials of ADA paratransit riders and will monitor trip denials and missed trips to ensure ADA complementary paratransit service capacity is adequate.

12.12. No-show/late-cancellation policy

HRCTD may suspend riders who “establish a pattern or practice of missing scheduled trips” after providing a rider due process. A “pattern or practice” involves “intentional, repeated or regular actions, not isolated, accidental, or singular incidents.”

HRCTD may count late cancellations as no-shows for trips canceled less than one hour prior to the scheduled pick-up time. No-shows or late cancellations for reasons that are beyond the rider’s control will not be counted. Within a 30-day period, three (3) or more no-shows/late cancellations that also represent at least 50 percent of scheduled trips will be grounds for temporary suspension of service.

HRCTD cannot impose a mandatory financial penalty, including charging for the fare for the no-show trip.

The duration of the suspension will be for a reasonable period of time but will not be longer than 30 days. Rider will receive a written Notice of Suspension, citing which trips were no-shows and/or late cancellations and the date of proposed suspended service. Additionally, the written notice will inform riders facing suspension that they have the right to appeal the proposed suspension (with an option for an in-person appeal).

HRCTD riders have the right to appeal the notice of no-show or suspension. Appeals must be sent in writing to the ADA Coordinator at 224 Wasco Loop, Hood River, OR 97031 within 14 days of the notice date.

Step 1: Please provide your response in writing, including a copy of the notice submitted to you. The appeal should state the reason you believe the no-show/late cancellation notice or suspension is invalid.

Step 2: Upon receipt of the request for appeal, the ADA Eligibility Coordinator will determine whether the no-show/late cancellation penalty or suspension should be withdrawn. The coordinator’s investigation and decision will consider the rider’s trends and patterns, medical emergencies, or situations outside the rider’s or caregiver’s control.

Step 3: If you are not satisfied with the ADA Eligibility Coordinator’s investigation or decision, you may request a meeting with CAT’s Executive Director or their designee to review your concerns. A suspension will not occur until all appeal remedies that you have requested have been exhausted.

The Executive Director shall report all suspensions to the Board of Directors at the next following Board meeting.

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13. Complaint process

HRCTD is committed to providing safe, reliable, and accessible transportation services and welcomes customer feedback. ADA complaints and questions about HRCTD's ADA complaint process may be submitted to HRCTD's ADA Coordinator using the following methods:

- Email: info@catransit.org
- Call: 541-386-4202
- Send mail to: ADA Coordinator, Columbia Area Transit, 224 Wasco Loop, Hood River OR 97031
- Online: A link is provided on this webpage <https://www.ridecatbus.org/civil-rights/#ADA/Accessibility>

HRCTD will respond promptly to all complaints that have valid contact information. Official HRCTD Title VI or ADA complaint paper or online form should be used if submitting an official complaint.

HRCTD will retain copies of complaints, investigation and resolution documentation; and HRCTD's response to the complainant in accordance with the complaint record retention requirements of the ADA, Washington State Archives Office, Washington State Department of Transportation Consolidated Grant Program, and ODOT.

To share information about its ADA complaint process, HRCTD will use the same means it uses to inform the general public about its policies and procedures. This includes through the organization's website.

14. Reasonable modification

Requests for modifications of HRCTD policies, practices, or procedures to accommodate a person with a disability may be made either in advance or at the time of service. HRCTD is best able to address and accommodate requests when made in advance.

Advance requests for reasonable modifications may be made to HRCTD by emailing info@catransit.org or calling 541-386-4202. The request should contain an explanation of the modification needed.

For requests at the time of service, HRCTD operators will determine if the modification can be provided. Operators may consult with HRCTD management before deciding to grant or deny the request.

HRCTD will only deny requests based on one or more of the following:

- Granting the request would fundamentally alter the nature of HRCTD's services, programs, or activities.
- Granting the request would create a direct threat to the health or safety of others.
- Without the requested modification, the person with a disability can fully use HRCTD's services, programs, or activities for their intended purpose.

When HRCTD denies a request for a reasonable modification, the organization will take other actions to ensure that the person with a disability receives the services provided by HRCTD, to the maximum extent possible.

HRCTD commits to sharing information with the public about its ADA reasonable modification request procedures using the same means used to inform the public about other organization

policies and procedures, including on the organization’s website.



Memo

To: HRCTD - BOARD OF DIRECTORS
From: Tiah Mayhew – Office Manager
Date: September 17, 2025
Re: Landscaping Contract

Background

In July, the Board approved moving forward with a contract with Gorge Us Lawn Care for landscaping services. However, Gorge Us Lawn Care later informed staff they did not have the capacity to complete the work and declined the contract.

When CAT released the RFP for landscaping services, three proposals were received. After the initial candidate declined, staff evaluated the remaining proposals in accordance with the district's procurement policy and selected Crystal Greens Landscape. Their proposal was chosen because they demonstrated the required qualifications, relevant experience, and offered the most cost-effective option among the two remaining respondents.

Per HRCTD's Financial Management policy staff needs approval of the below contract with Crystal Greens Landscape. Staff followed proper procurement procedures per the district's procurement policies and selected Crystal Greens Landscape.

- a. Purpose: Crystal Greens Landscape will provide landscaping services to ensure the facility is well-maintained. Service will be performed bi-weekly during the spring and summer months, and monthly during the fall and winter months. Additionally, there will be a one-time initial cleanup to ensure that the property can be properly maintained.
- b. Not to exceed amount: \$35k
- c. Contract period: 9/18/2025 – 6/30/2028

Action Required

The Board should discuss and vote to approve or not approve the Landscaping contract with Crystal Greens Landscape.

Recommendation

Staff recommend approving the Crystal Greens Landscape contract.

Attachments: Scope of Work from Crystal Greens Landscape contract



Landscape Maintenance Service Agreement

Columbia Area Transit (CAT)

224 Wasco Loop, Hood River, OR 97031

Terms & Conditions

Crystal Greens Landscape, LLC. Agrees to maintain the landscape of this property, per the applicable Service Calendar and Specifications, for equal monthly installments of **\$845.00.**

Contract Specifications: This agreement shall remain in effect for one year and will renew annually unless notified to discontinue service. Pricing adjustments will only occur within the first year of the service if due to a change in the scope of work. Crystal Greens Landscape furnishes all necessary labor, supervision, equipment, tools, materials, and transportation required to maintain the landscaped areas throughout the agreement term. Crystal Greens Landscape will repair any landscape damage or property damage directly caused by our company. We are not responsible for the condition of the landscape due to vandalism, irrigation system deficiencies, weather damage, or act of God.

Acceptance and Authorization: This agreement, including the Landscape Maintenance Service Calendar and Specifications attached to and incorporated into the document, is satisfactory and hereby accepted. Crystal Greens Landscape is authorized to do the work. The price does not include sales tax (WA properties). Notwithstanding anything else to the contrary, all payments due hereunder shall be made to Crystal Greens Landscape within thirty (30) days from date of invoice from Crystal Greens Landscape or as otherwise provided for in each applicable written SOW. Terms and Conditions starting on Pg. 6 of this contract outline our late payment fees and termination conditions.

Ben Wreath

Crystal Greens Landscape, LLC.

9/2/2025

Proposal Date

Service Start Date

Authorized Date

Crystal Greens Landscape, LLC. Is licensed with the State Landscape Contractors Board, which is located at: 2111 Front St. NE, Suite 2-101, Salem OR, 97301, P:503.378.5909; F503.378.5950; OR LCB #100646



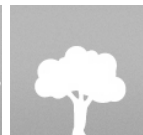
Maintenance



Renovation



Irrigation



Tree Care



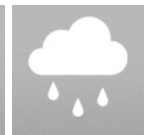
Turf Health



Flowers



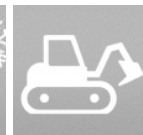
Bark Dust



Storm Water



Snow



Construction

CRYSTAL GREENS LANDSCAPE

503-742-0101 | CRYSTALGREENS.COM | P.O. BOX 568 CLACKAMAS, OR 97015

OR LCB#: 100646, WA CCBW#: CRYSTGL780DD

Service Calendar

Turf Management	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
Mow	As needed		◆	◆	◆	◆	◆	◆	◆	◆	As needed		18-20	
Hard Edge	As needed		◆	◆	◆	◆	◆	◆	◆	◆	As needed		18-20	
Soft Edge	As needed		◆	◆	◆	◆	◆	◆	◆	◆	As needed		18-20	
Weed Spray	As needed to minimize turf weeds													◆
Fertilize	As needed for health and appearance													◆
Plant Areas														
Pre-Emergent Weed Spray			◆							◆			2	
Post-Emergent Weed Spray	As needed to minimize weeds													12-24
Rake & Weed Control	As needed to achieve a well-groomed, clean appearance													◆
Prune Plants	As needed for correct growth & structure, the frequency varies with plant type													2-6
Prune Ground Cover	As needed for correct growth & structure, the frequency varies with plant type													2-6
Remove Tree Limb	As needed to remove lower hanging limbs obstructing walkways & parking													◆
Fertilize Plants	As needed for health and appearance													◆
Fertilize Trees	As needed for health and appearance													◆
Tree Inventory Program	Included in the scope of this agreement													◆
Irrigation														
Irrigation Management	Spring audit / Turn on				Seasonal adjustments						Winterize		◆	
General Maintenance														
Clean up Leaves	Detail work		As needed							Bulk removals			6-12	
Blow Sidewalks	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	18-22	
Remove Trash	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	◆	18-22	
Quality Control	Quality accountability by Supervisor, Production Manager, & Account Manager													18-22
Additional Services	Included In-Contract													

Crystal Greens Landscape will perform the proper service level throughout the year to keep the landscape looking its best according to the seasonal conditions. Frequencies are based on an average weather calendar year and may vary with weather conditions. ◆ = included

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OR LCB#: 100646, WA CCBW#: CRYSTGL780DD

Service Specifications

Turf Management

- ◆ Mow all turf areas during the growing season. The mowing frequency may vary due to weather conditions.
- ◆ Turf shall be mowed at the height of 2.5" to 3", with no more than a third of the size to be removed per cut.
- ◆ Turf clippings will be recycled back into the turf as conditions allow and removed from the turf when in excess.
- ◆ Turf edges shall be maintained with a mechanical edger, alternating hard and softscape edges each week.
- ◆ Fertilize turf as necessary throughout the year to keep a healthy appearance.
- ◆ Broadleaf herbicide treatment of turf as necessary throughout the growing season to keep a healthy appearance.

Plant Areas

- ◆ Prune all plants and ground covers to contain their size in respect to species, size of the planter, or relative surroundings as deemed necessary to promote health, vigor, and aesthetic appeal through horticulturally correct methods.
- ◆ All landscape debris shall be removed after each pruning occurrence.
- ◆ Tree pruning is limited to trimming low-hanging branches that pose a pedestrian or vehicle traffic hazard. Tree limbs above ground reach are beyond the maintenance service scope and require additional tree care services.
- ◆ Hedges above ground reach exceed the maintenance service scope and require additional services.
- ◆ Raking of plant area beds will be performed to maintain a clean appearance.
- ◆ Leaf clean-up will be performed throughout the fall and winter. Removing the bulk of the leaves is the initial goal, as leaves still fall. Once the leaves are off the trees, the focus transitions to detailed grooming of all landscape areas.
- ◆ Tree Inventory program provides health grades for all on-site trees, recommendations for tree removals, and prioritized pruning for optimal safety, functionality, and aesthetics.
- ◆ Young plant material will be fertilized to promote growth and vigor when there are signs of nutritional deficiency.
- ◆ Fertilization of trees will be performed as needed for health and appearance.
- ◆ Pre-emergent herbicide applications will be performed to minimize weed germination.
- ◆ Post-emergent herbicide applications will be performed to help control the weed population.

Irrigation Management

- ◆ Spring audit and turn-on include charging the mainline, turning on each zone from the clock, adjusting heads for adequate coverage, programming the controller(s), and documenting all needed repairs. Programming automatic controller(s) where applicable.
- ◆ Winterization includes shutting off the water supply at the back-flow device, opening manual drains, blowing out the irrigation lines with an air compressor and turning off the irrigation controllers.
- ◆ Repairs and replacements are considered additional work and are invoiced at our hourly rate, plus materials, and are not included in the Landscape Maintenance Agreement. We assume responsibility for all damage that occurs due to our maintenance process.
- ◆ Repairs may be made, totaling up to \$500 (adjustable amount per customer preference), and are deemed authorized if they are necessary for the continued viability of turf and plant material. Repairs of more than \$500 will require specific customer authorization before repair.

General Maintenance

- ◆ Blow sidewalks and clear adjoining hardscapes of any landscape debris.
- ◆ Patrol for small trash in landscape areas during the regular service visit (does not include bio-waste or fecal matter).
- ◆ Quality checks include a layered quality control system performed by a Supervisor, Production Manager, and Account Manager.

Disclaimer

- ◆ Blowing parking lots are an additional cost unless specified on the service calendar as an included additional service.
- ◆ Parking lots are not included unless requested and specified on the service calendar.
- ◆ Landscape in inferior condition and requires more than standard service may require an initial cleanup at an additional cost.
- ◆ Overgrown plants and large hedges beyond maintenance standards may require rejuvenation pruning at an additional cost.
- ◆ Bioswale maintenance is an additional cost unless specified on the service calendar as an included additional service.
- ◆ Twice-per-week leaf visits are an additional cost unless specified on the service calendar as an included additional service.
- ◆ Excess debris and other haul-away services, such as storm debris, fallen trees, vandalism, holiday trees, etc., are an additional cost.
- ◆ Crack weed control in parking lots and concrete building foundations is an additional cost unless specified on the service calendar as an included additional service.
- ◆ Pots and plantings installed by community residents are not included in the scope of service (specific to apartment communities).

Additional Services

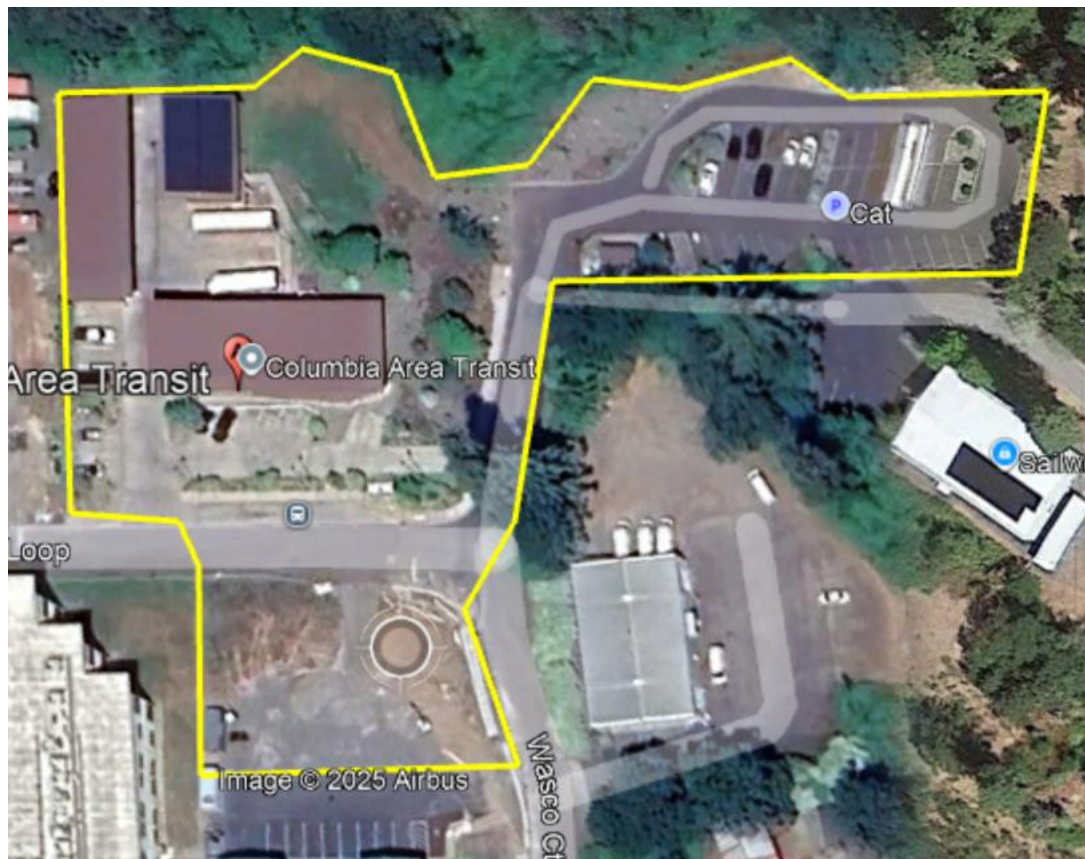
- ◆ Crystal Greens Landscape can provide many services to fit all landscape needs. Services not listed above may be added by the customer at any time. All additional services requested are billed on a time and material basis or from an itemized estimate.

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Property Map



CRYSTAL GREENS LANDSCAPE

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Landscape Management

OREGON & SW WASHINGTON

MAINTENANCE



PROJECTS



TREE CARE



SNOW



CREATE BEAUTY. ENHANCE COMMUNITY. GROW AS PEOPLE.

Established in 1990, Crystal Greens Landscape specializes in all phases of commercial landscape management. We help clients maintain and improve property value through landscape appearance, functionality, and efficiency with our wide service range, technical expertise, and resources.

Our core company values are passion, humility, caring, integrity, and fun.

COMMERCIAL



HEALTHCARE



RETAIL



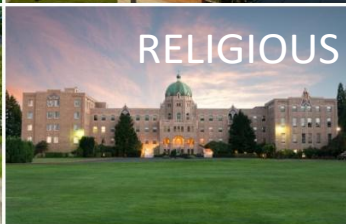
EDUCATION



LIVING



RELIGIOUS



HOSPITALITY



MUNICIPALITY



GROW WITH US!

Great People Big Vision.

CRYSTAL GREENS LANDSCAPE

503-742-0101 | CRYSTALGREENS.COM | P.O. BOX 568 CLACKAMAS, OR 97015

OR LCB#: 100646, WA CCBW#: CRYSTGL780DD

Terms & Conditions

SECTION 1 – GENERAL:

The following terms and conditions (the "Terms") apply to and govern all services ("Services") provided by Crystal Greens, LLC (collectively, "Contractor") for the benefit of client and its affiliates (collectively, "Customer") pursuant to any accepted statement of work, order, purchase order or proposal or any other agreement between the parties (each, a "SOW"). Any capitalized terms used herein have the same meanings as in the applicable SOW unless separately defined herein. These Terms shall be effective as of the date set forth on the first SOW. Notwithstanding anything to the contrary, Contractor shall have the right to reject any statement of work, order, purchase order, proposal or other document issued by Customer in Contractor's sole and absolute discretion.

SECTION 2 – TERMS OF PAYMENT:

Notwithstanding anything else to the contrary, all payments due hereunder shall be made to Contractor within thirty (30) days from date of invoice from Contractor or as otherwise provided for in each applicable written SOW. Suppose Customer fails to pay any amount due hereunder and such amounts remain due and outstanding for more than fifteen (15) days after such payments are due. In that case, Customer shall pay interest at the rate of 1.5% per month (or the maximum allowed by law if less) on such past due amount from the due date thereof until the payment date. If Customer's account is past due, Contractor may, with written notice, suspend its obligation to perform Services until payment has been satisfied. During the period of such suspension, Customer agrees and understands that Contractor will not be liable for any costs or damages incurred by Customer, including but not limited to consequential damages to Customer or any other party that may arise from or be related to such suspension of Services. Customer agrees to pay all reasonable attorney's fees and all other costs incurred by Contractor to collect any past due amounts and related interest.

The contract pricing set forth in any SOW will be adjusted annually in accordance with the CPI for all Urban Consumers for the Region applicable to the SOW (Consumer Price Index) or 3%, whichever is greater.

Lien Rights: Customer understands and acknowledges that persons or companies furnishing labor and materials for the improvement on Customer's real property may have lien rights on Customer's real property (including, for the avoidance of doubt, any buildings located thereon), if such persons or companies are not paid for furnishing such labor and materials (collectively, "Lien Claimants"). Lien Claimants may include Contractor, any other party who contracts directly with Customer, or any party who gives Customer notice within sixty (60) days after such party first furnishes labor or materials for the improvement of Customer's real property. Customer further acknowledges and agrees to provide any notices received from any Lien Claimants to Customer's mortgage lender (the "Lender"). In addition, Contractor agrees to cooperate with Customer and the Lender with respect to the timely payment of all potential Lien Claimants solely resulting from the Services.

SECTION 3 – SOW TERM AND TERMINATION:

The term of each SOW, as specified in such SOW, shall automatically renew for continuous succeeding one (1) month terms, unless terminated in accordance with these Terms or such SOW or if either party provides a written notice of non-renewal of such SOW at least thirty (30) days prior to the expiration of the then current term to the other party.

Contractor shall have the right to terminate any SOW by written notice to Customer at any time if Customer fails to comply with any material provision of these Terms or any SOW and Customer does not cure such breach (i) within fifteen (15) days of written notice from Contractor in the case of any failure to make any payment, or (ii) within sixty (60) days of written notice from Contractor in the case of any other failure to comply. To the extent the sixty (60) day cure period only applies, Contractor cannot withhold or suspend services scheduled to be performed during such sixty (60) day cure period.

Customer shall have the right to terminate any SOW by written notice to Contractor at any time if Contractor breaches any of its material obligations hereunder and does not cure such breach within sixty (60) days of written notice from Customer of such breach.

In the event of termination of an SOW, Customer shall pay Contractor (i) all amounts related to such SOW due through the effective date of the termination, (ii) any monies due for regular monthly scheduled maintenance related to such SOW, (iii) any monies due for Services related to such SOW performed on or prior to the effective date of the termination, and (iv) any other amounts or fees set forth in such SOW (including, but not limited to, any termination fees). Contractor shall not be entitled to payment for any Services provided pursuant to such SOW that were not performed substantially in accordance with the specifications and provisions of such SOW.

SECTION 4 – RIGHT TO REMEDY:

In the event Customer becomes dissatisfied with the Services, Customer must notify Contractor of such deficiencies in writing. Within sixty (60) days of written notice from Customer of Customer's dissatisfaction, Contractor has the right to remedy all deficient Services to the satisfaction of Customer's reasonable expectations and within the parameters of the SOW deliverables and acceptable industry practices.

SECTION 5 – LIMITATION OF LIABILITY; DISCLAIMER OF WARRANTIES:

Contractor shall not have any liability related to any of the following:

- (i) Death or decline in plant materials (a) due to improper selection, placement, or planting, or (b) not provided by Contractor;
- (ii) (ii) Damage or disease due to (a) improper irrigation not under the control of Contractor, (b) lack of water, or (c) irrigation in accordance with irrigation restrictions;
- (iii) (iii) Exposed cables/wires or irrigation components/lines normally located below the surface;
- (iv) (iv) Flooding, storm, snow, wind, fire, lightning, cold, pandemic or other Act Of God or similar causes;
- (v) (v) Damage caused by or to any item hidden in the landscape and not clearly guarded or marked; and
- (vi) (vi) Damage due to vandalism.

In no event shall either party be liable to the other for any special, incidental, indirect, consequential or contingent damages whatsoever, including, without limitation, loss of profits, injuries to property, whether or not such party has been advised of the possibility of such a loss, or whether the claim is for breach of contract, tort, breach of warranty, negligence or otherwise. The essential purpose of this section is to limit the potential liability of the parties arising out of these terms, the SOWs and the services provided thereunder. Customer acknowledges and agrees that its sole and exclusive remedy for any claim or damage arising from or otherwise related to these terms, any SOW or the services, whether in contract or in tort, shall be limited to the recovery of the lesser of: (A) The amount of actual direct monetary loss suffered by customer, or (B) The actual amount paid by customer to contractor for the specific services from which the customer's claim or damages allegedly arose during the shorter of (i) The term of the applicable SOW, or (ii) The three (3) month period prior to the date on which the subject breach allegedly occurred. Except for any warranties set forth in a written SOW, Contractor makes no representations or warranties, whether written, oral, express or implied, with respect to the Services, and each party hereby expressly disclaims any and all implied warranties, including the warranties of merchantability and fitness for a particular purpose. Customer acknowledges and agrees that Contractor would not enter into these Terms or any SOW for the consideration given by Customer but for the limitations of liability and damages contained in these Terms, and that the right to receive the Services in exchange for the limitations in these Terms and the other consideration given by Customer for the Services constitute a bargain that is fair and reasonable.

SECTION 6 – INDEMNIFICATION:

Customer shall protect, indemnify, defend and hold Contractor and its owners, members, managers, officers, independent contractors, employees, subcontractors and agents (collectively, the "Contractor Parties") harmless from and against any and all claims, liabilities, demands, causes of action, losses or damages (including without limitation all liability for personal injury, property damage or commercial loss) and all costs and expenses (including without limitation attorneys' fees) (collectively, "Losses") incurred in connection therewith that may be asserted against or incurred by any of the Contractor Parties in connection with (i) Contractor's provision of the Services, (ii) Customer's breach of any SOW or these Terms, or (iii) any act, omission or misrepresentation of Customer or Customer's employees or agents.

Notwithstanding the foregoing, the parties agree that the Contractor is an independent contractor and that the Customer shall have no liability due to injury to the Contractor or Contractor's agents or employees, unless such injury was caused in whole or in part by the Customer's negligence.

SECTION 7 – PERMITS AND INSURANCE:

Contractor shall have any and all necessary permits, certificates and licenses required by the state and locality in which the property is located to perform the work set forth in each applicable SOW. Contractor shall produce and provide all such permits, certificates and licenses at the request of Customer to Customer or Customer's property manager. Furthermore, Contractor shall have all required Workman's Compensation Insurance coverage and Liability Insurance coverage (see below). Contractor also shall pay all local, state and federal taxes including sales and use taxes for the work set forth in each SOW. The parties agree that, at all times during the term of each SOW, Contractor will keep in force, with an insurance company licensed to do business in the state in which the property is located, the following policies:

Workers' Compensation Insurance: Coverage shall be provided as required by the state in which the property is located, subject to statutory limits, and Employer's Liability insurance with limits of no less than \$100,000 per accident for bodily injury or disease.

Commercial General Liability Insurance: Coverage shall be written on a form at least as broad as the Insurance Services Office (ISO) Form CG 00 01 covering Commercial General Liability on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Customer shall be covered by this policy as an Additional Insured on a primary and non-contributory basis, utilizing endorsements at least as broad as the combination of ISO Form CG 20 10 04 13 for Ongoing Operations and ISO Form CG 20 37 04 13 for Products and Completed Operations.

Commercial Automobile Liability Insurance: Coverage shall be written on a form at least as broad as ISO Form CA 00 01, covering any automobile owned or hired by Contractor as well as non-owned automobiles used in connection with any SOW, subject to combined single limit of no less than \$500,000. Customer shall be covered by this policy as an Additional Insured on a primary and non-contributory basis.

All policies shall include a waiver of subrogation in favor of Customer and shall provide that coverage will not be canceled without thirty (30) days prior written notice to Customer. Coverage may be canceled without thirty (30) days prior written notice to Customer only if such policy is canceled due to Contractor's non-payment of policy premiums.

SECTION 8 – NOTICES:

Any notices or other communications required or permitted hereunder or in connection with any SOW shall be in writing, and shall be deemed effectively given on the date when personally delivered, sent by express courier, sent electronically, or deposited in the mail, registered or certified, postage prepaid, return receipt requested, addressed to the party to be served, to the applicable address set forth on the applicable SOW, unless such party has provided an updated address to the other party pursuant to the provisions of this section.

SECTION 9 – MATERIALS, TOOLS AND CLEAN-UP:

Contractor shall be responsible for the security and welfare of Contractor's tools, construction equipment, vehicles, machinery and materials (collectively, "Equipment") while on Customer's property. All Equipment shall be safely and properly used and stored while on Customer's property.

All debris and waste materials produced by Contractor in the performance of the Services ("Waste") will be removed at the end of each day before Contractor departs from the property, so long as the weather permits. Contractor shall keep Customer's and any adjoining property free from accumulation of any Waste. Additionally, during Contractor's course of engagement and solely with respect to the performance of its Services, Contractor shall maintain free, clear and unobstructed egress and ingress with respect to Customer's property.

At the completion of the applicable Services under each SOW, Contractor shall remove from Customer's property all Waste and Equipment, and return all affected areas of the property to a "broom clean" condition. If Contractor fails to diligently proceed with the clean-up set forth in the preceding sentence within three (3) business days after receipt of a properly delivered notice from Customer described such failure, Customer may proceed with such clean-up and Contractor shall be responsible for the reasonable fees paid by Customer for such clean-up.

SECTION 10 – OTHER SERVICES:

Any Services not stated in a written SOW can be accomplished by Contractor at an additional charge to be negotiated by the parties before such Services are performed. Contractor shall obtain Customer's prior written approval before commencing any Services not stated in a written SOW or any Services which will result in any additional charge to Customer not contemplated in a written SOW.

SECTION 11 – PROFESSIONAL Demeanor:

All of Contractor's employees shall each wear identifying shirts, jackets or vests while on Customer's property. A foreman will be on the job supervising Contractor's employees at all times. No employee of Contractor shall directly or indirectly accept payment or compensation for any Services from any homeowner that is not a customer covered under any SOW from Customer.

SECTION 12 – CERTAIN COMMUNICATIONS:

The Terms of this section shall only apply when Customer is a property manager. Customer shall set up a procedure for comments by the residents which will then be promptly transmitted to Contractor. All related communications from Contractor shall be submitted to the property manager.

SECTION 13 – EMERGENCIES:

Contractor agrees to respond to all emergency situations within twenty-four (24) hours, and all other situations within two (2) business days after notification thereof. Contractor will respond with either written or verbal acknowledgement of the situation and provide Contractor's "plan of action". In order to proceed with any "plan of action," Contractor must receive Customer's written approval to proceed on such basis.

SECTION 14 – NON-SOLICITATION:

Customer acknowledges that Contractor provides a valuable service by identifying and assigning personnel to perform the services hereunder. Customer further acknowledges that Contractor would be deprived of the benefits of its work force, and would experience substantial cost, if Customer were to hire, or contract with Contractor's personnel after they have been introduced to Customer by Contractor. Accordingly, Customer agrees that during the term of this Agreement and for twenty-four (24) months thereafter, neither Customer, nor any of its affiliates, successors, or assigns, shall recruit, solicit, hire, or otherwise contract directly, or indirectly with any personnel of Contractor who have been introduced to Customer by Contractor, or who are, or have been assigned to perform work for Customer hereunder. Notwithstanding the foregoing, Customer may contract with any of Contractor's personnel who: (i) had no previous direct contact with Customer; or (ii) have responded to a general, publicly-available advertisement for employment.

To the extent Customer fails to comply with this obligation, Customer shall pay to Contractor an amount equal to two years compensation of such personnel, based on the current rate of compensation paid to such personnel by Contractor as of the last date services were performed for Contractor.

SECTION 15 – MISCELLANEOUS:

A. **Governing Law.** These Terms and each SOW shall be governed by, and construed and enforced in accordance with, the laws of the state and locality in which the property is located, without regard to the conflict-of-laws provisions of such state.

B. Dispute Resolution/Arbitration. If a controversy, claim or dispute arises out of or relates to this Agreement or the breach thereof, and if the dispute cannot be settled through direct discussions, the parties agree to endeavor first to settle the dispute by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before reporting to arbitration. Each of the parties shall pay one half of the American Arbitration Association mediation fees including the fees charged by the mediator. Each of the parties shall bear their own attorney's fees in the mediation. **THE PARTIES FURTHER AGREE THAT ANY CONTROVERSY, CLAIM OR DISPUTE ARISING OUT OF OR RELATING TO THIS AGREEMENT, OR BREACH THEREOF, THAT IS NOT RESOLVED THROUGH THE MEDIATION AS PROVIDED FOR THE IMMEDIATELY PRECEDING PARAGRAPH SHALL BE SETTLED BY BINDING ARBITRATION IN THE COUNTY AND STATE IN WHICH THE PROJECT IS LOCATED, IN ACCORDANCE WITH THE COMMERCIAL ARBITRATION RULES OF THE AMERICAN ARBITRATION ASSOCIATION THEN IN EFFECT. THE ARBITRATOR SHALL BE AN ATTORNEY ADMITTED TO PRACTICE LAW IN THE SPECIFIC STATE IN WHICH SERVICES ARE PROVIDED, WITH AT LEAST FIFTEEN (15) YEARS OF BUSINESS LAW EXPERIENCE. THE AWARD RENDERED BY THE ARBITRATOR SHALL BE FINAL AND NON-APPEALABLE AND MAY BE ENTERED AS A FINAL JUDGMENT IN ANY COURT HAVING JURISDICTION THEREOF. THE AWARD OF THE ARBITRATOR SHALL BE IN THE FORM OF FINDINGS OF FACT AND CONCLUSIONS OF LAW AND SHALL SET FORTH IN DETAIL THE LEGAL AND FACTUAL BASIS OF THE DECISION.**

C. Attorneys Fees and Costs. The prevailing party in any arbitration or legal action (except for mediation as provided for in the immediately preceding) shall be entitled to an award of its attorney's fees and costs including the fees charged by the American Arbitration Association and the arbitrator. Each of the parties acknowledges and agrees that by entering into this Agreement and this arbitration provision that it is giving up its rights to trial by judge and jury and giving up its right to appeal.

D. Relationship of Parties/Independent Contractor. Contractor is an independent contractor of Customer, and these Terms and the SOW(s) shall not be deemed to create a partnership, joint venture or employment relationship.

E. Force Majeure. Contractor will not be liable or responsible to Customer for any delay, damage, loss, failure, or inability to perform caused by "Force Majeure". The term "Force Majeure" as used in this Agreement means the following: an act of God, strike, war, public rioting, lightning, fire, storm, flood, explosions, inability to obtain materials, supplies, epidemics, landslides, lightning storms, earthquakes, floods, storms, washouts, civil disturbances, explosions, acts of terrorism, breakage or accident to machinery or lines of equipment, temporary failure of equipment, freezing of equipment and any other cause whether of the kinds specifically enumerated above or otherwise which is not reasonably within the control of the party whose performance is to be excused and which by the exercise of due diligence could not be reasonably prevented or overcome..

F. Non-Waiver/Modification of Agreement. Failure by a party to require performance by the other party or to claim a breach shall not be construed as a waiver of any right. These Terms shall be binding upon, inure to the benefit of, and be enforceable by Customer, Contractor and Contractor's respective legal representatives, successors and permitted assigns. Unless otherwise provided by these Terms, Customer and Contractor may not change or modify these Terms except by a writing making specific reference to these Terms signed by both parties.

G. Assignment. Customer shall not assign these Terms and/or any SOW without the prior written consent of Contractor which shall not be unreasonably withheld or delayed.

H. Integration. The SOW(s) and these Terms represent the entire agreement between Customer and Contractor with regard to the subject matter therein and hereof, and supersede and terminate all prior oral or written agreements, understandings and/or representations between the parties. If there is a conflict between the terms of these Terms and any SOW, these Terms shall control. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not contained in this Agreement, and that no other agreement, statement or promise not contained in this Agreement will be valid and binding.

I. **Survival of Terms.** The provisions of these Terms shall survive any termination of any SOW.

J. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original copy of this Agreement, and all of which, when taken together, shall be deemed to constitute but one and the same agreement.

K. **Severability.** If any term or provision of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law

IN WITNESS WHEREOF, the parties hereto have signed this Agreement as of the date first above written. THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION WHICH MAY BE ENFORCED BY THE PARTIES.

Accepted for Crystal Greens, LLC by:

Signature

Name / Title

Date

Accepted for Columbia Area Transit by:

Signature

Name / Title

Date



Project Proposal

Opportunity # 433542

Columbia Area Transit (CAT)

224 Wasco Loop, Hood River, OR 97031

Managed by: Columbia Area Transit

Scope of Work

Columbia Area Transit (CAT) - Initial Property Cleanup

Includes all applicable labor, equipment, and materials to perform an initial property cleanup to raise the landscape to a maintainable condition. Work includes:

- Removing all poison ivy from the landscape bed areas located along the south perimeter (front of property)
- Raking all landscape bed areas
- Pulling noticeable weeds from landscape areas
- Removing all dead plant material
- Pruning all ornamental trees located along the south perimeter and in the east parking lot to ensure no encroachment of walkways, roadways, entrances, or parking stalls
- Removal of all work-generated debris from the site.

Hidden Conditions: If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment and shall be paid for in full by the Owner, subject to the terms and conditions of this contract.

Project Total: \$2,995.00

A handwritten signature in black ink, appearing to read "Forrest Visscher", written over a horizontal line.

Forrest Visscher

Crystal Greens, LLC

6/25/2025

Date

Accepted:

Authorized Customer Signature

Date

Acceptance of Proposal: I have read and understood the proposal outlined above. The prices, specifications, and conditions for the work proposed are satisfactory, and I accept the proposal. I understand that my payment is due upon completion of the project unless other terms are agreed to as outlined above. Customer promise to pay any expense incurred in the collection of delinquent amounts, including costs, expenses and reasonable attorney fees in the event of any legal action. A late charge of 2% per month will be charged on past due amounts. No warranty is included unless stated in the scope of work. The quoted price will be valid for 30 days from the date the proposal was submitted. The quoted price does not include applicable sales and use tax.

Crystal Greens, LLC is licensed with the State Landscape Contractors Board, which is located at: 2111 Front St. NE, Suite 2-101, Salem, OR, 97301, P: 503.378.5909; F: 503.378.5950; OR LCB #100140

Crystal Greens, LLC

503.742.0101 | crystalgreenslandscape.com | 15815 SE 135th Ave, Clackamas, OR 97015

Mailing Address: PO Box 568 Clackamas, OR 97015

OR LCB#: 100646, WA CCBW#: CRYSTGL780DD



Notice of Right to Cancel Contract

Regarding Landscape Construction

(ORS 671.625 and HB 2292 (2023))

Oregon law allows you, the real property owner/lessee consumer, to cancel a landscaping contract within three (3) business days of signing the landscaping contract unless you, the real property owner/lessee consumer, waive your right to cancel. If you waive your right to cancel, then you agree to permit the landscape contracting business to begin work before the three-business day right to cancel period expires.

Your contractor is supplying this *NOTICE OF RIGHT TO CANCEL CONTRACT* to you as required by Oregon law.

To cancel a contract, you, the real property owner/lessee, must do the following:

1. Deliver a written "*notice of cancellation*" to the landscape contracting business with whom you signed the contract within three business days of your signing the contract.
2. Your written *notice of cancellation* may be provided by fax, electronic mail or text messaging as specified below or by hand delivering a written cancellation to the businesses place of business.
3. The written *notice of cancellation* must clearly state your intent to cancel the contract.

Three business days means three consecutive days, excluding Saturdays, Sundays, and holidays. An example of that is the contract was signed on a Friday, three consecutive business days would expire at midnight on the following Wednesday.

These are the strict procedures and deadlines that must be followed under Oregon law. Failure to follow these procedures, or to meet these deadlines, will affect your right to cancel the contract. Contact an attorney if you have any questions about these procedures and deadlines.

Landscape contracting business: Insert here all forms of electronic communication available for the real property owner/lessee to communicate with the landscape contracting business and/or physical address for hand delivery:

Text #: (503) 742-0101

Fax #: (503) 742-0202

Email Address: info@crystalgreens.com

Physical Address: 15815 SE 135th Ave, Clackamas, OR 97015

LANDSCAPE CONTRACTING BUSINESS:

CONSUMER:

Crystal Greens Landscape

Print business name (as it appears on contract)

Print property owner/lessee name (as it appears on contract)

Signature of Authorized Representative Date

Signature of property owner/lessee Date

Real Property Owner/Lessee: Initial here ONLY if you are agreeing to waive the three-business day right to cancel contract period and are agreeing to the landscape contracting business beginning work before the expiration of the three-business day right to cancel period [initial: _____].



August 2025 Operations Report

Safety Scores				
Category	August 2025	July 2025	June 2025	May 2025
Overall Safety Score	99	98	98	98
Crashes	0	1	0	0
Harsh Events	2	0	1	1
% Speed -Moderate	%2	%5	%7	%1
% Speed- Heavy	%0.003	%0.02	%0.02	%0.02
% Speed - Severe	%7	%0.007	%0.01	%0.002

- Safety Score improved with no crashes.
- The percentage of over speed limit is defined by the percentage of drive time where speeding occurred.
- In August, fuel costs decreased by 34%

Operations Data				
Category	August 2025	July 2025	June 2025	May 2025
Fixed OTP				
DAR OTP	93.74%	95.5%	94.84%	
Vehicle Hours Driven	1239	1123	974	1,086
Vehicle Miles Driven	34,593	34,339	34,852	39,762
Fuel Cost	\$13,815.72	\$21,117.06	\$16,162.82	\$12,070.51
Fuel Cost per Mile	\$.40	\$.61	\$.46	\$.30
Category	August 2025	July 2025	June 2025	May 2025
Formal Customer Complaints	6	0	0	0
Vehicle Incidents	0	3	2	1
Customer Incidents	4	3	5	9
Vandalism	0	0	0	0

- **Formal Complaints**

- A customer and family were exiting the city bus when the door accidentally closed on a child. No injuries.
- A passenger placed their bike in a wide tire rack and when the bus bounced the bike partially fell off. They were told that needed to place it on of the racks meant for a smaller tire.
- A passenger complained about the temperature in the city bus. This occurred on one of the very hot days when the buses were struggling to keep cool.
- A business owner called to complain about drunk people at a stop in front of his business. Staff encouraged him to call the Police.
- A customer complained about a driver instructing her to secure her scooter in the front area of the bus. She felt discriminated upon as she thought other people were getting different rules applied. This was investigated and addressed appropriately.
- A business owner called to complain about trash and two parking spots being removed for the bus stop in front of his business due to the recent route changes.
- A rider reported an injury while riding the bus when the bus hurt a curb. Issue was forwarded to insurance.

- **Vehicle Incidents:** None

- **Customer Incidents:**

- A frequent problem passenger who is often verbally abusive yelled at drivers and office staff in several separate incidents.
- An out-of-control passenger was threatening others and the driver on the CGE route. The internal code was used and police came to Gateway transit Center to arrest him.
- The Hood River City bus was leaving the Walmart parking lot with a bike in the front rack when a gust of wind blew a sign on the fence up catching the bike and flipped it out of the rack. The customer departed at Safeway with no comment.

- **Vandalism:** None

- **Harsh Events / Distracted Driving:** None

EMPLOYEE OF THE MONTH:

Michael Gorton



Michael is a new employee who has shown exceptional willingness to go beyond his assigned duties to help out when needed.

Ridership													
	AUG. 24	SEP. 24	OCT. 24	NOV. 24	DEC. 24	JAN. 25	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25
Dial-A-Ride	389	291	443	336	352	363	313	370	405	410	457	470	550
Upper Valley	368	390	450	321	263	246	142	220	279	307	243	307	268
Hood River City	2216	1911	1899	1557	1822	1819	1662	1866	1746	2156	2175	2312	2083
Columbia Gorge Express	5954	4160	3487	2788	2548	2746	2426	3223	3184	3698	4227	5158	5805
Gorge to Mountain	0	0	0	0	1202	2905	2885	2133	0	0	0	0	0
Dog Mountain	0	0	0	0	0	0	0	0	289	4564	498	0	0
White Salmon Wknd	175	84	0	0	0	0	0	0	0	0	24	93	121
Total	9102	6836	6279	5002	6187	8079	7428	7812	5903	11135	7624	8340	8827
% Change Compared to Prev Month	0%	12%	-25%	-8%	-20%	24%	31%	6%	-24%	89%	-32%	9%	6%
% Change Compared to Same Month Previous Year	-4%	8%	10%	3%	2%	10%	42%	7%	4%	11%	-6%	3%	-3%

Hours of Service													
	AUG. 24	SEP. 24	OCT. 24	NOV. 24	DEC. 24	JAN. 25	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25
Dial-A-Ride	198	198	207	180	189	219	171	189	207	264	252	264	252
Upper Valley	182	164	161	140	137	121	92	110	116	116	110	116	110
Hood River City	336	336	339	314	325	339	302	334	327	336	325	336	334
Columbia Gorge Express	645	562	503	470	486	506	438	506	490	506	490	506	506
Gorge to Mountain	0	0	0	0	114	370	308	320	0	0	0	0	0
Dog Mountain	0	0	0	0	0	0	0	0	55	183.3	92	0	0
White Salmon Wknd	54	24	0	0	0	0	0	0	0	0	24	54	60
Total	1415	1284	1210	1104	1251	1555	1311	1459	1195	1405	1293	1276	1262

Boardings Per Hour													
	AUG. 24	SEP. 24	OCT. 24	NOV. 24	DEC. 24	JAN. 25	FEB. 25	MAR. 25	APR. 25	MAY. 25	JUN. 25	JUL. 25	AUG. 25
Dial-A-Ride	1.96	1.47	2.14	1.87	1.86	1.66	1.83	1.96	1.96	1.55	1.81	1.78	2.18
Upper Valley	2.02	2.38	2.80	2.29	1.93	2.03	1.54	2.00	2.41	2.66	2.21	2.65	2.44
Hood River City	6.60	5.69	5.60	4.96	5.61	5.37	5.50	5.59	5.34	6.41	6.69	6.88	6.24
Columbia Gorge Express	9.23	7.40	6.93	5.93	5.24	5.43	5.54	6.37	6.50	7.31	8.63	10.19	11.47
Gorge to Mountain	0.00	0.00	0.00	0.00	0.00	7.85	9.37	6.67	0.00	0.00	0.00	0.00	0.00
Dog Mountain	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.90	5.41	0.00	0.00
White Salmon Wknd	3.24	3.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.72	2.02
Total	6.43	5.32	5.19	4.53	4.95	5.20	5.67	5.35	4.94	7.92	5.90	6.54	6.99