Appendix I
Local partners include:
- Rogue Institute for Ecology and Economy
- Rogue Community College
- The Job Council
- United States Forest Service
- Bureau of Land Management
- Southern Oregon Women's Access to Credit
- Southern Oregon Regional Economic Development, Inc.

ECOSYSTEM WORKFORCE TRAINING

Dislocated Timber/Wood Products Workers

The 1996-97 Ecosystem Workforce Training Project is scheduled to begin in April 1996. The training will be 40 hours a week, and is targeted to former timber or wood products workers. This program provides a competitive edge for the forestry jobs of the future. Participants will be given a certificate of completion for the training and work experience, identifying them as top candidates for employment in the evolving forest industry.

If you:
- Are dislocated from a timber/wood products-related occupation
- Wish to diversify your skills to continue work in the woods using a variety of tools and equipment
- Are willing to participate in training for up to 11 months
- Want to learn about ecosystem management
- Are able to travel long distances to work/training locations and camp on-site
- Are physically fit
- Are interested in an income while you train
- Are willing to be part of a cohesive team effort

Then call Kathy McKee at 776-5100 or 479-7861 today for more information. You will be scheduled for an orientation to the program and learn more about eligibility and application processes. Call by March 1st!!!

Learn about:
- Stream or Wildlife Habitat Repair and Improvement
- Road Stabilization
- Planting and Propagation of Forest Plants
- Vegetation Treatment
- Measurement & Survey of Forest/Stream Ecosystems
- Stream Ecology
- Forest Ecology
- Fire Behavior, Fighting, and Management
- Forest Management
- Business Management
- Chainsaw Safety
- Hazardous Materials Handling
- Health and Safety
- Equipment Operation in Restoration Environments
- How to Contract with U.S. Forest Service & Bureau of Land Management
AGENDA
March 6, 1996

INTRODUCTION
Ray Olsen
Welcome and Introductions

ROGUE INSTITUTE
Bjorn Everson
Overview of Program
Expectations

ROGUE RIVER NATIONAL FOREST
Dan Ingledue
Reforestation/Ecosystem Projects

BUREAU OF LAND MANAGEMENT
Bob Walker
Reforestation/Ecosystem Projects

ROGUE COMMUNITY COLLEGE
Molly Owens-Stevenson
Training Programs

SOWAC
Mary O'Kieff
Entrepreneurial Programs

THE JOB COUNCIL
Randy Costello
Labor Market Information
Other JTPA Programs
Kathy McKee
Eligibility
Selection Timeframe

QUESTIONS AND ANSWERS

NEXT STEPS
Where do you go from here?
Appendix K
ECOSYSTEM TECHNICIAN INTERVIEW QUESTIONS '96

DI
1. This program will require you to work long, hard, physically taxing days for 6-7 months in the rain, snow, mud, and heat. What is your experience in the outside environment and extremes of weather?

MOS
2. Have you ever worked in a situation in which the group made the decision instead of a foreman? Please talk about the experience. What happened? What did you think about it?

DI
3. The work leader position will be rotated within the crew. How do you feel about taking orders and accepting criticism from that person if they happen to be female/male/Hispanic/Native American/another culture? Give examples from your experience.

RC
4. The paid work experience will end approximately November 30, 1996. What is your plan to support yourself through the last 2 months of classroom training and seasonal lack of work? You will have time to hold down a part-time job around the class schedule.

BE
5. How does this job fit into your long term objectives? What are your short term and long term goals?

GB
6. Why are you interested in this particular training program?

MOS
7. What do you want to learn in this training program?

BE
8. Describe some examples from your life that show the discipline necessary to be self-directed/motivated.

MOS
9. This program requires that you put in blocks of time that are not paid; in addition, anytime you start to learn anything new, it requires that you put in additional hours outside of class. How many hours a week do you think would be reasonable for you to expect to give in this situation?

RC
10. As you are aware, there are no guarantees of employment after the training ends. We will put as much effort as we can into getting you placed at a decent wage, but you are the one who will be unemployed. How are you prepared to deal with that situation; what do you think you will need to do to find a job?

GB
11. Do you have any questions or additional comments or information?
1. Describe any prior experience you have working in forestry related jobs.

2. Describe other significant types of work experience you have had.

3. Have you ever operated a chainsaw or other heavy equipment? Please list.

4. Do you have any computer skills or other types of information management skills, such as bookkeeping and record keeping?

5. Have you ever managed a crew? Have you held other leadership positions?

6. Some positions may require driving of vehicles and equipment. Do you have a valid Oregon driver’s license? During the past 3 years have you had any accidents or citations? If so, what?

7. Do you have reliable transportation to get to and from work? Would you be willing to use your own transportation to get to a job site? Provide the name of your automobile insurance company.
8. Participants in this program will put in long days. You will be paid for 8 hours per day for the four days of field work. There will be additional travel time which is required and not included in the paid time. The hours required for this project may vary considerably depending on the conditions in the forest. Work may begin as early as 4:30 A.M., or run as late as 6:00-7:00 P.M. in the evening. Are there any reasons that you would be unable to work at these different times?

9. The work required in this program will be hard physical labor. You will be working on uneven ground, often steep slopes. You will carry heavy tools such as chainsaws, and have to lift awkward objects such as rolls of fencing. You will work in extreme temperatures both hot and cold, wet and dry. What challenges would make it difficult for you to conduct such work and what types of support would you need to be able to complete such work?

10. The current plans for the paid work for this program will end by December 1st, and there will be approximately two more months of training, plus an additional two months of slack work season. Please outline what your source of income will be during this time period.

11. An important part of this project will be teamwork, cooperation, and will require working with people of diverse ethnic backgrounds and both genders. Do you have any concerns in these areas? What experience do you have?

12. The objective of this program is to train participants in the process of managing forests so that the ecosystem isn’t damaged and the forest is there in the future. From your past experience, how would you describe good forest management?
Appendix L
ECOSYSTEM WORKFORCE TRAINING PROGRAM
BASIC PERSONAL DATA

NAME

ADDRESS    CITY    ZIP

MONTHS OR YEARS AT THIS ADDRESS

PHONE: HOME    EMERGENCY

DRIVER'S LICENSE #    STATE

AUTOMOBILE: MAKE    YEAR

NAME OF INSURANCE COMPANY

DATE OF BIRTH    /    /    S.S. #

SPOUSE'S NAME

SPOUSE'S EMPLOYER    PHONE

RESIDENT ALIEN WORK PERMIT #

RCEE USE ONLY:

CREW ASSIGNMENT

CREW LEADER POSITION    DATE

PASS-FAIL CRITERIA MET    1    2    3    4
    5    6    7    8

REFERRALS TO JOB COUNCIL

OTHER REFERRALS

SUCCESSFUL COMPLETION DATE

RESUME & RECOMMENDATION
Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE. It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which documents they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Last</th>
<th>First</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Name and Number)</td>
<td>Apt.</td>
<td>Date of Birth (Month/Day/Year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Social Security #</td>
<td></td>
</tr>
</tbody>
</table>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Employee’s Signature: ______________________ Date (Month/Day/Year): ____________

Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer/Translator’s Signature: ______________________ Print Name: ______________________ Date (Month/Day/Year): ____________

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B AND one from List C as listed on the reverse of this form and record the title, number and expiration date, if any, of the document(s).

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Title:</td>
<td></td>
<td>Document #</td>
<td></td>
<td>Document</td>
</tr>
<tr>
<td>Issuing Authority:</td>
<td></td>
<td>Expiration Date (if any):</td>
<td></td>
<td>Expiration Date (if any):</td>
</tr>
<tr>
<td>Document #:</td>
<td></td>
<td>/ /</td>
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</tr>
</tbody>
</table>

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (Month/Day/Year) ____________ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment).

Signature of Employer or Authorized Representative: ______________________ Print Name: ______________________ Title: ______________________

Business or Organization Name: ______________________ Address (Street Name and Number, City, State, Zip Code): ______________________ Date (Month/Day/Year): ____________

Section 3. Updating and Reverification. To be completed and signed by employer

A. New Name (if applicable) B. Date of rehire (Month/Day/Year) (if applicable)

C. If employee’ previous extension of work authorization has expired, provide the information below for the document that establishes current employment eligibility:

Document Title: Document #: Expiration Date (if any): ____________

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative Date (Month/Day/Year): ____________

Form I-9 (Rev. 11-21-91) N
LISTS OF ACCEPTABLE DOCUMENTS

LIST A
Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport (unexpired or expired)

2. Certificate of U.S. Citizenship (INS Form N-550 or N-551)

3. Certificate of Naturalization (INS Form N-550 or N-570)

4. Unexpired foreign passport, with I-551 stamp or attached INS Form I-94 indicating unexpired employment authorization

5. Alien Registration Receipt Card with photograph (INS Form I-15 or I-551)

6. Unexpired Temporary Resident Card (INS Form I-688)

7. Unexpired Employment Authorization Card (INS Form I-688A)

8. Unexpired Reentry Permit (INS Form I-327)

9. Unexpired Refugee Travel Document (INS Form I-571)

10. Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)

OR

LIST B
Documents that Establish Identity

1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address

2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address

3. School ID card with a photograph

4. Voter's registration card

5. U.S. Military card or draft record

6. Military dependent's ID card

7. U.S. Coast Guard Merchant Mariner Card

8. Native American tribal document

9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card

11. Clinic, doctor, or hospital record

12. Day-care or nursery school record

AND

LIST C
Documents that Establish Employment Eligibility

1. U.S. social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)

2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)

3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal

4. Native American tribal document

5. U.S. Citizen ID Card (INS Form I-197)

6. ID Card for use of Resident Citizen in the United States (INS Form I-179)

7. Unexpired employment authorization document issued by the INS (other than those listed under List A)

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)
ECOSYSTEM WORKFORCE TRAINING PROGRAM
MASTER APPLICATION

GENERAL INFORMATION

NAME ____________________________

ADDRESS ____________________________

HOW LONG ____________________________

HOME PHONE ____________________________
MESSAGE PHONE ____________________________

DRIVER'S LICENSE # ____________________________ STATE____

OTHER LICENSES HELD

TYPE NUMBER EXPIRES

TYPE NUMBER EXPIRES

INTERESTS & HOBBIES

____________________________________________________________________

____________________________________________________________________

COMMUNITY ORGANIZATION & INVOLVEMENT

____________________________________________________________________

____________________________________________________________________

OTHER IMPORTANT INFORMATION

____________________________________________________________________

____________________________________________________________________

MILITARY SERVICE

SERVICE BRANCH ______________ FROM ____/____ TO ____/____

HIGHEST RANK ACHIEVED ______________ TYPE OF DISCHARGE ______________

COMMENDATION/AWARD ____________________________

DUTIES ____________________________

SPECIAL TRAINING ____________________________
COMPLETE WORK HISTORY

LAST EMPLOYER
COMPANY NAME ____________________________
ADDRESS __________________________________
SUPERVISOR/CONTACT ______________________ PHONE ____________________________
WORKED FROM __/___ TO ___/____ WAGE: BEGIN ___ END ___
POSITION HELD ____________________ REASON FOR LEAVING __________________
JOB DUTIES ______________________________

TOOLS & EQUIPMENT USED
SPECIAL ACHIEVEMENTS ____________________

SECOND LAST EMPLOYER
COMPANY NAME ____________________________
ADDRESS __________________________________
SUPERVISOR/CONTACT ______________________ PHONE ____________________________
WORKED FROM __/___ TO ___/____ WAGE: BEGIN ___ END ___
POSITION HELD ____________________ REASON FOR LEAVING __________________
JOB DUTIES ______________________________

TOOLS & EQUIPMENT USED
SPECIAL ACHIEVEMENTS ____________________

THIRD LAST EMPLOYER
COMPANY NAME ____________________________
ADDRESS __________________________________
SUPERVISOR/CONTACT ______________________ PHONE ____________________________
WORKED FROM __/___ TO ___/____ WAGE: BEGIN ___ END ___
POSITION HELD ____________________ REASON FOR LEAVING __________________
JOB DUTIES ______________________________

TOOLS & EQUIPMENT USED
SPECIAL ACHIEVEMENTS ____________________

FOURTH LAST EMPLOYER
COMPANY NAME ____________________________
ADDRESS __________________________________
SUPERVISOR/CONTACT ______________________ PHONE ____________________________
WORKED FROM __/___ TO ___/____ WAGE: BEGIN ___ END ___
POSITION HELD ____________________ REASON FOR LEAVING __________________
JOB DUTIES ______________________________

TOOLS & EQUIPMENT USED
SPECIAL ACHIEVEMENTS ____________________
EDUCATION AND TRAINING

BASIC EDUCATION
HIGHEST GRADE COMPLETED OR DATE GED EARNED
LAST GRADE SCHOOL ATTENDED
LAST HIGH SCHOOL ATTENDED
ADDRESS
DATES ATTENDED TO MAJOR STUDY AREA
CLASSES TAKEN RELATED TO WORK SOUGHT

VOCATIONAL TRAINING AND COLLEGE EDUCATION
SCHOOL #1 DATES ATTENDED TO
ADDRESS
MAJOR STUDY AREA GPA
DIPLOMA/DEGREES/CERTIFICATES EARNED DATE
DATE
CLASSES TAKEN RELATED TO WORK SOUGHT
TOOLS & EQUIPMENT TRAINED ON

SCHOOL #2 DATES ATTENDED TO
ADDRESS
MAJOR STUDY AREA GPA
DIPLOMA/DEGREES/CERTIFICATES EARNED DATE
DATE
CLASSES TAKEN RELATED TO WORK SOUGHT
TOOLS & EQUIPMENT TRAINED ON

REFERENCES

NAME TELEPHONE( )
BUSINESS NAME OCCUPATION
ADDRESS
RELATIONSHIP TO YOU YEARS KNOWN

NAME TELEPHONE( )
BUSINESS NAME OCCUPATION
ADDRESS
RELATIONSHIP TO YOU YEARS KNOWN

NAME TELEPHONE( )
BUSINESS NAME OCCUPATION
ADDRESS
RELATIONSHIP TO YOU YEARS KNOWN
Appendix M
POSITION DESCRIPTIONS - EMPLOYER OF RECORD

EMPLOYMENT CATEGORY  EWTP Project Coordinator

SUPERVISION  The EWTP Project Coordinator reports directly to the Executive Director of RIEE.

DESCRIPTION OF RESPONSIBILITIES

- **SUPERVISION** - Ultimate responsibility for supervision of the Ecosystem Workforce Training Program for RIEE at all levels. The coordinator directly supervises Crew Supervisors, and is responsible for crew oversight which includes expense forms, field work performance, and interpersonal dynamics.

- **PROJECT DEVELOPMENT** - The coordinator will work with agencies and other parties to secure work projects for the field work aspect of this program. This includes development and monitoring of these projects in conjunction with project managers during project activity, and a final evaluation with project managers. Develops project-specific evaluations for the Institute as necessary. Develops and executes Project Agreements with project managers/landowners.

- **FINANCIAL OVERSIGHT** - The coordinator is responsible for preparation of program budget and oversight of program accounting, working with the Institute's administrative coordinator to review project expenses and billings to ensure adequate financial performance and timely billings. Responsible for monitoring expenses and tracking the overall budget, and submission of job-specific tax forms, (i.e.: stump tax), to appropriate government bodies. Approves or makes all program area purchases.

- **LIAISON WITH PROGRAM PARTNERS** - The coordinator will work with key partners in the Ecosystem Workforce Training Partnership, particularly The Job Council, Rogue Community College, agencies, and landowners, to assure compatibility and coordination of the various parts of the overall program.

- **PROGRAM SUPPORT** - The coordinator has the responsibility of extending support for the program to the media, agencies, and interested individuals. The coordinator has oversight responsibilities for the development of marketing and materials data coordinated by the Lead Crew Supervisor.

- **STEERING COMMITTEE STAFF LEAD** - Coordinates and reports to RIEE Sustainable Economies Committee of the Board of Directors by coordinating and agenda with committee president, contacting committee members with agenda one week before meetings, sends out updates to members. Coordinates with and reports to the Ecosystem Workforce Training Partnership Steering Committee on a regular basis.
QUALIFICATION FOR POSITION

- Has extensive experience in organizational management, is familiar with agency processes and personnel.
- Ability to relate to a wide variety of people.
- Demonstrates good written and oral communication skills.
- Experience in various aspects of project development.
- Bachelor's degree in a broad range of disciplines: science, sociology/psychology, business; or the equivalent in experience in workforce development, supervision, or training, (minimum 8 years).

SALARY RANGE & HOURS

$2000-2500 per month, full time, 40 hours per week, 1 F.T.E.
EMPLOYMENT CATEGORY - Lead Crew Supervisor

SUPERVISION - Lead Crew Supervisor reports directly to the EWTP Project Coordinator.

DESCRIPTION OF RESPONSIBILITIES

- Direct field supervision of Trainees and projects, including labor, transportation, materials, tools, tracking work hours and expenses; responsible for making administrative field decisions. is the key RIEE contact for trainees. Lead Crew Supervisor is in the field with the trainees whenever the crew is in the field. Following the initial 4-8 week training and observation time, during which the Lead Crew Supervisor will have direct field supervision of the trainees whenever the crew is in the field, from 20-80% of the her/his time will be spent with responsibilities outlined in Market Development.

- Evaluation of individual trainees using Standard Forms and Pass-Fail criteria

- Oversight responsibilities for logistics of the Work Leader/Trainee, trains him/her in the use of forms/processes used by Work Leader in estimating and planning work, and tracking hours and mileage.

- Develops and implements a field curriculum with the Education Coordinator. Develops Lesson Plans for each project in conjunction with Education Coordinator to ensure timely presentation of information; responsible for seeing that the Crew Supervisor has concurrent lesson plans and materials for field education.

- Lead Crew Supervisor has responsibility for Market Development and marketing bi-product materials from restoration projects; creates a database for Market opportunities; performs as much of this work in the field as electronic aids permit. (i.e. cell phone/laptop computer), to maximize presence with the crew.

- Assures, with Crew Supervisor, that all documents are completed accurately and timely, including timesheets, Daily Diaries, Work Leader’s Summaries, Tail-gate Safety Sessions, equipment inventories, etc.

QUALIFICATIONS FOR POSITION

- Extensive crew-management experience, recordkeeping, and project-management skills;

- Good written and oral communication skills; some Spanish-speaking ability preferred;

- Ability to organize and direct a work crew;

- Has a range of forest management skills such as assessment, reforestation, contracting, riparian management, upland management, vegetation management, roadwork, in-stream work, etc.

- Bachelor’s Degree in a range of disciplines, or the equivalent in experience in workforce development, supervision, and training (minimum 4 years).

- Recommended to have managerial experience and/or data management.

SALARY RANGE AND HOURS

$1900-2100 per month, 10 months full time, 40 hours per week, .83 F.T.E.
EMPLOYMENT CATEGORY - Crew Supervisor

SUPERVISION - Crew Supervisor reports directly to the EWTP Project Coordinator. Day-to-day direction is provided by the Lead Crew Supervisor.

DESCRIPTION OF RESPONSIBILITIES

- Direct field supervision of Trainees and projects, including labor, transportation, materials, tools, tracking work hours and expenses; responsible for making administrative field decisions, is the key RIEE contact for trainees; Crew Supervisor is in the field with the Trainees whenever the crew is in the field. The Crew Supervisor may be required to move between both crews from time to time to ensure adequate supervision.

- Evaluation of individual trainees using Standard Forms and Pass-Fail criteria.

- Oversight responsibilities for logistics of the Work Leader/Trainee, trains him/her in the use of forms/processes used by Work Leader in estimating and planning work, and tracking hours and mileage.

- Assists the Lead Crew Supervisor in the development and implementation of a field curriculum with the Education Coordinator. Helps develop lesson plans for each project in conjunction with Education Coordinator to ensure timely presentation of information;

- Crew Supervisor has responsibility for assuring that all documents are completed accurately and timely, including timesheets, Daily Diaries, Work Leader’s Summaries, Tail-gate Safety Sessions, equipment inventories, etc.

QUALIFICATIONS FOR POSITION

- Extensive crew-management experience, recordkeeping, and project-management skills;

- Good written and oral communication skills; some Spanish-speaking ability preferred;

- Ability to organize and direct a work crew;

- Has a range of forest management skills such as assessment, reforestation, contracting, riparian management, upland management, vegetation management, roadwork, in-stream work, etc.

- Bachelor’s Degree in a range of disciplines, or the equivalent in experience in workforce development, supervision, and training, (minimum 3 years).

SALARY RANGE AND HOURS-

$1900-2100 per month, 8 months full time, 40 hours per week, .67 F.T.E.
EMPLOYMENT CATEGORY - Ecosystem Workforce Trainee

SUPERVISION - The Trainee reports directly to the Crew Supervisor

DESCRIPTION OF RESPONSIBILITIES

- Assists in the preparation, layout, and performance of service and land treatment projects for restoration, density management, inventory, and assessment.

- Participates in the educational component of the program, which includes education and training on the job provided through RIEE; participates in the formal educational component of the program which include classroom training and field laboratory experience through Rogue Community College.

- Performs tasks as assigned. Tasks may include intensive manual labor, operating motor vehicles and equipment, organizing material, tools and equipment, and other duties as assigned.

- Demonstrates the application and continued practice of safety procedures for all aspect of all operations.

- Recordkeeping shall include: Daily Diaries, Vehicle Maintenance, Equipment checkout, timesheets, etc.

QUALIFICATIONS FOR POSITION

- Meet requirements for qualification as determined through the Job Council.

- Has willingness to participate in group interaction and consensus building

- Demonstrates entrepreneurial perspectives; willing to augment a personal goal

- Identifies the opportunity offered by the Program for personal growth. Demonstrates the ability to articulate this awareness.

- Possesses the physical ability and stamina to perform duties under arduous forest conditions.

SALARY RANGE AND HOURS

$10 per hour plus benefits; 32 hours per week for 31 weeks. Unpaid class time of 8 hours per week, for 31 weeks.
POSITION DESCRIPTIONS - EDUCATION PROVIDER

EMPLOYMENT CATEGORY - Education Coordinator

DESCRIPTION OF RESPONSIBILITIES

- Develops curriculum for classroom and field in conjunction with the Steering Committee.
- Develops classes and coursework for trainees.
- Develops and submits curriculum to State for certification.
- Coordinates, hires, and supervises trainers.
- Delivers and/or oversees delivery of instruction.
- Oversees translation of materials into Spanish; oversees classroom translations.
- Coordinates development of advanced training options, including apprenticeship program.
- Coordinates Industry Development Subcommittee and Education Subcommittee of the Steering Committee.

QUALIFICATIONS FOR POSITION

- Experience developing training programs;
- Experience working in program partnerships;
- Degree and/or experience in adult education;
- Background in science;
- MA Degree.

SALARY RANGE AND HOURS

$1000 - 1500 per month for .57 F.T.E.
EMPLOYMENT CATEGORY - Trainer

DESCRIPTION OF RESPONSIBILITIES

- Provides classroom and/or field instruction in specific subjects.

QUALIFICATIONS FOR POSITION

- Skills based on course outlines and curriculum of program.

SALARY RANGE AND HOURS

Contracted: $15.35 per hour based on education, experience, and classes taught.

EMPLOYMENT CATEGORY - Translator

DESCRIPTION OF RESPONSIBILITIES

- Translates classroom and field education/instruction.
- Translates written material under direction of Education Coordinator.

QUALIFICATIONS FOR POSITION

- Skills based on course outlines and curriculum of program.

SALARY RANGE AND HOURS

Contracted; $15.75 per hour based on education, experience, and classes taught.
Appendix N
<table>
<thead>
<tr>
<th>SECTION</th>
<th>POLICY TITLE</th>
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<tr>
<td></td>
<td>INTRODUCTION</td>
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<tr>
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<td></td>
<td>n/a Employee Welcome Message</td>
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<td>EMPLOYMENT STATUS &amp; RECORDS</td>
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701 Employee Conduct & Work Rules
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Welcome new employee!

On behalf of your colleagues, I welcome you to the Rogue Institute for Ecology and Economy ("RIEE") and wish you every success here.

We believe that each employee contributes directly to the growth and success of RIEE, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with RIEE.

We hope that your experience here will be challenging, enjoyable and rewarding. On behalf of all of us, again, welcome to RIEE.

Sincerely,

Executive Director
EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about RIEE, and I understand that I should consult my supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with RIEE voluntarily and acknowledge that the specified length of employment begins approximately April 15, 1996, and will run for 33 weeks. Accordingly, either I or RIEE can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. However, no revisions shall affect RIEE’s policy of employment at will. All such changes will be communicated through official notices, and I understand that revised information, policies, or benefits may supersede, modify or eliminate existing information, policies or benefits. Only the Board of Directors of RIEE have the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

The following is a summary of the terms of my employment:

Position: 

Regular full-time: _____, Regular part time: _____, Part time: _____, or Temporary: _____ (check one)

Date of hire: ________________.

If temporary, termination date of employment: ____________________.

Wage rate: ____________________

_________________________________________  ______________________________
Employee's Signature                     Date

_____________________________________
Employee's Name (Typed or Printed)
101 NATURE OF EMPLOYMENT

Employment with RIEE is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, RIEE may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law. Notwithstanding the foregoing, it is requested that an employee give two weeks prior notice of termination of employment, and, similarly, RIEE will, except in unusual circumstances, give two weeks prior notice of termination of employment to an employee.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between RIEE and any of its employees. The provisions of the handbook have been developed at the discretion of the Board of Directors and may be amended or canceled at any time, at RIEE’s sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Directors.

102 EMPLOYEE RELATIONS

RIEE believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in this area and in its field of operations. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear and attitudes can be positive. We believe that RIEE amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions of RIEE will be based on merit, qualifications and abilities. RIEE does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability or any other characteristic protected by law.

RIEE will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues, in written form, to the attention of their immediate supervisor. The supervisor, in turn, shall present the issue to the Executive Director; the Executive Director shall present the issue to the Board of Directors. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, including, but not limited to, termination of employment.
104 HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Although RIEE has no prohibition against hiring relatives of existing employees, we are committed to monitoring situations in which relatives work in the same area. In case of actual or potential problems, RIEE will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

105 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with RIEE. All employees will be judged by the same performance standards and will be subject to RIEE scheduling demands, regardless of any outside work requirements.

If RIEE determines that an employee's outside work interferes with performance or the ability to meet the requirements of RIEE, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with RIEE.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside for materials produced or services rendered while performing their jobs. In addition, any personal or outside employment use of RIEE vehicles, tools or equipment is prohibited.
201 EMPLOYMENT CATEGORIES

It is the intent of RIEE to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship, at will, at any time, is retained by both the employee and RIEE as provided in Section 101.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Generally, individuals engaged in administration, executive or professional work who: (a) perform predominately intellectual, managerial or creative tasks; (b) exercise discretion and independent judgment; and (c) earn and are paid on a salary basis are EXEMPT employees. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by RIEE management.

In addition to the above categories, each employee will belong to one other employment category.

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work RIEE's full-time schedule. Generally, they are eligible for RIEE's benefit package, subject to the terms, conditions and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by RIEE, subject to the terms, conditions and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours per week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), they are ineligible for all of RIEE's other benefit programs.

All employees, except the Executive Director, shall be supervised by and report to the Executive Director, unless otherwise directed by the Executive Director. The Executive Director shall be supervised by the Executive Committee of the Board of Directors, or if none exists, by the Board of Directors. The Executive Director shall report to the Board of Directors and its Executive Committee.

202 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify RIEE of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Executive Director.
203 INTRODUCTORY AND TEMPORARY STATUS

Introductory status continues for a period which is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. RIEE uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or RIEE may end the employment relationship at will at any time during the introductory period, with or without cause or advance notice. Unless otherwise specified at the commencement of employment, all new and rehired employees work on an introductory basis for the first 180 calendar days after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If RIEE determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period. Upon satisfactory completion of the introductory period, the introductory status of the employee is deemed removed. During the introductory period, new employees are eligible for those benefits that are required by law, such as Workers' Compensation insurance and Social Security; they are ineligible for all of RIEE's other benefit programs. Upon satisfactory completion of the introductory period, they may also be eligible for other RIEE-provided benefits, subject to their employment category and the terms and conditions of each benefits' program. Employees should read the information for each specific benefits' program for the details on eligibility requirements.

The temporary status is intended to designate employees whose term of employment is a specified period of 10 months or less. This status is used to hire employees to accomplish specific tasks when permanent employment is not anticipated. Either the employee or RIEE may end the employment relationship at will at any time during the temporary status, with or without cause or advance notice. The temporary status of an employee will be specified at the commencement of employment. If RIEE determines that the temporary period of employment is not sufficient to accomplish the specified tasks, RIEE may extend the temporary period upon agreement with the employee. During temporary status, the employees are eligible for those benefits that are required by law, such as Worker's Compensation insurance and Social Security; they are ineligible for all of RIEE's other benefit programs.

204 PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. For Ecosystem Workforce Trainees, this introductory period generally coincides with the completion of the Pass-Fail Checkpoints. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss positive, purposeful approaches for meeting goals.
205 GRIEVANCE PROCEDURE

A selection of Facilitators shall be made available to all persons with a concern or issue. These Facilitators will include Crew Supervisors, Rogue Community College personnel, and co-workers to be trained by RCC in the role of facilitation. The Facilitator is essentially a neutral person who assists in the purity of the process, who's role is to hear all sides and the issue simultaneously, and to expedite a solution at the lowest levels possible.

Step 1  Talk to co-workers to get other perceptions about the issue. Actively seek internal resolution. This failing, note in Daily Diary and take next step.

Step 2  Bring issue/concern to Crew Supervisor. Crew Supervisor will advocate with Project Coordinator. This failing, note in Daily Diary and take next step.

Step 3  Written copies of issue and non-resolution to Project Coordinator and RIEE Director. Crew Supervisor calls formal crew meeting with Project Coordinator for end or beginning of work day. This failing to achieve a resolution, note in Daily Diary and take the last step.

Step 4  Formal scheduled meeting with RIEE Director. No higher appeal, and it is in the interests of all parties to achieve resolution before this level. All steps are sequential.
301 EMPLOYEE BENEFITS

Eligible employees at RIEE are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, state disability and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits' eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees.

- Family Leave
- Holidays
- Jury Duty Leave
- Medical Insurance
- Vacation Benefits

Some benefit programs require contributions from the employee, but most are fully paid by RIEE.

302 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees

Ecosystem Workforce Trainees will not have sufficient length of employment to satisfy the requirement of one year of employment prior to receiving vacation benefits.

303 HOLIDAYS

RIEE will grant holiday time off to all employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Friday immediately following Thanksgiving
- Christmas (December 25)
303 HOLIDAYS (cont)

RIEE will grant paid holiday time off to all eligible employees in an eligible employment classification, whether or not in introductory status. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid-time-off benefit that would otherwise have applied.

Paid time off for holidays will be counted as hours worked for the purposes of determining whether overtime is owed.

304 WORKERS' COMPENSATION INSURANCE

RIEE provides a comprehensive Workers' Compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, Workers' Compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither RIEEE nor the insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by RIEEE.

305 JURY DUTY

RIEE encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees may request unpaid jury duty leave for the length of absence. If desired, employees may use any available paid time off (for example, vacation benefits).

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either RIEEE or the employee may request an excuse from jury duty if, in RIEEE's judgment, the employee's absence would create serious operational difficulties.

RIEE will continue to provide health insurance benefits to eligible employees during jury duty.

Benefit accruals, such as vacation, sick leave or holiday benefits will continue during unpaid jury duty leave.
306 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) give employees and their qualified beneficiaries the opportunity to continue health insurance coverage under RIEE’s health plan when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting the eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at group rates plus an optional administration fee.

RIEE provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under RIEE’s health insurance plan. The notice contains important information about the employee’s rights and obligations.

307 SICKNESS ABSENCE BENEFIT/BEREAVEMENT LEAVE

Time off with pay is available to eligible employees in the event of illness or in the event of the death of a member of an employee’s immediate family, including a grandmother, grandfather, mother, father, sister, brother, husband, wife, child or grandchild. Employees in the following employment classification(s) are eligible to earn and use such benefit as described in this policy:

- Regular full-time employees
- Regular part-time employees
Accurately recording time worked is the responsibility of every employee. Federal and state laws require RIEE to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

All employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for any reason other than performing of work-related duties for RIEE.

Alter, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, including, but not limited to, termination of employment.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

All employees are paid bi-weekly, on the 16th and the first day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Time cards will cover the 26th to the 10th, and the 11th to the 25th. Timesheets will be due on the 28th and the 13th. If your timesheet is not in on time, you will not receive a check until the next pay period unless other arrangements have been previously made.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by RIEE.

LAYOFF - involuntary employment termination initiated by the organization for nondisciplinary reasons.

Since employment with RIEE is based on mutual consent, both the employee and RIEE have the right to terminate employment at will, with or without cause, at any time, as provided in Section 101. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified, in writing, of the benefits that may be continued and of the terms, conditions and limitations of such continuance.
404 PAY ADVANCES

RIEE does not provide pay advances on unearned wages to employees.

405 ADMINISTRATIVE PAY CORRECTIONS

RIEE takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Office Manager so that corrections can be made as quickly as possible.

406 PAY DEDUCTIONS AND SETOFFS

The law requires RIEEE make certain deductions from every employee's compensation. Among these are applicable federal, state and local income taxes. RIEEE also must deduct social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base". RIEEE matches the amount of Social Security taxes paid by each employee.

RIEE may offer programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by RIEEE, authorized by an employee, in writing, to pay off an employee's debt or obligation to RIEEE or others, or for other purposes determined by the employee.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, your supervisor can assist in having your questions answered.
501 WORK SCHEDULES

The normal work schedule for all employees is eight hours a day, five days a week. Ecosystem Workforce Trainees will work eight hours a day, four days a week (32 hours per week), attending classes on the fifth day without pay.

Travel time to and from the work site will not be paid.

Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Some variation may be expected for field work to allow for weather, travel time, biological windows, etc.

502 USE OF PHONE AND MAIL SYSTEMS

Personal use of telephones for long distance and toll calls is not permitted. Employees should practice discretion in using company telephones when making local personal calls and may be required to reimburse RIEE for any charges resulting from their personal use of the telephone.

The mail system is reserved for business purposes only. Employees should refrain from sending or receiving personal mail at the workplace.

503 SMOKING

In keeping with RIEE’s intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. All appropriate field procedures and fire precaution class regulations will be followed.

This policy applies equally to all employees, customers and visitors.

504 REST AND MEAL PERIODS

Each workday, all employees are provided with two rest periods of ten minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All employees are provided with one meal period of 30 minutes in length each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

505 OVERTIME

Because of requirements in agreements with the federal agencies Ecosystem Workforce Trainees will not be required to perform, nor will they be paid for, any overtime.
506 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, including, but not limited to, termination of employment.

The Ecosystem Workforce Trainee Work Leader shall have the above responsibilities on a rotating schedule.

507 SAFETY - Ecosystem Workforce Training Partnership

To assist in providing a safe and healthful work environment for employees, customers and visitors, RIEE has established a workplace safety program for the Ecosystem Workforce trainees. This program is a top priority for RIEE. The Crew Supervisor has responsibility for implementing, administering, monitoring and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

RIEE provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or the Program Manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, including, but not limited to, termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and Workers' Compensation benefits' procedures.
601 FAMILY LEAVE

Having fewer than 50 employees, Oregon law does not require RIEE to provide family leave. Nevertheless, RIEE provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption or placement of a foster child; or to care for a child, spouse or parent with a serious health condition. A serious health condition means an illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following classifications are eligible to request family leave as described in this policy:

- Regular full-time employees
- Regular part-time employees
701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, RIEE expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, including, but not limited to, termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with RIEE is with the mutual consent of RIEE and the employee, and either party, may terminate that relationship at any time, with or without cause, and with or without advance notice, as provided in Section 101.
It is RIEE's desire to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on RIEE's premises and while conducting business-related activities off RIEE's premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or controlled substances which are not medically authorized. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to immediate disciplinary action, up to and including termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Reasonable suspicion of drug or alcohol abuse on the job shall be grounds for drug & alcohol discovery testing to be undertaken at the employer's expense by a certified third party as detailed below.

Employee Responsibilities
Each employee must report his/her use of medically authorized drugs or other substances, which can impair job performance, to his/her immediate supervisor, and provide proper written medical authorization from a physician to work while using such authorized drugs. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair job performance. Any failure to report the use of such drugs or other substances, or failure to provide proper evidence of medical authorization, can result in immediate disciplinary action, including termination. Each employee must remove himself/herself from the job site by reporting immediately to a supervisor if any illness, medication, or substance has caused a temporary adverse affect upon safety or performance. Employees are encouraged to call attention to co-workers who may have or may be developing an alcohol or drug problem. The identity of employees reporting such potential problems will be kept confidential.

Discovery Testing
Where the company has a reasonable suspicion that an employee is under the influence of alcohol or controlled substances which are not medically authorized, the employee may be asked to submit to discovery testing which may include breathalyzer, urinalysis, and/or blood screen to identify any involvement with drugs or alcohol. Any on-the-job accident involving property damage or physical injury may also be cause for discovery testing for drugs or alcohol. Any employee who is requested by management to be tested shall sign a consent permitting examination by a third party health care provider and/or urine collection for drug and alcohol testing. If an employee refuses to sign the consent and be tested, he/she will be subject to immediate disciplinary action which may include termination. Attempts to falsify tests or results will be grounds for immediate dismissal.

The Institute reserves the right to determine at it's sole discretion whether reasonable suspicion exists, the level of discipline to be applied, and whether an employee should be given the opportunity to participate in a drug and alcohol treatment program.

Consequences of Policy Violation
Any employee who is found to be under the influence of, or impaired by, alcohol or controlled substances which are not medically authorized, is subject to immediate disciplinary action which may include termination. The Institute reserves the right to suspend the employee from work until testing results are completed. Employees shall be given full wages for the period of suspension if the test results are negative. If the results of discovery testing are positive, suspension shall be without pay.
Definitions
For the purposes of this policy the following definitions of terms is provided:

Reasonable suspicion is defined as specific articulable observations, whether observed by management or reported to management, concerning such circumstances as the work performance, appearance, (including for example, noticeable odor of alcohol), behavior, or speech of the employee, or as being involved in an accident or incident at a work site which actually results in physical injury or property damage, or which reasonably could have.

Under the influence is defined as any detectable level of alcohol or controlled substance, which is not medically authorized, in an employee’s blood or urine or any noticeable or perceptible impairment of the employee’s mental or physical faculties.

Controlled substance means all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, whose sale, purchase, transfer, use or possession is prohibited or restricted by law.

Over-the-counter drugs are those which are generally available without a prescription from a medical doctor and are limited to those drugs which are deemed not capable of impairing the judgment of a employee, nor his/her ability to perform work related duties.

Prescription Drugs are those drugs which are used in the course of medical treatment and have been prescribed and authorized by a licensed practitioner, physician, or dentist.

This policy is effective 5/7/96.
I, ____________________________, acknowledge receipt of a copy of this drug and alcohol use policy. I agree to comply with the policy at all times while employed by Rogue Institute for Ecology and Economy, and I consent to testing as provided under the terms of this policy. I am currently not using any prescribed or over-the-counter medication except the following:

__________________________________________________________

Name

Date

__________________________________________________________

Printed Name
703 SEXUAL AND OTHER UNLAWFUL HARASSMENT

RIEE is committed to providing a work environment that is free of discrimination and harassment. Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Executive Director or the Education Coordinator of Rogue Community College, or any other member of management. Employees can raise concerns and make reports without fear of reprisal. Written reports are encouraged.

Any supervisor who becomes aware of possible sexual or other unlawful harassment shall promptly advise the Executive Director who shall handle the matter in a timely and confidential manner. The Executive Director shall report all such matters to the Board of Directors.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, RIEE expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on RIEE. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, including, but not limited to, termination of employment.

Specific requirements will also attach to Ecosystem Workforce Trainees during the Pass-Fail Checkpoints in addition to these general, on-going policies.

705 RETURN OF PROPERTY

Employees are responsible for items issued to them by RIEE or in their possession or control, such as the following:

- Credit cards
- Equipment
- Keys
- Tools
- Vehicles

Employees must return all RIEE property immediately upon request or upon termination of employment. Where permitted by applicable laws, RIEE may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. RIEE may also take all action deemed appropriate to recover or protect its property.
Resignation is a voluntary act initiated by the employee to terminate employment with RIEE. Although advance notice is not required, RIEE requests at least two week’s written resignation notice from all employees.
Appendix O
ECOSYSTEM WORKFORCE TRAINING PARTNERSHIP (JOBS-IN-THE-WOODS)
Rogue Institute for Ecology and Economy  Ecosystem/Employee Contract

This contract expresses the formal relationship between the Rogue Institute for Ecology & Economy, hereinafter called the Institute, and the below named student trainee, hereinafter called the Trainee.

The Institute's role in this program is the "Employer of Record". As such, the Institute shall provide the Trainee with tools, equipment, transportation to project areas, and project work for the duration of this program. The Institute shall assist the Rogue Community College in some aspects of the educational component of the program.

The Institute shall pay the Trainee $10.00 per hour, gross, for 32 hours per week. Approximately 8 additional unpaid hours per week will be spent in the educational phase of the program, which may or not be in the field. The amount of project time and education time per week will vary based upon the project size and type. Paid work is for 31 weeks, beginning on or about April 29, 1996, and will be in addition to two weeks of unpaid orientation & initial class work. After the paid period of the project work phase of the program, there is an additional estimated 2 months of class work at Rogue Community College which is not funded under the program and which is required for successful completion of the program. Trainees are expected to commit to the full program from the onset. Trainees are considered to be on probationary status for the duration of the field work phase of the program. The Trainee shall utilize the services of the Job Council to obtain the necessary single-issue personal equipment required by the job.

Trainees will supply their own transportation to a mid-Medford staging area and "field office", from which transportation will be provided to the job site. Occasions may arise when a Trainees will be asked to use personal transportation to the job site, for which the Institute shall compensate the Trainee at $0.22 per mile from the staging area, with the understanding that car-pools are to be maximized when possible. Proof of Insurance must be presented to the Institute prior to using personal transportation and receiving mileage.

Further, the Trainee shall meet the following criteria during the probationary period. Failure to meet these criteria shall be noted by the Crew Supervisor(s) and shall be grounds for dismissal from the program. See Section E), Expectations & Program Requirements.

**The Trainee shall at all times act in a safe, responsible manner. This includes but is not limited to: horseplay, drug use (see policy), inappropriate use of tools, etc.

**The trainee shall meet the Pass-Fail Checkpoint #1 for punctuality, and will coordinate with the crew leader to ensure reliable scheduling that will adapt to shifting work hours to meet fire, weather, project, biological, and other deadlines and criteria.
**The Trainee shall be professional, performing work to the best of his/her abilities to the standards set by landowners. The Trainee shall ensure that personal tools and equipment, clothing and supplies necessary to the performance of the work are on the job site and well maintained. Pass-Fail Checkpoints relating to Transportation (#2); Follow Through (#3); Initiative (#4); Responsibility (#8); and Production (#9); shall be met.

**Daily Diaries (logs) shall be consistently maintained and will be current and accurate.

**Any and all required records and data shall be accurate and honest as befits a professional, meeting the Pass-Fail Checkpoint #5. Compensation for time and mileage will not be paid for excessive driving around and loss due to negligence on the part of the Trainee, and further may be grounds for dismissal from the program.

**The Trainee shall maintain a professional and positive working relationship with Institute Staff, co-workers, agency personnel, and the public as per Pass-Fail Checkpoints, Crew Dynamics (#7); and Harassment (#6).

**The Trainee shall participate in all applicable group activities the Institute deems necessary.

I have read, understand, and agree to the above Contract in its entirety.

Print Name ________________________________________________

Signature ___________________________ Date _________________
Appendix P
ECOSYSTEM WORKFORCE TRAINING '96

EQUIPMENT SIGN-OUT AGREEMENT

This is an agreement between ____________________________

and the Rogue Institute for Ecology & Economy for the care of the following equipment:

The equipment listed below was received in the condition noted for each item.

+-----------------+-----------------+-----------------+
| EQUIPMENT       | CONDITION       | RETURNED        |
|                 | (excellent/good/usable/poor/ugly) | Date |
+-----------------+-----------------+-----------------+
| 1)              |                 |                 |
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| 2)              |                 |                 |
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| 3)              |                 |                 |
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| 4)              |                 |                 |
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| 5)              |                 |                 |
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The above named trainee agrees to return the listed equipment in the same condition as received following
the period of use for which it was signed out, normal use wear and tear being acceptable to RIEE.
Damaged equipment will be replaced by the trainee at pro-rated replacement cost to the Institute. This
includes ALL items.

Expected time period of use:    DAYS    WEEKS    PROGRAM

______________________________    ________________________    ________________________
SIGNED     DATE

______________________________    ________________________
CREW LEADER     DATE

+-------------------------------------------------------------+
ECOSYSTEM WORKFORCE TRAINING PROGRAM

WORK SCHEDULE FOR ________________________

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ROGUE INSTITUTE FOR ECOLOGY AND ECONOMY
Tailgate Safety Meeting

Meeting Date: __/__/__ Reviewed By: __________________ Date: __/__/__

Crew Leader: __________________ Crew's Task: __________________

1. Review of previous accidents, safety violations or hazards observed or encountered by the crew. Report; Nature of violations, Avoidance strategies, Outcomes.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
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___________________________________________________________________________

2. Review of planned project: Hazards to look for, Changes in weather or ground conditions, etc.

___________________________________________________________________________
___________________________________________________________________________
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3. Personal Protective Equipment (PPE) review and inspection. Do all crew members possess the proper PPE for the project(s)? If no, how was deficiency corrected?

___________________________________________________________________________
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4. Group discussion of safety concerns, questions or suggestions relating to project.

___________________________________________________________________________
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________________________________________ Crew Leaders Signature: __________________
**Driver's Safety and Preventive Maintenance Inspection**

**Equipment Maintenance Record**

**Forest Service Vehicle Number**

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<th>Type of Vehicle</th>
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<th>Status</th>
<th>SATISFACTORY</th>
<th>UNSATISFACTORY</th>
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### Car

1. Daily entries up-to-date
2. Accident forms available
3. Lube intervals recorded and on schedule
4. Oil and filter intervals recorded and on schedule
5. Safety and PPE inspections recorded and on schedule
6. First aid kit clean, serviceable, and mounted
7. Mirrors serviceable and tight in brackets
8. Glass clear and windows operational
9. Windshield wipers, washers, defroster, and air conditioner operational
10. Seats, cushions, belts, and track operational
11. Driver's floor clear, tool boxes anchored
12. Lights, horn, dash warning lights operational
13. Back-up alarm (if applicable)
14. Hood latch and safety catch working properly
15. Radiator cap, core and hoses serviceable, proper coolant level in tank
16. Battery snug, clean and with adequate fluid
17. Oil engine clean and at operating level
18. Oil Auto-Transmission and power steering clean and at operating level
19. All drive belts tight and serviceable
20. Steering system operational
21. Springs and shock absorbers in good condition
22. Leaks - exhaust, brakes, fuel lines, cooling, transmission, etc
23. Tires properly inflated and in good condition, lug nuts tight (dual wheel only)
24. Doors, fenders, bumpers, body, and trailer bolt tight and serviceable
25. Accessories mounted and operable - spare tire, jack, lug wrench, tire chains, axes, shovels, flares/reflectors, etc
26. Starter, generator, gears operational
27. Brakes (foot and parking) effective
28. Speedometer and odometer operating properly
29. Clutch operational
30. Vehicle handling acceptable

**Remarks:**

**Unsatisfactory Items Corrected:**

**Date:**

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ROGUE INSTITUTE FOR ECOLOGY & ECONOMY

REQUEST FOR TIME-OFF OR VACATION

This form is to be used by full-time RIEE Staff requests for Vacation & time-off without pay. This form is to be used by part-time RIEE Staff & EWTP Trainees requests for time-off without pay, and these persons will not have accrued Vacation benefits.

*******************************************************************************

______________________________
Name of person making request

______________________________
Program Area/Training Program

______________________________
Date of request

______________________________
Reason for request

______________________________
FROM TO
Dates Requested for leave

______________________________
Supervisor sign-off Date

______________________________
Office Manager/ Payroll sign-off Date

______________________________
Signature of Applicant

*******************************************************************************
RESUMEN DIARIO DEL LIDER DE CUADRILLA
CREW LEADERS DAILY SUMMARY

FECHA/DATE ________________________________

NOMBRE Y NUMERO DEL PROYECTO/ NAME & NUMBER OF PROJECT

______________________________________________

NUMERO DE TRABAJADORES Y HORAS DE CADA UNO (sea exacto)
NUMBER OF WORKERS & HOURS FOR EACH PERSON (be exact)

__________________________________________  __________________________
__________________________________________  __________________________
__________________________________________  __________________________

CANTIDAD/PERCENTAJE DEL PROYECTO QUE SE HA COMPLETADO
AMOUNT/PERCENT OF THE PROJECT THAT HAS BEEN COMPLETED

CANTIDAD ______________   PORCENTAJE ______________

EQUIPO QUE SE SUYO Y CANTIDAD DEL MISMO (EXACTA)
EQUIPMENT USED & EXACT QUANTITY

__________________________________________
__________________________________________
__________________________________________

MILLA/MILAGE ___________   NUMERO DE VEHICULOS ___________
NUMBER OF VEHICLES

OTROS GASTOS ________________________________
OTHER EXPENSE

COMENTARIOS
COMMENTS

LIDER DE CUADRILLA/CREW LEADER ________________________________

Dójale una copia en el folder correspondiente el le trailer de almacenamiento/Leave a copy in the folder in the storage trailer.
EOCSYTEM WORKFORCE TRAINING PROGRAM

CREW LEADER DAILY SUMMARY 1996

CREW LEADER____________________ DATE____________________

PROJECT NAME____________________ NUMBER____________________

NUMBER OF PEOPLE WORKING____________________

NUMBER OF CREW HOURS WORKED(exact)____________________

AMOUNT OF PROJECT COMPLETED TODAY (estimate %)____________________

AMOUNT OF PROJECT LEFT TO DO (estimate %)____________________

QUANTITY OF EQUIPMENT USED____________________

VEHICLE(S) USED TODAY____________________

MILEAGE (exact)____________________

OTHER EXPENSES____________________

COMMENTS____________________

This information shall be phoned into Glen at the end of each day; leave the written copy in the proper “basket” on the counter on the Storage Trailer. If Glen is not available, quickly leave the info on the answering machine.
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ECOSYSTEM WORKFORCE TRAINING PROGRAM PROJECT WORKPLAN

NOTES:


SPECIFIC PHYSICAL OBSTACLES:


RECOMMENDATIONS TO CREW-LOGISTIC-WORK SCHEDULE


MAP-PROJECT SKETCH
Appendix Q
# BREAKDOWN OF HOURLY BILLING RATE

1996 Ecosystem Workforce Training Partnership (Jobs in the Woods)

<table>
<thead>
<tr>
<th>Personnel</th>
<th>$ Amount</th>
<th>Percent of Total</th>
<th>Hourly Rate</th>
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<tr>
<td>Staff (Project and crew administration only)</td>
<td>25,654</td>
<td>7.39 %</td>
<td>$ 1.87</td>
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<tr>
<td>OPE (Other Employee Expenses - Salary X .22)</td>
<td>5,644</td>
<td>1.63 %</td>
<td>.41</td>
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<tr>
<td>Trainees and Crew Supervision (Project work)</td>
<td>139,156</td>
<td>40.08 %</td>
<td>10.16</td>
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<tr>
<td>OPE (Salary X .519 - high worker comp. rate)</td>
<td>72,174</td>
<td>20.79 %</td>
<td>5.27</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>242,268</td>
<td>69.90 %</td>
<td><strong>$17.71</strong></td>
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</table>

**Administration (General Administration)**

13,697 Project work hours X $ 2.91/hour worked 39,858 11.48 % $ 2.91

## Expenses

- Phone (Local and long distance) 1,245 .36 % $ .09
- Rent and Utilities 2,640 .76 % .19
- Insurance (Liability, Directors and Officers) 752 .22 % .05
- Photocopy, printing (In-house and outside) 250 .07 % .02
- Postage 240 .07 % .02
- Mileage (Use of personal vehicles) 6,090 1.75 % .45
- Travel and per diem (Conferences, training) 320 .09 % .02
- Crew vehicle expense 16,484 4.76 % 1.21
- Supplies 3,150 .91 % .23
- Consultants 1,155 .33 % .08
- Equipment maintenance (Other than vehicles) 1,500 .43 % .11
- Equipment purchase 3,760 1.08 % .27
- Public relations (Video production, Contractor mtg.) 2,430 .70 % .18
- Interpretation - Spanish to English (crew diaries) 900 .26 % .07

**TOTAL** 40,916 11.79 % **$ 2.99**

### '97 Project Development

- Salary and expenses 23,718 6.83 % $ 1.73

**GRAND TOTAL** 347,120 100.00 % **$25.34**
Appendix R
### Pay Period July 25

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**Total**

The total crew hours through July 25, 1998 are as follows:

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**Total**

The total crew hours through July 25, 1998 are as follows:
## Income Statement: For the Six Months Ending June 30, 1996

### Ecosystem Workforce-Combined 96

<table>
<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Year to Date</th>
<th>Budget</th>
<th>Difference</th>
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<tr>
<td><strong>Revenues</strong></td>
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<tr>
<td>Federal Grants</td>
<td>142,339.55</td>
<td>223,594.29</td>
<td>325,000.00</td>
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<td><strong>Total Revenues</strong></td>
<td>142,339.55</td>
<td>223,594.29</td>
<td>325,000.00</td>
<td>&lt;101,405.71&gt;</td>
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<tr>
<td><strong>Expenses</strong></td>
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<tr>
<td>Salaries and Wages (A)</td>
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<td>19,979.81</td>
<td>74,444.00</td>
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