

<https://www.codepublishing.com/OR/CrookCounty/#!/CrookCounty01/CrookCounty0112.html>
[#1.12](#)

1.12.140 Appeal.

In the event that the compliance officer issues an order that is not subject to further review by the planning commission or circuit court, the person to whom the order was issued shall have the following right of appeal:

(1) The defendant shall have the right to present his/her objection within five working days to the building official (or planning official, if planning related). The building or planning official shall issue a written reply within three working days, not including the date of presentation. (This step shall be unavailable if the building or planning official is also the acting compliance officer who issued the original order.)

(2) If the dispute remains unsolved, the defendant shall have the right to present his/her objection within five days of the building/planning official's reply, **to the county judge**. **The county judge** may meet with the defendant, the building/planning official and/or the compliance officer. **The county judge** shall issue a written reply within seven working days, not including the day of presentation.

(3) If the dispute remains unresolved, the defendant shall have the right to present his/her objection with all pertinent records to the county court within seven working days after **the county judge's** response is given. The county court shall hold a hearing before issuing a reply. The decision of the county court shall be final and shall be binding on the defendant.

(4) In the event of a conflict, this section shall be subordinate to any state statute, regulation or rule pertaining to appeals and the rights and consequences thereto.

<https://www.codepublishing.com/OR/CrookCounty/#!/CrookCounty02/CrookCounty0208.html>
[#2.08](#)

2.08.010 Vacancy procedure.

Whenever a vacancy occurs in the **nonpartisan office of county judge** who does not exercise judicial functions or in the office of one of the county commissioners, the remaining members of the county court shall appoint a person to fill that office until the vacancy is filled at the next county-wide election.

Before a person appointed under this section takes office, the person shall qualify in the same manner as required by law for the office to be filled.

The county clerk shall provide notice to every member of the county court of the need to fill the office or vacancy. Additionally, the remaining members of the county court shall cause public notice to be given in the county's newspaper of record at least seven days prior to the meeting at which the office is to be filled, notifying the public of the vacancy and specifying the office to be filled at the meeting.

Registered voters of the county may submit names to the county court for consideration; however, to be nominated, a member of the county court must subsequently nominate such person. Nominations from registered voters must be received within 30 days of publication of the notice of vacancy. The person making the nomination must submit a signed statement from the nominee that the nominee is willing to serve.

The county court may request written applications from the nominees as part of the overall assessment process. The county court shall fill the vacancy at any regular or special meeting of the county court, and may grant the nominees the opportunity to provide additional information and to answer questions.

The county court must fill a vacancy by majority vote and within 90 days of receiving notice from the county clerk. If the county court fails to appoint a qualified person to fill a vacancy within 90 days of receiving notice from the county clerk, the remaining members of the county court may petition the Governor to appoint a qualified person to fill the vacancy. The Governor may appoint a qualified person to fill the vacancy after being petitioned if at the time the Governor fills the vacancy the county court has not appointed a qualified person to fill the vacancy.

<https://www.codepublishing.com/OR/CrookCounty/#!/CrookCounty03/CrookCounty0312.html#3.12>

3.12.040 Contract authority.

(1) Upon approval by the county court of a specified contract, the contract may be executed on behalf of the county by the **county judge**, or other designee of the court.

[...]

(5) Notwithstanding any other provision of this section, the following expenditures may be approved by the single signature of the **county judge** or other duly authorized representative of the county court:

- (a) Expenditures which are routine and ongoing (i.e., utility payments).
- (b) Expenditures discussed and approved by motion of the county court.
- (c) Expenditures identified during and agreed to and approved as part of the county budget process, including expenditures called out as specific line items.

<https://www.codepublishing.com/OR/CrookCounty/#!/CrookCounty17/CrookCounty1720.html#17.20>

17.20.130 Approval procedures of final partition plats.

(1) When the county's approval of a final plat is required to accept the dedication of land for public use, other than for roads (e.g., open space), such plats shall be signed by the county assessor and the chairperson of the county governing body (county judge). In the absence of the county judge, the county assessor and at least one county commissioner shall sign all such plats.

(2) When the county's approval of a final plat is required in order to accept the dedication or vacation of roads, or where the county's approval is required to approve a security by the subdivider that certain improvements will be constructed, then the county assessor and the full governing body shall sign all such plats.

Handbook page 2.

Any job applicant or employee who believes he or she has been discriminated against because of any protected classification is encouraged to bring his or her concern to the County Counsel who is the designated EEO Officer for the County. Concerns will be investigated immediately and resolved in accordance with Oregon and federal laws. (If the complaint relates to the County Counsel, the job applicant should bring his or her concern to the County Judge.)

Handbook page 4.

"County Court" means the elected body consisting of a county judge and two commissioners, or a successor board of commissioners as may be constituted in the future.

"Human Resources Director" means that position or positions designated by the County Court to manage personnel-related issues including but not limited to recruitment, hiring, firing, discipline, negotiation and administration of benefits, management of grievances, labor negotiations and other activities as required to manage the personnel system. The functions of human resources may be carried out by a single individual, County Counsel, the County Treasurer, the County Judge, an appointed administrator or any other position designated by the County Court or any combination of positions or staff persons designated by one of the previously designated positions.

"County administrative office" means the office of the County Court.

"County administrative officer" means the County Judge, a County administrator designated by the County Court, another administrative officer designated by the Court, or the County Counsel when authorized to act by the County Court. [...]

Handbook page 5.

Each department head, manager or supervisor, including elected officials service as formal department heads but subject to applicable law and the provisions herein regarding the District Attorney and Sheriff, is responsible to recruit, select, evaluate, discipline and, subject to County Court approval, terminate employment of those within the manager's area of authority. The Human Resources Director (or County Counsel or **County Judge**, when the position of Human Resources Director is vacant) will provide guidance and will monitor personnel actions to ensure uniform compliance with county, state and federal policies, statutes and regulations. The County Court or its designee will be the final authority in all personnel matters.

Handbook page 5-6.**● Internal Applicants**

Crook County encourages its existing employees to seek out additional responsibility. County employees may apply for open positions either before or after the positions have been publicly posted. In such cases, the hiring supervisor or manager may, at his or her discretion, subject to the approval of the **County Judge**, forgo the hiring procedures outlined herein and select the internal candidate.

Handbook page 23-24.**EMERGENCY CLOSINGS / DELAYED OPENINGS:**

Because of weather conditions or emergency situations as determined by the County Court, it may be necessary from time to time to close County offices or delay the opening of County offices. In such situations the following pay provisions will apply:

- If the County is not open for business, regular full-time or regular part-time, non-exempt employees can use accrued vacation time for time not worked for a partial or full day of County closure.
- If an employee comes to work, and there is a delayed opening, the employee will be paid for the entire day. If an employee comes to work more than one-half hour late and there is a delayed opening, the employee will be paid for actual hours worked.
- If the County is open for business, but an employee does not come to work, the employee may take accrued vacation time or time without pay (if vacation time is not available) for the day's absence.
- If, after arriving at work, it is decided by the **County Judge** to close County offices and services, employees who are scheduled to work that day will be paid for the entire day. Exempt employees: Federal and Oregon laws require that exempt employees be paid on a salary basis. Therefore, unless emergency closures extend to more than a full calendar week, exempt employees will receive their regular pay during closures for weather related or emergency circumstances.

All decisions regarding emergency closures and delayed openings will be made by the **County Judge** in his or her sole discretion. The County will attempt to communicate information about any emergency closure or delayed opening in as timely a manner as possible. On days when weather is inclement, employees should 1) check the County website for closure notices; 2) contact department heads at home or by cell phone and/or 3) consult media outlets to determine closure status.

Handbook page 24.

Travel shall be by automobile unless otherwise authorized by the **County judge**. Employees shall not use County vehicles for personal purposes. However, a personal stop that does not result in a deviation from the business purposes shall not constitute a violation of this policy. Notwithstanding this exception, employees should be aware that the personal use of County vehicles is an extremely sensitive issue with the public. Employees are expected to use good judgment in the use of County vehicles and to not call into question with the public the manner in which the vehicles are used.

Handbook page 37.

The sequence of verbal warning, written warning, and discharge is not necessarily related to workplace misconduct of the same nature. However, the sequence should be related to conduct which occurs within a reasonable time frame, typically 24 months. The verbal written-discharge sequence is in addition to the management option of suspension without pay, demotion and any other remedies. Any suspension without pay, demotion or discharge of an employee by a supervisor requires the authorization of **the County Judge** or the County Court. [...]

Handbook page 38.

Step 3 – If the grievance is not resolved at Step 2 and the employee(s) wish to take the matter further, the grievance shall be detailed, in writing, dated, and signed by the aggrieved employee(s) and presented to the County Administration Office within five (5) working days after the department head's written response. All pertinent correspondence, records, and information accumulated to date shall be attached to the grievance. **The County Judge**, a County Commissioner, County Counsel, or other designated representative will investigate the grievance and render a decision, in writing, within ten (10) working days after receiving the grievance. [...]

Handbook page 39.

LAYOFFS AND TERMINATION OF EMPLOYMENT:

● Layoffs

A department manager or supervisor, after consulting with the **County Judge**, may lay off employees for reasons including, but not limited to, change in duties or responsibilities of a department, shortage of funds, a change in legislation or other reasons deemed necessary or appropriate by the **County Judge** in his or her sole discretion. [...]

Handbook page 51-52.

Department managers and supervisors will establish appropriate vacation schedules annually and employees will take vacation time as scheduled. Vacation schedules may be amended to meet work emergencies or to grant individual employee requests. Compensatory Time Off (CTO) cannot be taken in conjunction with vacation leave without the prior approval of the department manager or supervisor. The **County Judge** approves vacations for all department managers and supervisors. Whenever possible, seniority shall prevail where there is a conflict in vacation requests except in conjunction with holidays, when department managers and supervisors shall attempt to rotate consideration for approval of vacation leave among employees. [...]

Handbook page 62-63.

The employee's supervisor shall review requests for unpaid leave, and if he or she approves, shall forward the request to the **County Judge** for his or her concurrence. A decision by the supervisor or the **County Judge** to deny unpaid leave is final.

If the request for unpaid leave is approved by the supervisor and **County Judge**, the approved request shall be forwarded to the payroll office. In accordance with County policies, the payroll office shall make adjustments in benefits as follows: [...]

Handbook page 73.

An employee who is absent or tardy without his or her supervisor's permission within a 15 day period after the written warning will be suspended without pay for 3 to 5 days. The supervisor will consult with **County Judge** to determine the length of the suspension, and whether the employee should be returned to probationary status or terminated after the suspension.

The supervisor of any employee who is absent or tardy without his or her supervisor's permission within a 30 day period after suspension will give **County Judge** a notice of the absence or tardiness. The County Court will be responsible for decisions on all terminations. [...]

