

**BEFORE THE BOARD OF DIRECTORS OF THE
KLAMATH 9-1-1 EMERGENCY COMMUNICATIONS DISTRICT**

**IN THE MATTER OF UPDATING POLICY)
CHAPTER 2 PERSONNEL, FAMILY MEDICAL LEAVE)
PAID LEAVE OREGON INSURANCE) RESOLUTION
) 23-05**

RESOLUTION 23-05

BE IT RESOLVED that Klamath 9-1-1 Emergency Communications District operates under its adopted District Policy and Procedures.

NOW, THEREFORE, BE IT RESOLVED that effective upon ratification of “Memorandum of Understanding, Implementation of Paid Leave Oregon” between Klamath 911 Emergency Communications District and Teamsters Local Union No. 223. The Board of Directors of Klamath 9-1-1 Emergency Communications District do hereby authorize and adopt the updated policy language. the District will participate in the Paid Leave Oregon Insurance plan through the *Oregon Employment Department, as required by law per ORS 657B.340*. The Board of Directors of Klamath 9-1-1 Emergency Communications District do hereby authorize and adopt the updated policy language.

2-18: Paid Leave Oregon Insurance - inserted after District Military Caregiver Leave

The District participates in the Paid Leave Oregon Insurance plan through the *Oregon Employment Department, as required by law per ORS 657B.340*. 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.

Cost

Employees will see the PLO deduction from gross wages on each paycheck. The District having less than 25 employees is categorized as a small business and is making no contribution.

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 provided by the Oregon Employment Department.

If an approved Paid Leave Oregon claim meets the same requirements as District Family Medical Leave, District Family Medical Leave and Paid Leave Oregon time will run concurrently.

Length of leave

The length of leave is part of the Oregon Employment Department determination process and not determined by the District.

Reasons for Oregon Paid Leave are defined by the Oregon Employment Department

Benefits may apply to a variety of situations, such as:

Family leave - Caring for members of the employee's family:

Medical leave - The employee caring for themselves when the employee has a serious health condition.

Safe leave

Insurance benefit while on leave

The amount of benefit the employee will receive is determined by the Oregon Employment Department and is calculated based upon the employee's earnings for the prior year. This will also be part of the determination of coverage process by the Oregon Employment Department. The minimum and maximum benefit amounts may be adjusted by the Oregon Employment Department annually, and the employee will receive notification from the Oregon Employment Department before a change occurs.

An employee may not use Organization Accrued Leave Banks to make up the difference between the Paid Leave Oregon benefit amount and their regular rate of pay.

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 the unplanned event and are unable to meet these obligations, we ask the employee to notify the employer as soon as possible.

An employee **is required** to complete a District Paid Leave Oregon Notice Form to notify the District of the intention to take leave. If an employee fails to notify the District, they may be subject to a 25% reduction to the first week's benefit imposed by the Oregon Employment Department. Contact our Business Manager to obtain the District's Paid Leave Oregon Notice Form.

Filing a Claim for coverage

It is the responsibility of the employee to submit a claim of a potential qualifying event to the Oregon Employment Department to determine eligibility. 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 is not able to complete the application process on the employee's behalf.**

An employee **is required** to provide to the district a copy of the "Benefit Notice" furnished by the Oregon Employment Department to the employee which outlines their benefit and timeline eligibility upon receipt.

Job and Benefit Protection while on leave

If an employee has been employed with the employer 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 will be restored to a different position with similar job duties and the same employment benefits and pay. This position may or may not have the same terms and conditions.

If, at the time of leave, the employee is receiving health benefits these will be maintained, however the employee will be required to pay their portion of the premiums. Payment is due before the last day of the month preceding the month of coverage. If payment is not received in a timely manner the employee will not have coverage that month.

This matter having come before them at their meeting on August 16, 2023.

Randy Sword, Chairman

ATTEST: _____
Keith Endacott, Executive Director