



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### Personnel Committee Meeting Minutes

Thursday October 28, 2021, at 10 am –

Approved 2/25/2022 Meeting held via Zoom

Committee Members Present: Al Hrynyshyn, Dave Downing, Mary Durfee, and Ralph Perkins

Staff Present: Leslie Owens

1. **Call meeting to order:** Meeting was called to order at 10:03 am by Director Durfee.
2. **Approval of Minutes:** Director Hrynyshyn moved to approve the September 9, 2021, as presented. Dave Downing gave the second with the motion passing unanimously.
3. **FMLA/OFLA Discussion:** Dave Downing explained the need to decide if the District wants to offer FMLA/OFLA in an official capacity or to exclude it from the District's employee Handbook. Dave Downing gave the intro for Leslie Owens to explain how the FMLA/OFLA leave isn't required by legal and the way that the District's Employee Leave Policies offer the same type of leave without being through FMLA/OFLA. Director Durfee suggested an edit to the personal leave description would be sufficient enough. Director Hrynyshyn motioned to amend the Employee Handbook per the discussed edits. Director Perkins seconded the motion with the motion passing unanimously.
4. **Meeting Adjourned:** Meeting was adjourned at 10:18 am.

*All supporting documents mentioned in the minutes are a part of the official record and are available upon request. Please contact the office at [admin@uwsxcd.org](mailto:admin@uwsxcd.org) to request copies.*

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