

 <b>DESCHUTESRIM</b> HEALTH CLINIC	<b>Policy</b>	<b>DEPARTMENT</b>	<b>POLICY NUMBER</b>
	<b>Official Compensation Package for Employees</b>	<b>Human Resources</b>	<b>HR-16</b>
<b>ORIGINAL DATE:</b> <b>09/16/2025</b>	<b>RESPONSIBLE PARTY:</b> <b>Clinic Administrator</b>		<b>REVISED DATE:</b>
<b>APPROVAL DATE:</b> <b>11/24/25</b>	<b>DATE REVIEWED:</b> <b>11/20/2025</b>		<b>APPROVED BY:</b> <b>WRHD BOARD OF DIRECTORS</b>
			<b>Board Chair: David Farris</b>
<b>1605 George Jackson Road, Maupin OR 97037      Phone 541-395-2911      Fax 541-395-2912</b>			

### Purpose

The purpose of this policy is to ensure compliance with the Oregon Government Ethics Law (ORS Chapter 244) and to address any ethical or legal issues that may arise from providing meals, food, beverages, or other compensation to employees of White River Health District dba Deschutes Rim Health Clinic (DRHC) as part of their official duties or employment. All DRHC employees are considered public officials under ORS 244.020(15). As such, employees are subject to the Oregon Government Ethics Law, including provisions related to gifts, conflicts of interest, and use of public resources.

This policy applies to all employees of DRHC, including full-time, part-time, and temporary staff.

### Policy

As part of their official compensation package, as defined under ORS 244.040(2)(a), employees may receive the following from DRHC:

- Food, beverages, and related items provided by DRHC at DRHC-sponsored events, including any of their relatives or household members who are accompanying them. Examples include but are not limited to: meetings, team-building activities, potlucks, employee appreciation events, or work-related conferences.
- Beverages provided by DRHC and made available in common areas such as the employee breakroom (e.g., coffee, tea, bottled water).
- Branded items provided by DRHC in connection with an employee's role, including but not limited to: pens, notepads, and other office supplies.

This policy does not apply to:

- Reimbursable expenses (e.g., food, lodging, transportation) covered under existing DRHC travel or reimbursement policies.
- Items provided to employees that are also equally available to the general public.
- Items that meet the definition of a "gift" under ORS 244.020(7) and are not part of official compensation.

Any compensation or fringe benefit provided to employees under this policy may be subject to federal income tax in accordance with IRS Publication 5137 (Tax Exempt & Government Entities). Employees are responsible for consulting with a tax advisor or HR if they have questions about tax implications.

Meals or other items provided to an employee by an outside party (e.g., vendors, contractors, or community

members) while the employee is conducting DRHC business are not part of the official compensation package and must be evaluated under ORS 244.025 (Prohibited Gifts).

DRHC generally prohibits employees from accepting meals or gifts from vendors, contractors, or others with a legislative or administrative interest in the District's operations.

Employees must:

- Disclose any gift or offer exceeding \$50 from a single source in a calendar year.
- Seek approval from a supervisor if unsure whether acceptance is appropriate.

This policy will be reviewed biennially or sooner if changes to ORS Chapter 244 require it. DRHC will follow guidance from the Oregon Government Ethics Commission (OGEC) in the event of uncertainty. All employees will be required to acknowledge receipt and understanding of this policy upon hire and whenever the policy is updated.

Passed by a majority of the Board of Director of White River Health District, with a quorum in attendance the 20<sup>th</sup> day of November 2025.

White River Health District dba Deschutes Rim Health Clinic  
Wasco County, Oregon

Signed by:  
By Dr. David Farris  
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David Farris, Chairman of the Board

Attest:  
Signed by:  
By Allison Bechtol  
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Allison Bechtol, Secretary of the Board