

MISSION STATEMENT

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.



CITY OF SWEET HOME CITY COUNCIL AGENDA

WIFI Passcode:
guestwifi

December 11, 2018, 6:30 p.m.
Sweet Home Police Department, 1950 Main Street
Sweet Home, OR 97386

PLEASE silence all cell phones – Anyone who wishes to speak, please sign in.

A. Call to Order and Pledge of Allegiance

B. Roll Call:

Councilor Briana	Councilor Gourley
Councilor Coleman	Mayor Mahler
Councilor Gerson	Councilor Trask
Councilor Goble	

C. Consent Agenda:

- a) Approval of Minutes: November 27, 2018 -ES (pg. 3)
November 27, 2018 – Regular Meeting (pg. 4-8)

D. Recognition of Visitors and Hearing of Petitions:

- a) Capitol Christmas Tree Recognition - Nikki Swanson, USFS & Councilor Coleman
- b) Oregon Community Foundation

E. Old Business:

- a) Request for Council Action – Resolution No. 20 for 2018 – A Resolution Adopting Revised Personnel Policies for Employees, Interns and Volunteers of the City of Sweet Home. (pg.9-156)

F. New Business:

- a) Proclamation – Canvassing of Election Results (pg. 157-162)

G. Ordinance Bills

- i. **Introduction and Request for Ordinance**
- ii. **First Reading of Ordinance Bills**
- iii. **Second Reading of Ordinance Bills**
- iv. **Third Reading of Ordinance Bills (Roll Call Vote Required)**
 - (1) Ordinance Bill No. 5 for 2018 – Ordinance No. 1273 – An Ordinance Amending the Official Zoning Map. (pg. 163-166)

H. Reports of Committees:

- a) Mayor's Report
- b) City Manager's Report

The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation, advanced notice is requested by notifying the City Manager's Office at 541-367-8969.

MISSION STATEMENT

The City of Sweet Home will work to build an economically strong community with an efficient and effective local government that will provide infrastructure and essential services to the citizens we serve. As efficient stewards of the valuable assets available, we will be responsive to the community while planning and preparing for the future.

- c) Department Director's Reports:
 - i. Finance Director
 - (1) Monthly Report (pg. 167-168)
 - (2) Checks by Date (pg. 169-172)
 - ii. Library Services Director
 - (1) Monthly Report (pg.173)
 - (2) Circulation Statistics by Item (pg. 174)
 - (3) Patron Statistics Sept – Nov 2018 (pg.175)
 - (4) Library Advisory Board Minutes (pg. 176)
 - iii. Community and Economic Development Director
 - (1) Department Report (pg.177-178)
 - iv. Police Chief
 - v. Public Works Director
 - (1) Monthly Report (pg. 179-181)
 - vi. City Attorney's Report

I. Reports of City Officials:

Administrative & Finance/Property	Goble
Public Safety/Traffic Safety	Briana
Public Works	Mahler
Park and Tree Committee	Trask
Youth Advisory Council	Gourley
Chamber of Commerce	Coleman
Fire District	Trask
Council of Governments	Gerson
Area Commission on Transportation	Briana
Solid Waste Advisory Council	Goble
Ad Hoc Committee on Health	Gourley

J. Council Business for Good of the Order:

K. Adjournment

SWEET HOME CITY COUNCIL
SPECIAL MEETING EXECUTIVE SESSION MINUTES

November 27, 2018

The City Council Executive Session was opened at 5:40 p.m. in the Sweet Home Police Department.

Roll Call:	Councilor Briana	AB	Councilor Gourley	P
	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P (5:42 PM)		

Staff: City Manager Ray Towry, City Attorney Robert Snyder and Recording Secretary Julie Fisher.

Media: Sean Morgan, The New Era

Mayor Mahler read the Executive Session Announcement.

The purpose of the meeting was an Executive Session as authorized by ORS 192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing, in this case, the City Manager.

There was time for questions and comments, no official decisions were made.

The meeting adjourned at 6:33 p.m.

The foregoing is a true copy of the proceedings of the City Council at the November 27, 2018 Executive Session City Council Meeting.

Mayor

ATTEST:

City Manager– Ex Officio City Recorder

SWEET HOME CITY COUNCIL
MEETING MINUTES

November 27, 2018

Mayor Mahler called the meeting to order at 6:40 p.m. in the Sweet Home Police Department. The Pledge of Allegiance was recited.

Staff Present: City Manager Ray Towry, Library Services Director Rose Peda, City Attorney Robert Snyder, Community and Economic Development Director Jerry Sorte, Public Works Director Greg Springman, Police Chief Jeff Lynn, Finance Director Brandon Neish and Recording Secretary Julie Fisher.

Visitors Registered to Speak: Liza Newcomb

Media: Sean Morgan, The New Era
Alex Paul, Albany Democrat Herald

Roll Call:	Councilor Briana	AB	Councilor Gourley	P
	Councilor Coleman	P	Mayor Mahler	P
	Councilor Gerson	P	Councilor Trask	P
	Councilor Goble	P		

Consent Agenda: Motion was made to approve the Consent Agenda as submitted (Trask/Goble). Motion passed with 6 Ayes, 0 Opposed, 1 Absent (Briana).

Items on the consent agenda are as follows:
Approval of Minutes: November 11, 2018 – Regular Meeting

Recognition of Visitors & Hearing of Petition:

Old Business: None

New Business:

PUBLIC HEARING:

Willamette Neighborhood Housing Service

Public Hearing Opened at 6:44pm. Mayor Mahler explained the Public Hearing Process.

Exparte, Conflict of Interest or Personal Bias. The Mayor asked if any of the Council had any Exparte, Conflict of Interest or Personal Bias. They did not.

Staff Report City Manager Ray Towry introduced the topic.

Testimony in Favor Liza Newcomb with Willamette Neighborhood Housing gave a presentation on the Community Development Block Grant Program and answered questions of the Council.

Testimony in Opposition None

Neutral Testimony

None

Public Hearing Closed

Mayor Mahler closed the Public Hearing at 7:07pm.

Request for Council Action – Resolution No. 17 for 2018 – A Resolution

Motion to authorize the staff to submit an application for the 2018 CDBG Program in the amount of \$500,000. (Gerson/Coleman). Motion passed with 6 Ayes, 1 Opposed (Goble) and 1 Absent (Briana)

Request for Council Action – Employee Personnel Policies Consideration

City Manager Towry introduced the Employee Personnel Policies for Council to review. The final will come before Council for approval during the December 11, 2018 City Council Meeting.

Request for Council Action – StepUp IT Services Contract

Finance Director Neish introduced the Request for Council Action for IT Services. FD Neish explained the needs of the City that prompted a Request for Proposals, namely a 24/7 support team to aid the Police Department.

Motion to Authorize Staff to enter in a contract with StepUP IT for IT Services (Goble/Gourley).

Roll Call Vote:

Mayor Mahler	Aye
Councilor Trask	Aye
Councilor Briana	Absent
Councilor Coleman	Aye
Councilor Gerson	Aye
Councilor Goble	Aye
Councilor Gourley	Aye

Motion Passed with 6 Ayes and 1 Absent (Briana)

Request for Council Action – Non-Represented Salary Table Resolution No. 18 for 2018.

Finance Director Neish introduced the Request for Council Action regarding Resolution No. 18 for 2018 – A Resolution establishing salary schedules for Non-Represented General Employees.

Motion to Approve Resolution No. 18 for 2018 – A Resolution Establishing Salary Schedules for Non-Represented General Employees (Gourley/Trask). Motion Passed with 4 Ayes (Gourley, Trask, Goble, Mahler), 1 Opposed (Gerson), 1 Recused (Coleman) and 1 Absent (Briana).

City Attorney Snyder read Resolution No. 18 by title only.

Request for Council Action – City Hall Project Interfund Transfer Resolution No. 19 for 2018.

Finance Director Neish introduced the Request for Council Action for an Interfund Transfer for the New City Hall Project.

Motion to Approve Resolution No. 19 for 2018 – A Resolution Authorizing an Interfund Transfer for Capital Project (Gourley/Trask).

Roll Call Vote:

Councilor Trask	Aye
Councilor Briana	Absent
Councilor Coleman	Aye
Councilor Gerson	Aye
Councilor Goble	Aye
Councilor Gourley	Aye
Mayor Mahler	Aye

Motion Passed with 6 Ayes and 1 Absent (Briana)

City Attorney Snyder read by title only Resolution No. 19 for 2018.

Request for Council Action and First Reading of Ordinance Bills:

None

Second Reading:

Community and Economic Development Director Sorte read by Title Only Ordinance Bill No. 5 for 2018.

Motion to move Ordinance Bill No. 5 for 2018 – An Ordinance Amending the Official Zoning Map to Third and Final Reading (Trask/Coleman). Motion passed with 6 Ayes, 0 Opposed and 1 Absent (Briana).

Third and Final Reading of Ordinance Bills:

None

Mayor's Report

None

City Manager's Report

City Manager Towry announced he is leaving on December 2nd to Washington D.C for the Capitol Christmas Tree Lighting. In the event of an emergency, City Manager Towry stated Chief Lynn will take charge.
An Administration, Finance and Property Committee meeting was scheduled for December 11th at 5:30pm to review Bulk Water Rate Proposals.

Department Directors Reports:

Finance Director

Finance Director Neish gave a brief property tax presentation as well as reviewed the Monthly Revenue Expense graphs.

Library Director

Library Services Director Peda invited the Council to an event on December 6th titled *Man of Words Theater*.

Community and Economic Development Director

CEDD Jerry Sorte gave an update on the Community Clean Up Event reporting 69 properties were contacted, 51 of those properties utilized the services. It is estimated 38 tons of waste was collected.

Police Chief

Chief Lynn presented statistics from the department and announced hiring two new officers.

A second homelessness meeting will be scheduled to discuss the issue.

A Sharing Tree is in the lobby of both the Police Department and the Fire Department.

Public Works

City Manager Towry reported for Public Works Director Springman on the 40 leaks found during the leak detection work. 5 leaks were large and immediately repaired.

City Attorney

None

Committee Reports:

Administration & Finance/
Property Committee

No Report.

Public/Traffic Safety

No Report

Public Works
City Boards/Committees:

No Report

Chamber of Commerce

Councilor Coleman reported the Chamber has an employee working thru Easter Seals.
The tree lighting at Clover Park is this Saturday.

Fire District

Councilor Trask reported the Sharing Tree is up.

Park & Tree Commission

Councilor Trask reported the meeting was cancelled due to lack of quorum.

Y.A.C.

Councilor Gourley reported the YAC will begin scheduling lunch meetings and inviting business leaders for discussion.

Ad Hoc Committee
Community Healthcare

Councilor Gourley reported a meeting at Sweet Home School District on Thursday at 6:30pm to reveal the results of the survey on how first year medical students from Western University can serve with the public.

Regional Boards/Committees:

Area Commission on Transportation
(ACT)

No Report

Council of Governments (COG)

No Report

Solid Waste Advisory Council
(SWAC)

No Report

Council Business for Good of the
Order:

None

Adjournment:

With No further business the meeting adjourned at 8:23 PM

The foregoing is a true copy of the proceedings of the City Council at the November 27, 2018 regular City Council Meeting.

Mayor

ATTEST:

City Manager – Ex Officio City Recorder

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: December 11, 2018 SUBMITTED BY: City Manager, Ray Towry REVIEWED: City Manager, Ray Towry	TITLE: 2019 City of Sweet Home Personnel Policy Updates ATTACHMENTS: 2019 City of Sweet Home Personnel Policy	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> MOTION <input type="checkbox"/> OTHER <input type="checkbox"/> CONSIDERATION
---	---	---

PURPOSE OF THIS MEMO: Council review of updates to the City of Sweet Home Personnel Policy.

BACKGROUND/CONTEXT: The Personnel Policy for the City of Sweet Home was last updated in 2011. New laws have since been adopted, such as Rest Breaks for Expression of Breast Milk and Crime Victim Leave, requiring updates to our policies. Staff utilized a template from CIS, revised some language with the help of our labor attorney to make it align with our policies. A draft was presented to City Council October 23, 2018 November 13, 2018 and November 27, 2018. The following changes have been made since the November 27, 2018 draft presentation.

- The City-provided benefits described in the is handbook apply to regular employees.. changed to The City-provided benefits described in the handbook varies by classification as spelled out in this policy and applies only to regular employees. (pg. 1)
- Grammetical error corrected: A reasonable accommodation is any change or adjustment to a job or work environment *that* does not cause..(pg. 3)
- Personnel Files - Human Resources Office changed to Executive Department (pg. 5)
- New Required Education/Training Policy: Added new section (pg. 8)
- Meals – Since the breakfast and dinner allowances above are figured on the basis of hours worked, the IRS considers them taxable to the employee. Changed to: Meal reimbursements are taxable unless an employee is away from their tax home overnight on official city business in accordance with IRC Section 162(a)(2). (pg. 10)
- City Vehicles (pg. 10) was moved under Compensation (pg. 37).
- Attendance, Punctuality and Reporting Absences - Employees who are absent from work for any reason or who will not show up for work on time, must inform their supervisor via a telephone call at least sixty minutes prior to the start of their shift or as specified in department policy... now reads: Employees who are absent from work for any reason must inform their supervisor via a telephone call at least ninety minutes prior to the start of their shift or as specified in department policy. Employees who will not show up for work on time, must inform their supervisor via a telephone call as soon as possible. (pg. 15)
- The Substance Abuse Policy was edited to reflect the policy previously bargained by the ASCME Union. (pg. 19-20)
- New Section Added - Probationary Period: Every new employee hired shall serve a probationary period of six (6) months. The City may terminate probationary employees for any reason, with or without cause.

In lieu of termination at six (6) months, the City may extend an employee's probationary period in writing, which summarizes the City's concerns about the employee's performance and suggests ways for the employee to improve. The extension of the probationary period shall not exceed ninety (90) days, absent mutual consent between the City and employee. This extension may be revoked by the City at any time if, in its sole opinion, the employee is unable or unwilling to meet the requirements of the position. (pg. 33)

- Regular Part-time: Employment requiring less than 40 hours, but more than 20 hours, of work per week.. now reads Employment requiring less than 40 hours of work per week. (pg. 33)
- Regular Part-time: Regular, Part-time employees are not eligible for benefits except those mandated by applicable law – added or as otherwise noted in this policy. (pg. 33)
- New Section – Additional Compensation: From time to time the City may provide meals, light snacks, hors d'oeuvres and/or beverages (non-alcoholic) such as tea, coffee and/or soda for staff and/or the public during training and other special occasions. (pg. 36)
- Return to work – be reinstated to the same position ~~£~~ you held at the time.. (pg. 39)
- Scheduling Vacation – Changed Department Heads to Department Head's (pg. 41)
- Management Leave – Removed the following: Personnel who sever employment in the middle of the fiscal year and use more days than the proportional amount for their employment period may have the excess use deducted from the final paycheck based on an hourly rate, as permitted by applicable law. (pg 43)
- Holidays and Floating Holidays: Regular full-time employees will receive a day off with pay on each of these recognized holidays added and Regular part-time employees will receive recognized holidays pro-rated based upon hours worked also added – Each Regular full-time employee will receive 2 Personal Holidays (hours to equal 2 shifts) (pg. 43)
- Bereavement Leave: Changed from 5 paid days to 3. Bereavement leave may be used to attend the funeral or alternative to a funeral of the family member, and/or to make arrangements necessitated by the death of the family member. (removed or to grieve the death of the family member) (pg. 49)
- Unforeseeable Sick Leave – Generally, an employee should notify their immediate supervisor of unforeseeable sick leave at least three hours prior to the beginning of their shift... now reads Generally, an employee should notify their immediate supervisor of unforeseeable sick leave at least ninety minutes prior to the beginning of their shift, or as specified in department policy,(pg. 53)

THE CHALLENGE/PROBLEM: How do we promote internal efficiency and prevent risk associated with personnel policies and comply with current laws?

STAKEHOLDERS:

- City of Sweet Home Staff – Staff benefits by having personnel policies that are clear, provide direction and that are consistent with law.
- City of Sweet Home Management - Management is more effective and efficient with clear, updated, best practices as policy.
- Sweet Home Residents – Residents and taxpayers essentially pay the price when policies lead to inefficient operations or lawsuits.

ISSUES & FINANCIAL IMPACTS:

1. None Known

ELEMENTS OF A STABLE SOLUTION:

Council adoption of updated policies by Resolution.

OPTIONS:

1. Do Nothing.
2. Approve Resolution No. 20 for 2018 – A Resolution Adopting Revised Personnel Policies for Employees, Interns and Volunteers of the City of Sweet Home.
3. Revise the Personnel Policies – Direct Staff to make additional revisions and bring back to Council.

RECOMMENDATION: Option #2. *Approve Resolution No. 20 for 2018 – A Resolution Adopting Revised Personnel Policies for Employees, Interns and Volunteers of the City of Sweet Home.*



City of Sweet Home Employee Handbook

PERSONNEL POLICIES MANUAL /Effective January 1, 2019

Contents

- 1) Introduction and Employment Policies..... 1
 - a) Introduction..... 1
 - b) Applicability to Employees..... 1
 - c) Personnel Administration 2
 - d) Violation of Provisions 2
 - e) Equal Employment Opportunity (EEO)..... 2
 - i) Disability Accommodation Policy..... 3
 - ii) Accommodations 3
 - iii) Requesting an Accommodation 3
 - f) Employment Eligibility 3
 - i) Employment of Relatives 4
 - ii) Pre-Employment Testing 4
 - g) Veteran Hiring Preference 4
 - i) Qualifying Veterans 4
 - h) Personnel Files..... 5
 - i) Change of Employee Information 5
 - j) Confidential Information 5
 - k) The Work Week..... 5
 - l) Alternative Work Schedules 6
 - m) Meal Periods and Rest Periods 6
 - i) Rest Breaks for Expression of Breast Milk 7
 - n) Required Education/Training..... 8
 - o) Travel Policy..... 9
 - i) Mileage..... 9
 - ii) Advances for Travel Expenses..... 9
 - iii) Meals..... 10
 - iv) Reimbursement Request 10
 - v) Fines and Fees 10
 - vi) Travel Time..... 10
- 2) Code of Conduct on the Job..... 11
 - a) Code of Conduct and Work Ethics 11
 - b) No-Harassment Policy..... 11
 - i) Sexual Harassment 11
 - ii) Other Forms of Prohibited Harassment..... 12

iii)	Bullying.....	12
iv)	Reporting/Investigation Procedure.....	13
c)	Reporting Improper or Unlawful Conduct – No Retaliation.....	13
i)	Employee Reporting Options.....	14
ii)	Additional Protection for Reporting Employees.....	14
d)	Open-Door Policy.....	15
e)	Attendance, Punctuality and Reporting Absences.....	15
f)	Emergency and Inclement Weather.....	15
i)	Emergency Response Duties.....	16
g)	Workplace Violence.....	16
h)	Workplace Safety.....	17
i)	UNSAFE CONDITIONS.....	17
i)	Ethics Policy.....	18
i)	Gifts and Gratuities.....	18
j)	Substance Abuse.....	19
i)	Prohibited Conduct.....	19
ii)	Mandatory Testing.....	19
iii)	Searches.....	20
iv)	Safeguards.....	20
v)	Rehabilitation.....	20
vi)	Level of Discipline to be Imposed.....	21
vii)	Definitions.....	21
viii)	Medical Marijuana.....	22
k)	Reports of Drug Conviction.....	22
l)	Criminal Arrests and Convictions.....	2626
m)	Smoke-Free Workplace.....	2626
n)	Political Activity.....	2727
o)	Use of City Email and Electronic Equipment, Facilities and Services.....	2727
i)	Ownership.....	2727
ii)	Use.....	2727
iii)	Inspection and Monitoring.....	2828
iv)	Personal Hardware and Software.....	2828
v)	Unauthorized Access.....	2828
vi)	Security.....	2828
vii)	Inappropriate Web Sites.....	2929
p)	Social Media.....	2929
i)	Prohibited Postings.....	2929
ii)	Encouraged Conduct.....	2929
iii)	Request for Employee Social Media Passwords.....	3030
q)	Cellular Devices Policy.....	3030

i)	Cell Phones and Cellular Devices in General	3030
ii)	Employee Use of City-Provided Cell Phones/Cellular Devices	3134
iii)	Employee Use of Cell Phones/Cellular Devices with Cameras	3134
iv)	Cell Phones/Cellular Devices and Public Records	3134
v)	Cell Phone/Cellular Device Use While Driving	3134
r)	Driving While on Business.....	3232
3)	Classification, Compensation and Benefits	3333
a)	Probationary Period.....	3333
b)	Employee Classification	3333
c)	Salary Eligibility Date.....	3434
d)	Duration of Employment.....	3434
e)	Job Sharing	3434
f)	Performance Reviews	3434
g)	Payroll Policies.....	3535
i)	Pay Period.....	3535
ii)	Overtime.....	3535
iii)	Timekeeping Requirements	3636
iv)	Payday	3636
v)	Payroll Advance.....	3636
vi)	Optional Deductions.....	3636
vii)	Deferred Compensation.....	3636
viii)	Additional Compensation.....	3636
ix)	City Vehicles.....	3737
x)	Applicable Laws.....	3737
xi)	Pay Upon Leaving City Employment.....	3737
xii)	Reporting Changes to an Employee's Personal Data.....	3737
h)	Healthcare Benefits.....	3838
i)	Summary Plan Description.....	3838
ii)	Continuation Coverage under COBRA.....	3838
i)	Workers' Compensation and Safety on the Job	3838
i)	Steps to Take if You Are Injured on the Job.....	3838
ii)	Return to Work.....	3939
iii)	Early Return-to-Work Program.....	3939
iv)	Overlap with Other Laws.....	3939
4)	Time Off and Leaves of Absence	4141
a)	Vacation Benefits for Employees.....	4141
i)	Vacation Policy	4141
ii)	Vacation Accruals.....	4141
iii)	Maximum Accrual Balance.....	4141
iv)	Scheduling Vacations	4141
v)	Holidays Occurring During Scheduled Vacations	4141

vi)	Vacation During First Six Months of Employment.....	4242
vii)	Vacation Leave Donation and Use.....	4242
b)	Management Leave for Exempt Employees.....	4343
c)	Holidays and Floating Holidays.....	4343
d)	Family Medical Leave.....	4444
i)	FMLA/OFLA Policy.....	4444
1.	Definitions.....	4444
2.	Reasons for Taking Leave.....	4545
3.	Length of Leave.....	4646
4.	Employee Notice Requirements.....	4747
5.	Certification.....	4747
6.	Substitution of Paid Leave for Unpaid Leave.....	4848
7.	Holiday Pay While on Leave.....	4848
8.	On-the-Job Injury or Illness.....	4848
9.	Benefits While on Paid Leave.....	4949
10.	Benefits While on Unpaid Leave.....	4949
11.	Job Protection.....	4949
e)	Bereavement Leave.....	4949
f)	Jury and Witness Duty.....	5050
i)	Jury Duty.....	5050
ii)	Witness Duty.....	5050
g)	Religious Observances Leave and Accommodation Policy.....	5050
h)	Crime Victim Leave Policy.....	5151
i)	Domestic Violence Leave and Accommodation Policy.....	5151
j)	Military Leave.....	5252
k)	Sick Leave.....	5252
i)	Eligibility and Accrual of Paid Sick Leave.....	5353
ii)	Use of Sick Leave.....	5353
iii)	Employee Notice of Need for Sick Leave.....	5454
1.	Foreseeable Sick Leave.....	5454
2.	Unforeseeable Sick Leave.....	5454
iv)	Sick Leave Documentation.....	5454
v)	Sick Leave Abuse.....	5555
5)	Employee Benefits.....	5656
a.	Retirement Benefits.....	5656
6)	General Causes for Disciplinary Action.....	5757
a.	Workplace Rules and Prohibited Conduct.....	5757
b.	Corrective Action/Discipline Policy.....	5858
c.	Workplace Inspections.....	5858
d.	Video Surveillance Policy.....	5959
7)	Leaving the City.....	6060
e.	Retirement or Resignation.....	6060

f. References.....	6060
8) Employee Acknowledgement.....	6164
1) Introduction and Employment Policies.....	1
a) Introduction.....	1
b) Applicability to Employees.....	1
c) Personnel Administration.....	2
d) Violation of Provisions.....	2
e) Equal Employment Opportunity (EEO).....	2
i) Disability Accommodation Policy.....	3
ii) Accommodations.....	3
iii) Requesting an Accommodation.....	3
f) Employment Eligibility.....	3
i) Employment of Relatives.....	4
ii) Pre-Employment Testing.....	4
g) Veteran Hiring Preference.....	4
i) Qualifying Veterans.....	4
h) Personnel Files.....	5
i) Change of Employee Information.....	5
j) Confidential Information.....	5
k) The Work Week.....	5
l) Alternative Work Schedules.....	6
m) Meal Periods and Rest Periods.....	6
i) Rest Breaks for Expression of Breast Milk.....	7
n) Required Education/Training.....	8
o) Travel Policy.....	9
i) Mileage.....	9
ii) Advances for Travel Expenses.....	9
iii) Meals.....	10
iv) Reimbursement Request.....	10
v) City Vehicles.....	10
vi) Fines and Fees.....	10
vii) Travel Time.....	10
2) Code of Conduct on the Job.....	11
a) Code of Conduct and Work Ethics.....	11
b) No Harassment Policy.....	11
i) Sexual Harassment.....	11
ii) Other Forms of Prohibited Harassment.....	12
iii) Bullying.....	12
iv) Reporting/Investigation Procedure.....	13
c) Reporting Improper or Unlawful Conduct — No Retaliation.....	13

i) — Employee Reporting Options	14
ii) — Additional Protection for Reporting Employees	14
d) — Open Door Policy	15
e) — Attendance, Punctuality and Reporting Absences	15
f) — Emergency and Inclement Weather	15
i) — Emergency Response Duties	16
g) — Workplace Violence	16
h) — Workplace Safety	17
i) — UNSAFE CONDITIONS	17
i) — Ethics Policy	18
i) — Gifts and Gratuities	18
j) — Substance Abuse	19
i) — Prohibited Conduct	19
ii) — Mandatory Testing	19
iii) — Searches	20
iv) — Safeguards	20
v) — Rehabilitation	20
vi) — Level of Discipline to be Imposed	21
vii) — Definitions	21
viii) — Medical Marijuana	22
a) — Reports of Drug Conviction	22
b) — Criminal Arrests and Convictions	26
c) — Smoke-Free Workplace	26
d) — Political Activity	27
e) — Use of City Email and Electronic Equipment, Facilities and Services	27
i) — Ownership	27
ii) — Use	27
iii) — Inspection and Monitoring	28
iv) — Personal Hardware and Software	28
v) — Unauthorized Access	28
vi) — Security	28
vii) — Inappropriate Web Sites	29
f) — Social Media	29
i) — Prohibited Postings	29
ii) — Encouraged Conduct	29
iii) — Request for Employee Social Media Passwords	30
g) — Cellular Devices Policy	30
i) — Cell Phones and Cellular Devices in General	30
ii) — Employee Use of City-Provided Cell Phones/Cellular Devices	31
iii) — Employee Use of Cell Phones/Cellular Devices with Cameras	31

iv)	Cell Phones/Cellular Devices and Public Records	31
v)	Cell Phone/Cellular Device Use While Driving	31
h)	Driving While on Business	32
2)	Classification, Compensation and Benefits	33
a)	Probationary Period	33
b)	Employee Classification	33
c)	Salary Eligibility Date	34
d)	Duration of Employment	34
e)	Job Sharing	34
f)	Performance Reviews	34
g)	Payroll Policies	35
i)	Pay Period	35
ii)	Overtime	35
iii)	Timekeeping Requirements	36
iv)	Payday	36
v)	Payroll Advance	36
vi)	Optional Deductions	36
vii)	Deferred Compensation	36
viii)	Additional Compensation	36
ix)	Applicable Laws	37
x)	Pay Upon Leaving City Employment	37
xi)	Reporting Changes to an Employee's Personal Data	37
h)	Healthcare Benefits	38
i)	Summary Plan Description	38
ii)	Continuation Coverage under COBRA	38
i)	Workers' Compensation and Safety on the Job	38
i)	Steps to Take if You Are Injured on the Job	38
ii)	Return to Work	38
iii)	Early Return-to-Work Program	39
iv)	Overlap with Other Laws	39
3)	Time Off and Leaves of Absence	40
a)	Vacation Benefits for Employees	40
i)	Vacation Policy	40
ii)	Vacation Accruals	40
iii)	Maximum Accrual Balance	40
iv)	Scheduling Vacations	40
v)	Holidays Occurring During Scheduled Vacations	40
vi)	Vacation During First Six Months of Employment	41
vii)	Vacation Leave Donation and Use	41
b)	Management Leave for Exempt Employees	42
c)	Holidays and Floating Holidays	42

d) Family Medical Leave.....	43
i) FMLA/OFLA Policy.....	43
1. Definitions.....	43
2. Reasons for Taking Leave.....	44
3. Length of Leave.....	45
4. Employee Notice Requirements.....	46
5. Certification.....	46
6. Substitution of Paid Leave for Unpaid Leave.....	47
7. Holiday Pay While on Leave.....	47
8. On the Job Injury or Illness.....	47
9. Benefits While on Paid Leave.....	48
10. Benefits While on Unpaid Leave.....	48
11. Job Protection.....	48
e) Bereavement Leave.....	48
f) Jury and Witness Duty.....	49
i) Jury Duty.....	49
ii) Witness Duty.....	49
g) Religious Observances Leave and Accommodation Policy.....	49
h) Crime Victim Leave Policy.....	50
i) Domestic Violence Leave and Accommodation Policy.....	50
j) Military Leave.....	51
k) Sick Leave.....	51
i) Eligibility and Accrual of Paid Sick Leave.....	52
ii) Use of Sick Leave.....	52
iii) Employee Notice of Need for Sick Leave.....	53
1. Foreseeable Sick Leave.....	53
2. Unforeseeable Sick Leave.....	53
iv) Sick Leave Documentation.....	53
v) Sick Leave Abuse.....	54
2) Employee Benefits.....	55
a. Retirement Benefits.....	55
4) General Causes for Disciplinary Action.....	56
a. Workplace Rules and Prohibited Conduct.....	56
b. Corrective Action/Discipline Policy.....	57
c. Workplace Inspections.....	57
d. Video Surveillance Policy.....	58
5) Leaving the City.....	59
a. Retirement or Resignation.....	59
b. References.....	59
6) Employee Acknowledgement.....	60
1) Introduction and Employment Policies.....	1
a) Introduction.....	1

b)	Applicability to Employees.....	1
c)	Personnel Administration	2
d)	Violation of Provisions	2
e)	Equal Employment Opportunity (EEO).....	2
i)	Disability Accommodation Policy.....	3
ii)	Accommodations	3
iii)	Requesting an Accommodation	3
f)	Employment Eligibility	3
i)	Employment of Relatives	4
ii)	Pre-Employment Testing	4
g)	Veteran Hiring Preference.....	4
i)	Qualifying Veterans	4
h)	Personnel Files.....	5
i)	Change of Employee Information.....	5
j)	Confidential Information	5
k)	The Work Week.....	5
l)	Alternative Work Schedules	6
m)	Meal Periods and Rest Periods	6
i)	Rest Breaks for Expression of Breast Milk	7
n)	Required Education/Training.....	8
o)	Travel Policy.....	9
i)	Mileage.....	9
ii)	Advances for Travel Expenses.....	9
iii)	Meals.....	10
iv)	Reimbursement Request	10
v)	City Vehicles.....	10
vi)	Fines and Fees.....	10
vii)	Travel Time.....	10
2)	Code of Conduct on the Job.....	11
a)	Code of Conduct and Work Ethics	11
b)	No Harassment Policy.....	11
i)	Sexual Harassment	11
ii)	Other Forms of Prohibited Harassment.....	12
iii)	Bullying.....	12
iv)	Reporting/Investigation Procedure	13
c)	Reporting Improper or Unlawful Conduct—No Retaliation.....	13
i)	Employee Reporting Options	14
ii)	Additional Protection for Reporting Employees	14
d)	Open Door Policy.....	15
e)	Attendance, Punctuality and Reporting Absences.....	15

f) — Emergency and Inclement Weather	15
i) — Emergency Response Duties	16
g) — Workplace Violence	16
h) — Workplace Safety	17
i) — UNSAFE CONDITIONS	17
i) — Ethics Policy	18
i) — Gifts and Gratuities	18
j) — Substance Abuse	19
i) — Prohibited Conduct	19
ii) — Mandatory Testing	19
iii) — Searches	20
iv) — Safeguards	20
v) — Rehabilitation	20
vi) — Level of Discipline to be Imposed	21
vii) — Definitions	21
viii) — Medical Marijuana	22
a) — Reports of Drug Conviction	22
b) — Smoke-Free Workplace	22
c) — Political Activity	23
d) — Use of City Email and Electronic Equipment, Facilities and Services	23
i) — Ownership	23
ii) — Use	23
iii) — Inspection and Monitoring	24
iv) — Personal Hardware and Software	24
v) — Unauthorized Access	24
vi) — Security	24
vii) — Inappropriate Web Sites	25
e) — Social Media	25
i) — Prohibited Postings	25
ii) — Encouraged Conduct	25
iii) — Request for Employee Social Media Passwords	26
f) — Cellular Devices Policy	26
i) — Cell Phones and Cellular Devices in General	26
ii) — Employee Use of City-Provided Cell Phones/Cellular Devices	27
iii) — Employee Use of Cell Phones/Cellular Devices with Cameras	27
iv) — Cell Phones/Cellular Devices and Public Records	27
v) — Cell Phone/Cellular Device Use While Driving	27
g) — Driving While on Business	28
2) — Classification, Compensation and Benefits	29
a) — Probationary Period	29

b)	Employee Classification	29
c)	Salary Eligibility Date.....	30
d)	Duration of Employment.....	30
e)	Job Sharing	30
f)	Performance Reviews	30
g)	Payroll Policies	31
i)	Pay Period.....	31
ii)	Overtime.....	31
iii)	Timekeeping Requirements	32
iv)	Payday	32
v)	Payroll Advance.....	32
vi)	Optional Deductions.....	32
vii)	Deferred Compensation.....	32
viii)	Additional Compensation.....	32
ix)	Applicable Laws.....	33
x)	Pay Upon Leaving City Employment.....	33
xi)	Reporting Changes to an Employee's Personal Data.....	33
h)	Healthcare Benefits	34
i)	Summary Plan Description.....	34
ii)	Continuation Coverage under COBRA.....	34
i)	Workers' Compensation and Safety on the Job	34
i)	Steps to Take if You Are Injured on the Job.....	34
ii)	Return to Work.....	34
iii)	Early Return to Work Program.....	35
iv)	Overlap with Other Laws.....	35
3)	Time Off and Leaves of Absence	36
a)	Vacation Benefits for Employees.....	36
i)	Vacation Policy	36
ii)	Vacation Accruals.....	36
iii)	Maximum Accrual Balance.....	36
iv)	Scheduling Vacations	36
v)	Holidays Occurring During Scheduled Vacations.....	36
vi)	Vacation During First Six Months of Employment.....	37
vii)	Vacation Leave Donation and Use.....	37
b)	Management Leave for Exempt Employees.....	38
c)	Holidays and Floating Holidays	38
d)	Family Medical Leave.....	39
i)	FMLA/OFLA Policy	39
1.	Definitions.....	39
2.	Reasons for Taking Leave	40
3.	Length of Leave.....	41

4.	Employee Notice Requirements	42
5.	Certification	42
6.	Substitution of Paid Leave for Unpaid Leave	43
7.	Holiday Pay While on Leave	43
8.	On the Job Injury or Illness	43
9.	Benefits While on Paid Leave	44
10.	Benefits While on Unpaid Leave	44
11.	Job Protection	44
e)	Bereavement Leave	44
f)	Jury and Witness Duty	45
i)	Jury Duty	45
ii)	Witness Duty	45
g)	Religious Observances Leave and Accommodation Policy	45
h)	Crime Victim Leave Policy	46
i)	Domestic Violence Leave and Accommodation Policy	46
j)	Military Leave	47
k)	Sick Leave	47
i)	Eligibility and Accrual of Paid Sick Leave	48
ii)	Use of Sick Leave	48
iii)	Employee Notice of Need for Sick Leave	49
1.	Foresseeable Sick Leave	49
2.	Unforeseeable Sick Leave	49
iv)	Sick Leave Documentation	49
v)	Sick Leave Abuse	50
2)	Employee Benefits	51
a.	Retirement Benefits	51
4)	General Causes for Disciplinary Action	52
a.	Workplace Rules and Prohibited Conduct	52
b.	Corrective Action/Discipline Policy	53
c.	Workplace Inspections	53
d.	Video Surveillance Policy	54
5)	Leaving the City	55
a.	Retirement or Resignation	55
b.	References	55
6)	Employee Acknowledgement	56
1)	Introduction and Employment Policies	1
a)	Introduction	1
b)	Applicability to Employees	1
c)	Personnel Administration	2
d)	Violation of Provisions	2
e)	Equal Employment Opportunity (EEO)	2

i)	<u>Disability Accommodation Policy</u>	3
ii)	<u>Accommodations</u>	3
iii)	<u>Requesting an Accommodation</u>	3
f)	<u>Employment Eligibility</u>	3
i)	<u>Employment of Relatives</u>	4
ii)	<u>Pre-Employment Testing</u>	4
g)	<u>Veteran Hiring Preference</u>	4
i)	<u>Qualifying Veterans</u>	4
h)	<u>Personnel Files</u>	5
i)	<u>Change of Employee Information</u>	5
j)	<u>Confidential Information</u>	5
k)	<u>The Work Week</u>	5
l)	<u>Alternative Work Schedules</u>	6
m)	<u>Meal Periods and Rest Periods</u>	6
i)	<u>Rest Breaks for Expression of Breast Milk</u>	7
n)	<u>Travel Policy</u>	8
i)	<u>Mileage</u>	8
ii)	<u>Advances for Travel Expenses</u>	8
iii)	<u>Meals</u>	8
iv)	<u>Reimbursement Request</u>	8
v)	<u>City Vehicles</u>	9
vi)	<u>Fines and Fees</u>	9
vii)	<u>Travel Time</u>	9
2)	<u>Code of Conduct on the Job</u>	10
a)	<u>Code of Conduct and Work Ethics</u>	10
b)	<u>No Harassment Policy</u>	10
i)	<u>Sexual Harassment</u>	10
ii)	<u>Other Forms of Prohibited Harassment</u>	11
iii)	<u>Bullying</u>	11
iv)	<u>Reporting/Investigation Procedure</u>	12
c)	<u>Reporting Improper or Unlawful Conduct – No Retaliation</u>	12
i)	<u>Employee Reporting Options</u>	13
ii)	<u>Additional Protection for Reporting Employees</u>	13
d)	<u>Open Door Policy</u>	14
e)	<u>Attendance, Punctuality and Reporting Absences</u>	14
f)	<u>Emergency and Inclement Weather</u>	14
i)	<u>Emergency Response Duties</u>	15
g)	<u>Workplace Violence</u>	15
h)	<u>Workplace Safety</u>	16
i)	<u>UNSAFE CONDITIONS</u>	16

j)	<u>Ethics Policy</u>	17
i)	<u>Gifts and Gratuities</u>	17
i)	<u>Substance Abuse</u>	18
i)	<u>Prohibited Conduct</u>	18
ii)	<u>Mandatory Testing</u>	18
iii)	<u>Searches</u>	19
iv)	<u>Safeguards</u>	19
v)	<u>Rehabilitation</u>	19
vi)	<u>Level of Discipline to be Imposed</u>	20
vii)	<u>Definitions</u>	20
viii)	<u>Medical Marijuana</u>	21
k)	<u>Reports of Drug Conviction</u>	21
l)	<u>Outside Employment</u>	21
m)	<u>Smoke Free Workplace</u>	22
n)	<u>Political Activity</u>	22
o)	<u>Use of City Email and Electronic Equipment, Facilities and Services</u>	23
i)	<u>Ownership</u>	23
ii)	<u>Use</u>	23
iii)	<u>Inspection and Monitoring</u>	23
iv)	<u>Personal Hardware and Software</u>	24
v)	<u>Unauthorized Access</u>	24
vi)	<u>Security</u>	24
vii)	<u>Inappropriate Web Sites</u>	24
p)	<u>Social Media</u>	24
i)	<u>Prohibited Postings</u>	25
ii)	<u>Encouraged Conduct</u>	25
iii)	<u>Request for Employee Social Media Passwords</u>	25
q)	<u>Cellular Devices Policy</u>	26
i)	<u>Cell Phones and Cellular Devices in General</u>	26
ii)	<u>Employee Use of City Provided Cell Phones/Cellular Devices</u>	26
iii)	<u>Employee Use of Cell Phones/Cellular Devices with Cameras</u>	27
iv)	<u>Cell Phones/Cellular Devices and Public Records</u>	27
v)	<u>Cell Phone/Cellular Device Use While Driving</u>	27
r)	<u>Driving While on Business</u>	27
3)	<u>Classification, Compensation and Benefits</u>	29
a)	<u>Employee Classification</u>	29
b)	<u>Salary Eligibility Date</u>	29
c)	<u>Duration of Employment</u>	29
d)	<u>Job Sharing</u>	30
e)	<u>Performance Reviews</u>	30

f)	Payroll Policies	31
i)	Pay Period	31
ii)	Overtime	31
iii)	Timekeeping Requirements	31
iv)	Payday	32
v)	Payroll Advance	32
vi)	Optional Deductions	32
vii)	Deferred Compensation	32
viii)	Applicable Laws	32
ix)	Pay Upon Leaving City Employment	32
x)	Reporting Changes to an Employee's Personal Data	33
g)	Healthcare Benefits	33
i)	Summary Plan Description	33
ii)	Continuation Coverage under COBRA	33
h)	Workers' Compensation and Safety on the Job	34
i)	Steps to Take if You Are Injured on the Job	34
ii)	Return to Work	34
iii)	Early Return to Work Program	34
iv)	Overlap with Other Laws	35
4)	Time Off and Leaves of Absence	36
a)	Vacation Benefits for Employees	36
i)	Vacation Policy	36
ii)	Vacation Accruals	36
iii)	Maximum Accrual Balance	36
iv)	Scheduling Vacations	36
v)	Holidays Occurring During Scheduled Vacations	36
vi)	Vacation During First Six Months of Employment	37
vii)	Vacation Leave Donation and Use	37
b)	Management Leave for Exempt Employees	38
c)	Holidays and Floating Holidays	38
d)	Family Medical Leave	39
i)	FMLA/OFLA Policy	39
1.	Definitions	39
2.	Reasons for Taking Leave	40
3.	Length of Leave	41
4.	Employee Notice Requirements	42
5.	Certification	42
6.	Substitution of Paid Leave for Unpaid Leave	43
7.	Holiday Pay While on Leave	43
8.	On the Job Injury or Illness	43
9.	Benefits While on Paid Leave	44
10.	Benefits While on Unpaid Leave	44

11. <u>Job Protection</u>	44
e) <u>Bereavement Leave</u>	44
f) <u>Jury and Witness Duty</u>	45
i) <u>Jury Duty</u>	45
ii) <u>Witness Duty</u>	45
g) <u>Religious Observances Leave and Accommodation Policy</u>	45
h) <u>Crime Victim Leave Policy</u>	46
i) <u>Domestic Violence Leave and Accommodation Policy</u>	46
j) <u>Military Leave</u>	47
k) <u>Sick Leave</u>	47
i) <u>Eligibility and Accrual of Paid Sick Leave</u>	48
ii) <u>Use of Sick Leave</u>	48
iii) <u>Employee Notice of Need for Sick Leave</u>	49
1. <u>Foreseeable Sick Leave</u>	49
2. <u>Unforeseeable Sick Leave</u>	49
iv) <u>Sick Leave Documentation</u>	49
v) <u>Sick Leave Abuse</u>	50
2) <u>Employee Benefits</u>	51
a. <u>Retirement Benefits</u>	51
4) <u>General Causes for Disciplinary Action</u>	52
a. <u>Workplace Rules and Prohibited Conduct</u>	52
b. <u>Corrective Action/Discipline Policy</u>	53
c. <u>Workplace Inspections</u>	53
d. <u>Video Surveillance Policy</u>	54
5) <u>Leaving the City</u>	55
a. <u>Retirement or Resignation</u>	55
b. <u>References</u>	55
6) <u>Employee Acknowledgement</u>	56

This page is intentionally left blank.

1) Introduction and Employment Policies

a) Introduction

Welcome to the City of Sweet Home. We are glad to have you on our team. In Sweet Home, we believe our employees are our most valuable asset. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We know that during your employment with the City of Sweet Home, you will become a productive and successful member of our team.

This employee handbook describes, in summary, the personnel policies and procedures which govern the employment relationship between the City and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of the City with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City inconsistent with its provisions. It does not, however, supersede collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement may contradict or be inconsistent with this handbook, the collective bargaining agreement provision prevails.

This handbook does not create a contract of employment between the City of Sweet Home and its employees. With the exception of employees subject to a collective bargaining agreement, all employment at the City is "at will." This means either you or the City may terminate this relationship at any time, for any reason, with or without cause or notice (barring a written contract of employment). No supervisor, manager, or representative of the City other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is outlined in writing and signed by the City Manager (or is included in a collective bargaining agreement).

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies issued after the handbook, please ask the City Manager.

b) Applicability to Employees

These policies and procedures shall apply to all employees, interns and volunteers of the City of Sweet Home. The City-provided benefits described in this handbook varies by classification as spelled out in this policy and applies only to regular employees and not to casual, seasonal, temporary, interns or volunteers.

c) Personnel Administration

Council Responsibility. The Mayor and City Council shall have authority over all matters of personnel administration through adoption and implementation of the City budget, pay plans, collective bargaining agreements, ordinances, and resolutions adopting and/or amending the personnel policies.

City Manager Responsibility. The City Manager is charged with responsibility for the interpretation and administration of the City's personnel policies. The City Manager may delegate, in writing, authority for the enforcement and administration of personnel policies.

The City Manager shall be responsible for ensuring the effective implementation of these policies and may further establish, amend, or otherwise modify administrative policies, rules and regulations pursuant to City Council policies and shall advise the City Council of any changes concerning these policies. The Council delegates to the City Manager broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Council.

Variances. The City Manager shall have the authority to vary or modify any City personnel policy, in writing, on a case-by-case basis, if it is found that strict interpretation of the policy will result in practical difficulties or unnecessary hardships. Exceptions granted in any instance will not be binding in the future. No other employee or representative of the City has the authority to enter into an agreement for employment or to make any agreement contrary to these policies.

Amendments. Amendments to these personnel policies must be adopted by the Council, by resolution, with or without prior notice to employees.

d) Violation of Provisions

If you violate any provision of these policies and procedures, you may be subject to discipline up to and including termination.

e) Equal Employment Opportunity (EEO)

The City of Sweet Home is committed to the principles of equality and honoring diversity. In accordance with this commitment, the City has adopted policies, procedures and ordinances aimed at protecting the civil rights of the employees and residents of Sweet Home. The Affirmative Action Plan for the City of Sweet Home is available to all employees, applicants and members of the community and can be found on the City's website.

Employees are recruited, selected and promoted on the basis of abilities and performance; consideration is given to factors such as education, training, experience, ethical conduct, judgment, communication, problem solving, demonstrated commitment to diversity, commitment

to sustainability, veteran status, disabled veteran status and customer service skills. All terms, conditions, benefits and privileges of employment with the City apply to all employees regardless of race, color, national origin, citizenship status, religion, religious observance, sex, sexual orientation, gender identity or expression, age, source or level of income, political affiliation, physical or mental disability, medical condition, pregnancy, veteran or military status, marital status, non-supervisory family relationships, association with members of a protected class, injured worker status, union participation or any other protected class.

i) Disability Accommodation Policy

The City is committed to complying fully with the Americans with Disabilities Act (ADA), as amended, and Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

ii) Accommodations

The City will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operation of the City.

iii) Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the Department Head and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of the need for a reasonable accommodation.

f) Employment Eligibility

All employees must be legally authorized to work in the United States. As a new employee you must complete and sign an I-9 form on your first day of employment and provide proof of identity and work authorization as required by law.

i) **Employment of Relatives**

The City may hire relatives of employees only if individuals concerned do not work in a direct supervisory relationship. "Relatives" are defined the same as "family member" under the Bereavement Leave Policy. Present employees who marry will be permitted to continue to work if they do not work in a direct supervisory relationship with one another. Employees may be allowed to accept a transfer to an available and suitable position, for which the employee is qualified, to avoid direct supervision by a relative. If this cannot be accomplished, the least senior employee may be terminated.

ii) **Pre-Employment Testing**

All positions with the City require a background check which may include a criminal history, sex offender registry, verification of validity of social security number if provided by the applicant, education and employment verification. Police candidates go through a more extensive pre-employment background process as determined by the Chief of Police. A candidate who possesses an unfavorable background, after determining job-relatedness, will not be considered for employment in the specific position in accordance with the requirements set forth in the Fair Credit Reporting Act.

Physical and medical evaluations and driving record checks may be required for some positions.

g) Veteran Hiring Preference

i) **Qualifying Veterans**

The City of Sweet Home provides qualifying veterans and disabled veterans preference in promotional and employment opportunities. For the preference to be applied, veterans must have received an honorable discharge from military service, successfully complete the initial application screening and meet the minimum qualifications of the applied-for position. Preference is not intended to help an applicant pass minimum requirements but only to provide greater consideration or weight for positions for which the veteran is qualified. To qualify for veterans' preference, applicants must submit proof of veteran status (DD214/DD215) *and*, if applicable, proof of the veteran's disability rating from the Department of Veterans Affairs at the time the application is submitted.

For selection processes, the City will provide preference to eligible veterans. The details of how the City will apply the preference will vary based on the type of process used to select a candidate for the position.

h) Personnel Files

Each employee has one official personnel file kept in the ~~Human Resources Office-Executive Department~~. Your file is available for review by yourself, your supervisor, or others whom you have given written authorization and as required under the Oregon Public Records Law or for documented internal investigation or law enforcement purposes. Medical records and background check information are not considered to be part of this personnel file and will be released only as required by federal and state law.

Records pertaining to I-9 verification, medical records, results of drug tests and victims of domestic violence documentation are considered confidential and shall be maintained by ~~Human Resources~~the Executive Department in confidential files separate from the personnel file.

i) Change of Employee Information

If you change your name, address, telephone or emergency contact information, you are required to provide written notice of those changes to the City Manager's office, Payroll and your supervisor.

j) Confidential Information

Your position may give you access to sensitive and confidential information. You must always maintain confidentiality and exercise discretion and judgment when dealing with sensitive or confidential information. You may not discuss confidential information concerning the property, government, personnel or affairs of the City without the express approval of the City Manager. You may not disclose any matter subject to litigation, either pending or likely to be filed, without the approval of the City Manager. Furthermore, you may not use such information to advance your financial or other private interests.

Citizen requests for public records are processed according to the City's Request for Information Policy. Consult the City Manager before releasing City records. Generally, information about your employment such as salary, benefits and job descriptions are considered to be a public record and will be disclosed when requested.

k) The Work Week

Work weeks are recognized as beginning at midnight Sunday morning. The work week is defined as a fixed and regularly reoccurring period of 7 consecutive 24-hour periods. Work

schedules are the work days, days off and hours of work identified within the work week. Within the work week, the standard work schedule for regular full-time employees is 40 hours

hHours of work for most City employees are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, with City Manager approval, Department Directors may adjust, change or set work hours as departmental conditions dictate with regard to the efficient completion of work and to conveniently serve the needs of the citizens of Sweet Home. Some employees may work rotating or irregular shifts. However, the City makes no guarantee of a 40-hour work schedule, and nothing in this handbook is intended as a guarantee of hours worked per day or per week. If you are a represented employee, consult your collective bargaining agreement for specific provisions.

l) Alternative Work Schedules

Every department may, upon approval of their Department Director, provide alternative work schedules to employees. Participation in the City's Alternative Work Schedules Program is at the sole discretion of the City and is not an employee entitlement. Each participating department shall determine which alternative work schedules, if any, are available. Such determinations shall be made based upon the business needs, staffing requirements, coverage requirements and hours of operation. Any alternative work schedule must further the City's commitment to excellence in public service and meet the business needs of the department. All alternative work schedules must have written department approval, and a copy must be sent to the City Manager's office.

m) Meal Periods and Rest Periods

Nonexempt employees are required to take a paid, uninterrupted 15-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Nonexempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his or her supervisor before the end of the shift so the City may pay the employee for that work.

Meal periods and rest breaks are mandatory not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to come in late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available to him or her should contact their Department Head or designee.

<u>Length of Work Period</u>	<u>Requirement</u>	
	<u>Rest Breaks</u>	<u>Meal Periods</u>
2 hours or less	0	0
2 hrs. & 1 min – 5 hrs. & 59 min	1	0
6 hrs.	1	1
6 hrs. & 1 min – 10 hrs.	2	1
10 hrs. & 1 min – 13 hrs. & 59 min	3	1

i) Rest Breaks for Expression of Breast Milk

The City will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods otherwise provided to the employee. If not possible, the employee is entitled to take reasonable time as needed to express breast milk.

The City will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the City may, at the discretion of the employee’s supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The City will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this rule.

The City will make a reasonable effort to provide the employee with a private location within close proximity to the employee’s work area to express milk. For purposes of this policy, “close proximity” means within walking distance from the employee’s work area that does not appreciably shorten the rest or meal period. A “private location” is a place, other than a public restroom or toilet stall, in close proximity to the employee’s work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee’s work area, the City will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee’s break period.

Notice: An employee who intends to express milk during work hours must give the Department Head or designee reasonable oral or written notice of her intention to do so in order to allow the City time to make any preparations necessary for compliance with this rule.

Storage: Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

n) Training-Required Education/Training

—The City supports and advocates continued education and training for every employee in order to enhance job performance. The City will continue to encourage and provide training and education for its employees based on the availability of funds and operational necessity. Education and training opportunities shall be addressed below or as provided by applicable City and departmental policies. All travel and training must be pre-approved on a Travel/Training reimbursement form.

All costs of initially acquiring required credentials of a job classification shall be borne by the employee.

All associated costs with required and pre-approved education, training, and testing to renew or maintain required credentials of the job classification occupied by the employee will be paid by the City, including the Employee's wages and travel costs.

Travel time to and from an approved required education or training in excess of the regular workday (8- or 10-hours) shall be flexed on an hour for hour basis, whenever possible.

In-service Training. The City encourages "In-service" training by utilizing the training skills and resources of its employees to train employees in other departments and by providing outside trainers, video/audio tapes, and other resources available.

Professional Conferences. The City will pay for the registration, meals, lodging and related expenses for an employee to attend conferences during work hours when the conference or training program is directly related to the employee's job duties, funds are available and budgeted, and it is approved in advance by the Department Head.

Higher Education Opportunities. The City encourages employees to take advantage of continuing education that is beneficial to the delivery of service and that enhances an employee's knowledge and productivity. Therefore, upon City approval of a specific course of study proposed or agreed to by an eEmployee, the City will provide reimbursement for college level courses, up to a maximum of 6 credits per term, offered by institutions of higher education in the State of Oregon.

For approved courses or training opportunities listed above, the City will reimburse an employee for the amount of registration or tuition for courses within budgetary restraints as determined solely by the City, seminars and conferences directly related to the employee's work and conducted outside the employee's regular working hours when:

A. The Department Head has recommended, and the City Manager approved the reimbursement for the class prior to enrollment or participation.

B. The funds for such expenditure are available in the current budget.

C. The employee submits a reimbursement request including satisfactory evidence of completion of the course with a passing grade of "C" or better.

D. The employee is not receiving reimbursement for tuition from any other source.

E. The cost of textbooks and technical publications required for such courses shall be the responsibility of the employee, unless the purchase of the textbook has been approved by the employee's supervisor and it becomes the property of the City. The City will not pay for any higher educational courses or training in advance.

Education / Training outside current job description. The City encourages employees to take advantage of continuing education, conferences and training activities outside of the City, which may be beneficial to the employee and his/her career development, job knowledge, and productivity, and not otherwise identified in this section. Therefore, the City may provide reimbursement upon consideration of employee's written application which must include the following:

{The type of training, classes or seminar; The location of the training, classes, or seminars; The cost of tuition; and Sponsoring entity of the training, classes, or seminars

h) Travel Policy

Occasionally, an employee will be required to travel out of town on official, work-related business. All employees of the City are expected to use good judgment regarding the expenditure of the funds for travel expenses. All travel expenses must be pre-approved by an employee's department head, or designee, prior to traveling.

i) Mileage

If an employee is required to use his/her vehicle (because a City vehicle is not available) for job related travel, mileage reimbursement will be paid at the current IRS reimbursement rate. Online mapping is required for mileage reimbursement. The City credit card is not to be used for the purchase of fuel for privately owned vehicles.

ii) Advances for Travel Expenses

Reasonable lodging, meals and other expenses may be paid in advance by the City. Prior to a trip, an employee should submit a completed REQUEST FOR EXPENSES form, approved by the Department Head, in order to obtain an advance of funds.

iii) Meals

Meals are not to be purchased on the City's credit card. If meals are provided in the registration fee, there will be no reimbursement for separate meals. Meals will be reimbursed according to the following schedule:

Breakfast	\$10.00	if gone from City before 6:00 a.m.
Lunch	\$12.00	if gone from City between 11:00 a.m. and 3:00 p.m.
Dinner	\$20.00	if gone from City after 6:00 p.m.

~~Since the breakfast and dinner allowances above are figured on the basis of hours worked, the IRS considers them taxable to the employee. Meal reimbursements are taxable unless an employee is away from their tax home overnight on official city business in accordance with IRC Section 162(a)(2).~~

iv) Reimbursement Request

Within one week after the travel has been completed, the employee must submit receipts for lodging and other expenses (excluding meals), which are reimbursed on an actual basis. Meals will be reimbursed in accordance with the schedule above. Employees who obtained pre-travel funds must pay back any unused funds, as determined by travel receipts, within one week of travel. ~~The Travel Reimbursement Request Form will be available online and a sample is attached to this policy as Appendix 1.~~

~~v) City Vehicles~~

~~The City may provide a City vehicle to designated employees who respond to after-hour emergencies.~~

vi) Fines and Fees

Any traffic citations, including parking tickets incurred during the conduct of City business either in a City or personal vehicle, are the responsibility of the employee and will not be reimbursed by the City.

vii) Travel Time

Travel time is paid in accordance with state and federal laws and collective bargaining agreements. Home-to-work and work-to-home travel is unpaid time. Travel time that occurs during the course of a work shift will be paid. On overnight trips, travel time that falls within your regular work hours on days off is considered hours worked.

For more information, see the BOLI website <http://www.oregon.gov/BOLI/Pages/index.aspx>.

2) Code of Conduct on the Job

The following policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce these policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these policies with the City Manager at any time if they have questions relating to the issues of harassment, discrimination or bullying.

a) Code of Conduct and Work Ethics

It is the policy of the City of Sweet Home that all employees, customers, contractors and visitors to the City's worksites enjoy a positive, respectful and productive work environment free from behavior, actions or language constituting workplace disrespect. The following values are expected from City of Sweet Home Employees:

- Loyalty
- Subordination
- Competence
- Attendance
- Productivity
- Adaptability
- Responsibility
- Respectfulness

b) No-Harassment Policy

The City prohibits harassment of any kind in the workplace, or harassment outside of the workplace which violates its employees' right to work in a harassment-free workplace.

This policy applies to and prohibits sexual or other forms of harassment during working hours, City related or sponsored trips (such as conferences or work-related travel), and off-hours when that off-duty conduct creates an unlawful hostile work environment for any of the City's employees. ***Such harassment is prohibited whether committed by City employees or by non-employees, such as elected officials, members of the community, and vendors.***

i) Sexual Harassment

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct which may give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or deficiency; leering, whistling, touching, assault, sexually suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; or discriminatory treatment based on sex. This is not a complete list.

ii) Other Forms of Prohibited Harassment

City policy also prohibits harassment against an individual based on the individual's race, color, religion, national origin, age, sexual orientation, marital status, disability, protected activity, and any other status protected by applicable law.

Such harassment may include verbal, written or physical conduct denigrating or showing hostility towards an individual because of any protected status, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Threatening, intimidating, or hostile acts that relate to a protected class; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

iii) Bullying

The City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or their family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.

4. Exclusion Bullying: Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. Cyber Bullying: Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, managers or supervisors or elected officials.

iv) Reporting/Investigation Procedure

All Employees are responsible for respecting the rights of other employees and should give careful consideration to what constitutes harassment and discrimination. Anyone needing assistance with terms or charges that could be brought against another person should consult Human Resources, or the City Manager for clarification purposes. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or the City Manager, at any time if they have questions relating to the issues of discrimination, harassment, or bullying. In addition, any employee who observes any conduct that he or she believes constitutes harassment, discrimination, or bullying, or who receives information about these types of incidents that may have occurred, must immediately report the matter to the City Manager.

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City's need to investigate the complaint and address the situation. Employees are required to fully cooperate in all workplace investigations deemed necessary by the City. Full cooperation entails complete disclosure to the City's investigator or all relevant information. Failure to cooperate, or any attempt to sabotage an investigation, is grounds for disciplinary action up to and including termination. The City respects the right/responsibility of its employees to raise harassment concerns and participate in investigations. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

c) Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report reasonable concerns about the City's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City will not retaliate against employees who disclose information the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City;
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the City;

- A substantial and specific danger to public health and safety resulting from actions of the City; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

i) Employee Reporting Options

In addition to the City's Open-Door Policy (see below), employees who wish to report potential improper or unlawful conduct should first talk to their supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with the City Manager. Supervisors and managers are required to inform the City Manager about reports of improper or unlawful conduct.-

Complaints against the City Manager should be reported to the City Attorney or Mayor who will collaborate to determine the validity of the complaint. Once determined, the Mayor will communicate to the complainant, in a timely manner, the course of action.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

ii) Additional Protection for Reporting Employees

Oregon law provides in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the disclosure must relate to the conduct of a coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to either:

- 1) A state or federal regulatory agency;
 - 2) A law enforcement agency;
 - 3) A manager with the City; or
 - 4) An Oregon-licensed attorney who represents the employee making the report/disclosure.
- The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

d) Open-Door Policy

The City's Open-Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The City's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are surfaced early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City, raise them first with your Department Head or designee. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Manager.

e) Attendance, Punctuality and Reporting Absences

Punctual and regular attendance is an essential responsibility of every City employee. Employees are expected to report to work as scheduled, on time and fully prepared to start work at the beginning of their shift. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized City business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

~~Employees who are absent from work for any reason or who will not show up for work on time, must inform their supervisor via a telephone call at least sixty minutes prior to the start of their shift or as specified in department policy. Employees who are absent from work for any reason must inform their supervisor via a telephone call at least ninety minutes prior to the start of their shift or as specified in department policy. Employees who will not show up for work on time, must inform their supervisor via a telephone call as soon as possible.~~ –Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Unless excused by applicable law, a no call/no show lasting three days is considered job abandonment and may be deemed an employee's voluntary resignation of employment.

f) Emergency and Inclement Weather

Except for regularly scheduled holidays, the City of Sweet Home will be open for business Monday – Friday during normal business hours. The City recognizes there may be circumstances beyond its control, such as inclement weather, national crisis, or other emergencies making one or more of the City work locations inaccessible. On such occasions, one or more of the City work locations may be closed for all or part of a regularly scheduled work day. In such an event, the City Manager or designee will make a decision and will

endeavor to notify all managers for the purpose of contacting employees; you may also contact your immediate Department supervisor.

In the event of extreme inclement weather conditions, each staff member's ability to safely reach their work location may be different. Staff who cannot report to work in such circumstances should contact their Department supervisor and notify them of their inability to report to work. Employees unable to report to work due to inclement weather shall use eligible accrued leave (excluding sick leave) and or compensatory time to account for time off.

i) Emergency Response Duties

All City employees may be considered essential emergency staff. As a City employee, you may be called upon to return to, or remain at work during an emergency situation (inclement weather, earthquake, etc.) and to perform duties not normally part of your job. Each Department Director shall determine which staff is essential. Emergency and/or disaster situations may alter the normal job-related activities of departments. Some job-related activities may temporarily become non-essential, and others may become critical. Employees may temporarily be reassigned to support critical activities. During an emergency, your work schedule may change, as necessary (including without prior notice), from your normal hours and/or normal shift.

For emergency purposes, the City will endeavor to provide a means for contacting spouses, domestic partners, children at school or in daycare situations, and next of kin to the extent that employees have provided current and accurate contact information including as appropriate: addresses, regular phone, cell phone, pager, fax numbers and/or e-mail addresses. To the extent allowable by law, such information will be held confidential by the City Manager's office. Further information regarding emergency response will be available in the City of Sweet Home Emergency Response Plan.

g) Workplace Violence

The City recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the public. A safe and comfortable work environment enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner.

All employees have an obligation to report any incidents pose a real or potential risk of harm to employees or others associated with the City, or that threaten the safety, security or financial interests of the City. Employees should make such reports directly to City Manager.

The City also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

h) Workplace Safety

Nothing is of greater concern to the City than the safety of its employees and of the public. For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the City's safety and accident policy and with the requirements of our Workers' Compensation Insurance carrier. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the immediate attention of a supervisor.

Safe work practice includes, but is not limited to:

- Use the safety equipment, which has been provided for use.
- Do not operate equipment while under the influence of drugs, alcohol or while using any medication, which may impair the employee's ability to safely perform job duties.
- Only operate equipment for which training or orientation has been received.
- Warn co-workers of unsafe conditions or practices. Accept with appreciation the warning of a co-worker as an expression of concern for your well-being.
- Immediately report dangerous or unsafe conditions that you observe at work.
- Refrain from horseplay at all times.

i) UNSAFE CONDITIONS

Employee Responsibility. Every employee is responsible for safety. To achieve the City's goal of providing a safe work place, everyone must be safety conscious. Employees should immediately report any unsafe or hazardous condition directly to a supervisor, if the problem cannot be corrected independently by the employee. Every effort must be made to remedy safety problems quickly.

Management Responsibility. Each department shall consider the need for adopting safety practices, policies and procedures as warranted by the hazards its employees encounter. Consideration shall be ongoing. Each accident is cause for review. A copy of such policies shall be delivered to all department employees. Department Heads are encouraged to involve employees and union representatives in the process. The need for periodic training should be considered and arranged when appropriate in the judgment of the Department Head.

Managing Unsafe Conditions. It is every employee's responsibility to identify conditions, which could pose a hazard to employees or to the general public. After identifying the problem, employees at the scene are expected to follow departmental safety procedures or emergency response plan(s), which may include, but are not limited to, the following actions:

- Eliminate the hazard or obtain whatever assistance is necessary.
- Control the hazard by enclosure or guard.
- Employ avoidance procedures.
- Use personal protective equipment as appropriate.

Risk Management. The City shall work with its insurance providers to develop a Risk Management Program for all departments. The goal of the Risk Management Program is to eliminate hazards, lower the City's risks of injury or damage, and create a safer work environment for all employees and the public. The City Manager currently serves as the City's Risk Manager.

i) Ethics Policy

At the City, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations which compromise their reputation or integrity, or might cause their personal interests to conflict with the interests of the City or the City's citizens.

We at the City are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City from work in the private sector, you may find some common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City's or Oregon's ethical standards, please talk with your Department Head or designee. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

i) Gifts and Gratuities

Occasionally City employees are offered personal gifts, discounts or gratuities in connection with their City employment. While such offers may be made in good faith, it is important everyone representing the City avoid any appearance of impropriety or conflict of interest. You are expected to exercise good judgment and politely refuse such personal gifts, discounts or gratuities offered in connection with your employment with the City. Exceptions would be acceptance of gifts of insignificant value of less than \$50, such as pens, pencils, calendars, etc. offered on infrequent occasions in the ordinary course of business.

Gifts, gratuities, loans, fees or any other items of significant value may not be solicited by City of Sweet Home employees, agents or volunteers or accepted either directly or indirectly if the acceptance could be considered to influence directly or indirectly the actions of said personnel or any other person in any matter of City business. Significant value is any gift with a market value of \$50 or more. Under no circumstances may gifts exceed \$50 per calendar year from any one source.

j) Substance Abuse

Policy.—The City of Sweet Home has a strong commitment to providing a safe workplace for its employees, and to establish programs promoting high standards of employee productivity. Consistent with that commitment, the City and Union have agreed to this Drug and Alcohol Policy to establish and maintain a safe and productive work environment. “Drugs” refers to all controlled substances as defined by law. Employees who engage in any prohibited conduct will be subject to discipline, including discharge.

i) Prohibited Conduct

The following conduct is strictly prohibited:

1. Buying, selling, transporting, distributing, or possessing drugs (excluding the possession of the employee’s prescription medication in accordance with this policy) or alcohol while on City property or while off City property performing work duties. “City property” includes all property owned, rented, leased or controlled by the City, including parking lots. It also extends to City equipment and vehicles on or off City property.
2. Reporting for work or returning to duty under the influence of alcohol or drugs, excluding prescribed medications. An employee is considered to be “under the influence” if a prohibited substance is present in his/her body or, for substances measured by volume, is present beyond the agreed upon threshold limits set for in the Department of Transportation “DOT” regulations.
3. Failing to promptly report convictions and/or plea-bargains for an alcohol or drug related criminal offense to the extent it impacts the employee’s ability to perform his/her job. All drug and alcohol related convictions and plea bargaining agreements must be promptly reported to the City Manager. This obligation to disclose applies to all convictions or plea bargains, which occur after the effective date of this Agreement.
4. Failing to comply with City directives regarding enforcement of this policy, including but not limited to refusing to promptly submit to required testing.
5. Giving false, diluted, or altered urine samples and failure to comply with rehabilitation conditions imposed by the City or rehabilitation counselors.
6. Failing to comply with DOT or other applicable laws or regulations for those employees covered by such laws and regulations

ii) Mandatory Testing

The City may require an employee to immediately submit to blood, urine, or Breathalyzer testing to detect drugs or alcohol where:

1. The City has reasonable suspicion to believe that an employee has reported to work or returned to duty with alcohol and/or drugs present in his/her body.
2. Reasonable suspicion shall be defined as suspicion based on observations that the City can describe concerning the appearance, unusual behavior, speech, breath odor, body symptoms or other reliable indicators that an employee has consumed drugs and/or

alcohol in violation of this policy. The City will prepare an incident report describing the circumstances that prompted the request for an alcohol and/or drug test, which will be made available to the employee and/or the Union upon request. In the event the City requires an employee to be tested in accordance with the reasonable suspicion testing rule, and the employee tests positive for any amount of drugs or alcohol present in his/her body, the test results shall be deemed conclusive evidence that a reasonable suspicion existed for the City to require the employee to submit to the test.

3. An employee involved in any work related accident which results in death or bodily injury to the employee, a coworker or another person or which results in any property damage beyond damage which is determined by the City to be de minimis. In the event an employee is injured and is therefore unable to promptly consent to testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in his/her system at the time of the accident.
4. Required by DOT or other applicable laws or regulations.
5. Required pursuant to a rehabilitation agreement imposed by the City.

iii) Searches

The City reserves the right to conduct searches of its vehicles, property or equipment at any time. The City reserves the right to require an employee to submit to a search of his/her possessions carried into the workplace or brought onto City property, if the City has reason to believe the employee is concealing drugs and/or alcohol in the item(s) being searched. If the employee desires, he/she may request that a union representative be present during a search of the employee's personal belongings. The City will not request or require any employee to submit to a search of his/her body.

iv) Safeguards

All testing will be done by a laboratory designated by the City, which is certified in accordance with the standards disseminated by the National Institute of Drug Abuse and the Department of Transportation. Positive drug test results will be reported to the City Manager. All positive drug test results will be confirmed using GCMS methodology. Drug test results will be considered medical records and treated as confidential to the extent required by law. The City will pay for the cost of any required testing and any required evaluation for drug and/or alcohol dependencies, which are not covered by the group insurance policy. Employees who question the validity of the controlled substances test may request in writing a retest or a split sample test within seventy-two (72) hours of the results of the original test.

v) Rehabilitation

The City encourages employees who have drug and/or alcohol dependencies or think they may have such dependencies to seek assistance voluntarily. When an employee voluntarily reports a drug or alcohol dependency and seeks assistance, that employee will be placed on a leave of absence or adjusted working hours to allow for inpatient rehabilitation treatment as recommended by the rehabilitation counselors.

The employee will not be permitted to work until such time as a competent medical authority, approved by the City, has certified that the employee has controlled the problem and is able to safely perform his/her job duties. However, if an employee claims drug or alcohol dependencies after violating this policy, the employee will be subject to immediate discharge, irrespective of such dependencies.

The time an employee is off work undergoing rehabilitation is unpaid. However, employees may draw their unused, accumulated sick leave and/or vacation pay. Also, employees who are receiving health insurance coverage will be eligible for continuation of health insurance benefits with standard City contributions as required by the Family and Medical Leave Act.

In order to continue working for the City, an employee seeking assistance must agree to all treatment, rehabilitation, after-care and follow-up testing as set forth in a written rehabilitation and return to work agreement required by the City.

vi) Level of Discipline to be Imposed

Any employee who is found to be in violation of this policy, or who refuses to submit to testing as required, or who refuses to cooperate or attempts to subvert the testing process will be subject to disciplinary action which could include immediate termination of employment. The City also reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state or federal law.

As a result of disciplinary action arising from a drug or alcohol problem, an employee may be required to participate in a drug or alcohol treatment program. An employee who is so required will normally be evaluated for drug and alcohol use by a professional in this field. Where such an evaluation is scheduled and required by the City, the City will pay the cost and the employee must cooperate. An employee may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct which led to the employee's mandated participation in an alcohol and drug treatment program, the employee may be required to submit to random or unannounced screening for alcohol and/or drugs for a specified period of time and to meet various performance standards which are imposed as a condition of continuing employment.

vii) Definitions

For the purpose of this policy the following definition of terms is provided:

Reasonable suspicion is specific, describable observations by a supervisory employee concerning the work performance, appearance (including noticeable odor of an alcoholic beverage), behavior, or speech of the employee. Any accident or incident involving physical injury to any person may be considered as constituting reasonable suspicion for discovery testing for drugs and alcohol where human factors contribute to the incident and a question of sobriety short of reasonable suspicion exists.

Under the influence is defined as any detectable level of alcohol and/or drugs (in excess of trace amounts which can be attributable only to secondary exposure) in

an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled substances are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, the sale, purchase, transfer, use or possession of which 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 capable of impairing the judgment of an employee to safely perform his or her duties.

Prescription drugs are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

viii) Medical Marijuana

In addition to the above Substance Abuse Policy agreed upon by AFSCME and the City, as used in this policy "drugs" includes marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodation the disability in the workplace, as the City will not allow an employee to use medical marijuana as an accommodation.

k) Reports of Drug Conviction

The City has responsibilities pursuant to the Drug Free Work Place Act of 1988. Each employee must report facts and circumstances to the Department Head no later than five (5) days after conviction for violating any criminal drug statute. Any employee failing to comply with this provision, whenever discovered by the City, will face immediate discharge.

a) Drug Free Workplace

i) Prohibited Conduct

The following conduct is strictly prohibited and will result in disciplinary action up to and including termination:

1. Possession, sale and/or use of drugs on City premises, while in City provided clothes, while on City or work related travel, or while on City business (other than employees who possess drugs while they are engaged in law enforcement work);
2. Failing to promptly report convictions and/or plea bargains for an alcohol or drug related criminal offense to the extent it impacts the employee's ability to perform their job. All

~~drug and alcohol related convictions and plea bargain agreements must be promptly reported to the City Manager. This obligation to disclose applies to all convictions or plea bargains, which occur after the effective date of this Agreement;~~

- ~~3. Possession and/or consumption of alcoholic beverages or being under the influence of alcohol during work hours, while in City provided clothes or on City premises, while operating a City vehicle (or while operating a personal vehicle in connection with the performance of City business), or while performing job functions other than at the employee's home (other than employees who possess alcohol while they are engaged in law enforcement work); or~~
- ~~4. Being under the influence of drugs while on duty, on City premises, on City work time, while in City provided clothes, while on City business, or while operating a City vehicle (or while operating a personal vehicle in connection with the performance of City business).~~

~~As used in this policy, "drug" includes, but is not limited to, any controlled substance listed in Schedules I through V of the Federal Controlled Substance Act, including marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law. An employee is considered to be "under the influence" for purposes of this policy if a prohibited substance is present in his/her body or, for substances measured by volume, is present beyond the agreed upon threshold limits set for in the Department of Transportation "DOT" regulations.~~

~~ii) Prescription Medication and Medical Marijuana~~

~~An employee who uses prescription or over the counter drugs which may impair the employee's ability to safely perform the job, affect the safety or well-being of others, must notify the Department Head or designee of such use immediately before starting or resuming work. The name of the drug is not required. This includes, without limitation, medical marijuana. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City will not allow an employee to use medical marijuana as an accommodation.~~

~~iii) Testing~~

~~The City reserves the right to:~~

- ~~1. Subject applicants who are given a conditional offer of employment in a safety-sensitive position to a drug and/or alcohol test;~~
- ~~2. Test employees reasonably suspected of using drugs or alcohol in violation of this policy;~~
- ~~3. Discipline or discharge employees who test positive or otherwise violate this policy;~~
- ~~4. Test employees when they are involved in any work related accident which results in death or bodily injury to the employee, a coworker or another person or which results in any property damage beyond damage which is determined by the City to be de minimis. In the event an employee is injured and is therefore unable to promptly consent to~~

testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in their system at the time of the accident; or

~~5. Test employees as required by law, including, but not limited to, U.S. Department of Transportation rules.~~

~~The phrase "reasonable suspicion" (or in any variation) used in this policy means an articulable belief based on specific facts and reasonable inferences drawn from those facts that an employee is more likely than not under the influence of controlled substances or alcohol or has used drugs or alcohol in violation of this policy. Circumstances which can constitute a basis for determining "reasonable cause" may include, but are not limited to:~~

- ~~• A pattern of abnormal or erratic behavior;~~
- ~~• Information provided by a reliable and credible source;~~
- ~~• A work-related accident when the City has a reasonable basis to believe that the accident may have been caused by drug or alcohol use;~~
- ~~• Direct observation of drug or alcohol use;~~
- ~~• Presence of the physical symptoms of drug or alcohol use (i.e., glassy or bloodshot eyes, alcohol odor on breath, slurred speech, poor coordination and/or reflexes);~~
- ~~• Unexplained significant deterioration in individual job performance;~~
- ~~• Unexplained or suspicious absenteeism or tardiness;~~
- ~~• Employee admissions regarding drug or alcohol use; and~~
- ~~• Unexplained absences from normal work areas where there is reason to suspect drug or alcohol related activity.~~

~~Supervisors must detail in writing the specific facts, symptoms or observations forming the basis for their determination reasonable cause exists to warrant alcohol or controlled substance testing of an employee or a search. This documentation shall be forwarded to the City Manager. Whenever possible, supervisors should locate a second employee or witness to corroborate "reasonable cause" findings.~~

~~An employee whose initial laboratory screening test for controlled substances yields a positive result shall be given a second test. The second test shall use a portion of the same test sample withdrawn from the employee for use in the initial screening test. If the second test confirms the initial positive test result, the employee shall be notified of the results in writing by the City Manager. The letter of notification shall state the particular substance identified by the laboratory tests. The employee may request a third test of the sample within 24 hours of receiving the letter of notification, but such testing will be paid for by the employee.~~

~~iv) Search of Property~~

~~When reasonable cause exists to believe an employee possesses alcohol or a controlled substance on City property or has otherwise violated provisions of this rule regarding possession, sale or use of controlled substances or alcohol, the City may search the employee's possessions located on City property, including but not limited to, clothes, locker, lunchbox, toolbox, and desk. Employees should have no expectation of privacy in any items they bring on to City property, or in property, equipment or supplies provided by the City to employee.~~

~~v) Employee Refusal to Test/Search~~

~~An employee who refuses to consent to a test or a search when there is reasonable cause to suspect the employee has violated this policy is subject to disciplinary action up to and including termination. The reasons for the refusal shall be considered in determining the appropriate disciplinary action.~~

~~An employee who refuses to cooperate with any and all tests required by this policy is also subject to discipline, up to and including termination. This includes, but is not limited to, tampering with, or attempting to tamper with, a specimen sample, using chemicals or other ingredients to mask or otherwise cover up the presence of metabolites, drugs or alcohol in a specimen, or providing a blood or urine specimen that was produced by anyone or anything other than the employee being tested.~~

~~vi) Crimes Involving Drugs and/or Alcohol~~

~~Employees shall report:~~

- ~~• Any criminal arrest or conviction for drug or alcohol related activity within five days of the arrest or conviction;~~
- ~~• Entry into a drug court or diversion program; or~~
- ~~• Loss or limitation of driving privileges when the employee's job is identified as requiring a valid driver's license (regular or CDL).~~

~~Failure to report as required will result in disciplinary action up to and including termination.~~

~~vii) Drug and Alcohol Treatment~~

~~The City recognizes that alcohol and drug use may be a sign of chemical dependency and employees with alcohol and drug problems can be successfully treated. The City is willing to help such employees obtain appropriate treatment.~~

~~An employee who believes he or she has a problem involving the use of alcohol or drugs should ask a Department Head or City Manager for assistance.~~

~~The City will work with an employee to identify all benefits and benefit programs available to help deal with the problem. Attendance at any rehabilitation or treatment program will be a shared financial responsibility of the employee and the City to the extent its existing benefits package covers some or all of the program costs.~~

~~Although the City recognizes alcohol and drug abuse can be successfully treated and is willing to work with employees who may suffer from such problems, it is the employee's responsibility to seek assistance *before* drug or alcohol problems lead to disciplinary action. Once a violation of City policy is discovered, the employee's willingness to seek City or outside assistance will not "excuse" the violation and generally will have no bearing on the determination of appropriate disciplinary action.~~

~~viii) Confidentiality~~

~~All information from an employee's drug and alcohol evaluation is confidential and only those with a need to know are to be informed of test results. Disclosure of such information to any other person, agency, or the City is prohibited unless written authorization is obtained from the employee.~~

~~b) Criminal Arrests and Convictions~~

Employees must promptly and fully disclose to their supervisor on the next working day:

- All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City property, or in a City vehicle (see “Alcohol/Drug Use, Abuse and Testing” policy above);
- All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
- If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or any paid leave to cover the absence, and may be subject to disciplinary action, including termination.

~~e)m) Smoke-Free Workplace~~

The City provides a tobacco-free environment for all employees and visitors. For purposes of this policy, “tobacco” includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or “chew/spit” tobacco. This policy applies to employees, volunteers, and any visitors to City property, vehicles or facilities/buildings.

The use of tobacco products is prohibited at all time indoors and on the campuses or property of the designated City worksites. This includes doorways, front porches or outdoor foyers, and parking lots.

d)n) _____ Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City employees to express their personal political views.); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

e)o) _____ Use of City Email and Electronic Equipment, Facilities and Services

The City uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet and any new technologies used in the future. This policy governs the use of such City property.

i) Ownership

All information and communications in any format, stored by any means on or received via the City's electronic equipment, facilities or services is the sole property of the City.

ii) Use

All of the City's electronic equipment, facilities and services are provided and intended for City business purposes only and not for personal matters, communications or entertainment. This means, for example, employees may not use the City-provided Internet, or City electronic equipment, facilities and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City's no-harassment, non-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or company protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other City-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses); or

- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, providing it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the City Manager.

iii) Inspection and Monitoring

Employee communications, both business and personal, made using City electronic equipment, facilities, and services are not private. Any data created, received or transmitted using City equipment, facilities or services are the property of the City and usually can be recovered, even though deleted by the user.

All information and communications in any format, stored by any means on the City's electronic equipment, facilities or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City's ownership of the electronic information, electronic equipment, facilities, or services, or the City's right to inspect such information. The City reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of the City's electronic equipment, facilities and services, including all communications and internet usage and resources visited. The City will override all personal passwords if it becomes necessary to do so for any reason.

iv) Personal Hardware and Software

Employees may not install personal hardware or software on the City's computer systems without approval from the Finance/IT Department. All software installed on the City's computer systems must be licensed. Copying or transferring of City-owned software may be done only with the written authorization of the IT Department.

v) Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City management. No employee can examine, change or use another person's files, output or user name unless they have explicit authorization from City to do so.

vi) Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception, and these methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

vii) Inappropriate Web Sites

The City's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate the City's policies on harassment and discrimination.

f)p) Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the involved risks and rewards. Keep in mind any of your conduct that adversely affecting your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination.

i) Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City's no-harassment and non-discrimination policies and that include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

Do not create a link from your blog, website or other social networking site to a City-owned or -maintained website without identifying yourself as a City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact you are a City employee and make it clear your views do not represent those of the City or its employees or elected officials.

ii) Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, the City's employees and elected officials, and suppliers or other third parties who do business with the City. Also, keep in mind you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City employees or elected officials, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could

contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Maintain the confidentiality of the City's confidential information. Do not post internal reports, policies, procedures or other internal, City-related confidential communications or information. (See "Confidential City Information" policy above.)

iii) Request for Employee Social Media Passwords

The City's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City.

Nothing in this policy prohibits City from requiring an employee to produce content from his or her social media or internet account in connection with a City -sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

g) Cellular Devices Policy

This policy applies to employee use of cell phones, smart phones (including iPhones and similar devices), tablets and similar devices, all of which are referred to as "cellular devices" in the Cellular Devices Policy.

i) Cell Phones and Cellular Devices in General

Employees are allowed to bring personal cell phones and cellular devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City-provided cell phones/cellular devices may not violate the City's policies against harassment and discrimination. Thus, employees who use a personal or City-provided cell phone/cellular device to send a text or instant message to another employee (or to a citizen or someone not employed by the City) in violation of the City's no-harassment and non-discrimination policies will be subject to discipline, up to and including termination.

Nonexempt employees may not use their personal or City-provided cell phone/cellular device for work purposes outside of their normal work schedule without advance written authorization from the City Manager. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.

ii) Employee Use of City-Provided Cell Phones/Cellular Devices

Cell phones/cellular devices are made available to City employees on a limited basis to conduct the City's business. Determinations as to which employees receive City-provided cell phones will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, the City may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City away from the office (see City Manager for more information).

Employees who receive a cell phone or cellular device from the City must agree to not use the cell phone/cellular device for personal use except in emergency situations and must abide by all aspects of the Cellular Device Policy. Further, employees who receive a cell phone or cellular device from the City must acknowledge and understand that because the cell phone/cellular device is paid for and provided by the City, or subsidized by the City, any communications (including text messages) received by or sent from the cell phone/cellular device may be subject to inspection and review if the City has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cellular Device Policy or any other City policy. An employee who refuses to provide the City access to his/her personal cell phone/cellular device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Employees may not use the City-provided cell phones or cellular devices to call 1-900, 1-976 or similar "pay per minute" services. Further, family and friends may not use an employee's City-provided cell phone/cellular device.

iii) Employee Use of Cell Phones/Cellular Devices with Cameras

Cameras of any type, including cell phones with built-in cameras and video photography devices, may not be used during working hours or at any City-sponsored function unless authorized to do so by the Department Head or designee.

iv) Cell Phones/Cellular Devices and Public Records

City-related business conducted on City-provided or personal cell phones/cellular devices are subject to disclosure under Oregon's Public Records laws.

v) Cell Phone/Cellular Device Use While Driving

Oregon law prohibits the use of handheld cell phones while driving.- This policy is meant to ensure the safe operation of City vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City.

Employees are prohibited from using handheld cell phones for any purpose while driving on City-authorized or City-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on City business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area

to park and make the call, unless the employee uses a hands-free device for the call.. Violation of this policy will subject the employee to discipline, up to and including termination.

h)r) Driving While on Business

Employees using a private vehicle to conduct City's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City business use should make any necessary arrangements with their insurance carriers.

The City may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment. Once you are employed with City, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City when there are transactions on your driving record such as speeding tickets and citations.

While on City business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy, above.

3) Classification, Compensation and Benefits

a) Probationary Period

Every new employee hired shall serve a probationary period of six (6) months. The City may terminate probationary employees for any reason, with or without cause., and any such termination shall not constitute a violation of this contract.

In lieu of termination at six (6) months, the City may extend an employee's probationary period in writing, which summarizes the City's concerns about the employee's performance and suggests ways for the employee to improve. The extension of the probationary period shall not exceed ninety (90) days, absent mutual consent between the City and employee. This extension may be revoked by the City at any time if, in its sole opinion, the employee is unable or unwilling to meet the requirements of the position.

b) Employee Classification

The City classifies employees as follows:

- Regular Full-time: Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City's benefit programs.
- Regular Part-time: Employment requiring less than 40 hours, ~~but more than 20 hours,~~ of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, Part-time employees are not eligible for benefits except those mandated by applicable law or as otherwise noted in this policy.
- Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City rules and procedures.

j)c) Salary Eligibility Date

The salary eligibility date (SED) is used to determine benefit accrual and merit increases of an employee. Employees will be assigned a SED equal to the first of the month immediately following hire date, position reclassification or promotion.

k)d) Duration of Employment

All employees, except temporary employees, are hired for an unspecified duration. None of the classifications guarantee employment for any specific length of time.

l)e) Job Sharing

Job Share Definition. A job sharing position is a regular full-time or part-time position that is held by two individuals on an interdependent, shared-time basis. The duties and responsibilities of the single position will be divided so as to provide complete and coordinated coverage by the two partners. The partners will normally divide the required working hours, not to exceed a total of 40 hours per week, within a pay period.

Each partner in a job sharing position must have, or be capable of having, all the knowledge, skills, and abilities necessary to perform the job. In addition, partners must communicate with one another to ensure that their efforts are coordinated effectively. Each job share partner must be willing to cover the absences of the other.

Benefits. Job share partner's benefits are determined as if each were a part-time employee; however, the City shall not be required to contribute to either more than half cost of health insurance for a full family. Vacation, sick leave and holiday benefits will be pro-rated on the basis of hours worked.

Approval and Termination of Job Share Positions. Job sharing shall be implemented, continued or terminated at the discretion of the City based on operational efficiency. Specific scheduling arrangements shall be determined by the Department Head and should be a function of the needs of the department, the nature of the job and the desires of the job share partners.

m)f) Performance Reviews

All permanent City employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and discipline/termination. Any

employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).

The City's goal is to provide an employee with the first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City will strive to provide a formal performance review on an annual basis. Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work;
- A review of exceptional employee accomplishments;
- Establishment of goals for career development and job enrichment;
- A review of areas needing improvement; and
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

n)g) _____ Payroll Policies

i) Pay Period

The pay period begins on the 16th of the month and ends on the 15th of the following month.

ii) Overtime

- Time-and-a-Half: The City pays one and one-half times a non-exempt employee's regular rate of pay for all hours worked over 40 in any workweek. See "Employee Classification" above.
- Limitation on Overtime Pay: Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay.
- Assignment of Overtime Work: On occasion, where the City's workload makes it necessary, non-exempt employees may be required to work overtime.
- Supervisor Authorization: No overtime may be worked by non-exempt employees unless specifically authorized in writing by the Department Head or designee. Employees who work unauthorized overtime may be subject to discipline up to and including termination.
- Compensatory (Comp) Time: Overtime hours can be paid or, at the employee's option with City approval, accumulated at time and one-half up to a maximum of 80 hours and taken as comp time off. Overtime worked after the employee has

accrued 80 hours of comp time will be compensated as overtime pay. Employees are encouraged to work with their manager/supervisor to schedule and use comp time within 60 days of when it is accrued. At the discretion of an employee's manager/supervisor, employees who have accrued less than 80 comp hours may be able to choose whether to have the accrued comp time cashed out at the rate earned by the employee at the time the employee receives the payment. The City may elect to cash out accumulated comp time at any time.

- Exempt Employees: Exempt employees are not eligible to receive overtime pay or compensatory time off from work.

iii) Timekeeping Requirements

Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than City business. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline up to and including termination. An employee who fails to record all of his or her time worked may be subjected to discipline as well.

iv) Payday

Paychecks will be distributed on the last business day of the month. The City will electronically deposit paychecks (direct deposit) upon written request of the employee.

v) Payroll Advance

A pay advance is a temporary loan to an employee. You may not receive a pay advance unless you have an emergency or an unusual, unforeseen event that causes severe financial hardship. Employees are limited to two (2) advances in a given fiscal year and may receive an advance only for monies already earned during the month (up to 40% of your base monthly wages). Your pay advance request must be approved by the Department Director, Finance Director and the City Manager. Advances will be processed within two days of receipt of request.

vi) Optional Deductions

Employees may authorize deductions from their pay (by written request) for items such as local gym dues, donations, etc. Authorized optional deductions must be of general interest to five (5) or more employees and approved by the Finance Director.

vii) Deferred Compensation

Eligible City employees may elect to enroll in the deferred compensation plan(s) approved by the City. Deferred compensation accounts will be established on behalf of any employee who is willing to make contributions to the plan in accordance with plan requirements.

viii) Additional Compensation

From time to time the City may provide meals, light snacks, hors d'oeuvres and/or beverages (non-alcoholic) such as tea, coffee and/or soda for staff and/or the public during training and

other special occasions.

i) City Vehicles

The City may provide a City vehicle to designated employees who respond to after hour emergencies.

ix) City Vehicles

The City may provide a City vehicle to designated employees who respond to after hours emergencies.

~~viii)~~x) Applicable Laws

The City makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City has made any improper deductions, has failed to pay you for all hours worked or for overtime, or has failed to properly calculate your wages in any way, you must immediately report the error to your Department Head or designee. The City will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination because he or she has reported any errors or complaints regarding the City's pay practices.

~~ix)~~xii) Pay Upon Leaving City Employment

An employee terminating employment with the City who gives the City at least 48 hours' notice will be paid on the date of separation any earned and unpaid wages then due plus any accumulated and unused vacation pay and compensatory time. Work hours, vacation and compensatory time shall be paid at the employee's hourly rate at the date of separation. If the employee gives less than 48 hours' advance notice prior to quitting City employment, the employee shall be paid within five (5) business days of the separation date or on the next regularly scheduled payday, whichever occurs first. Terminated employees will receive final pay no later than the end of the first business day after termination.

~~x)~~xii) Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify the Finance Director to ensure t the proper updates/paperwork are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;

- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from the City about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City may require employees to provide proof of marital status/domestic partnership status. Employees who violate this policy may be subject to discipline, up to and including termination.

e)h) Healthcare Benefits

The City currently offers group medical, vision, dental, long-term disability and life insurance plans for eligible employees. Coverage begins on the first day of the month following the employee's completion of thirty (30) days of employment. For example, an employee hired on January 15 would have coverage beginning March 1.

i) Summary Plan Description

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City. These documents govern all issues relating to employee health insurance.

ii) Continuation Coverage under COBRA

Information regarding specific benefits or continuation of coverage is available from the Finance Director.

p)ii) Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

i) Steps to Take if You Are Injured on the Job

To ensure you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

- Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury;
- Seek medical treatment and follow-up care if required; and
- Promptly complete a written Employee's Claim Form (Form 801) and return it to the City Manager's office.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

ii) Return to Work

If you require workers' compensation leave, you will, under most circumstances, be reinstated to the same position you held at the time your leave began, or to an equivalent position, if available. However, you must first submit an approved medical certificate demonstrating your ability to return to work.

When returning from workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. The City does not discriminate against employees who suffer a workplace injury or illness.

iii) Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines you are able to perform modified work, the City will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City. While you are on modified or transitional work, you are still subject to all other the City rules and procedures.

iv) Overlap with Other Laws

The City will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA), as amended, and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

2)4) Time Off and Leaves of Absence

a) Vacation Benefits for Employees

i) Vacation Policy

Vacation benefits are intended to provide eligible employees with a period of rest and relaxation away from work with pay. Accordingly, employees are encouraged to schedule vacations with their Department Head each year and to use all vested vacation benefits.

ii) Vacation Accruals

The City provides vacation benefits to its regular full-time and regular part-time employees. Vacation credits will accrue and be posted monthly as follows for full-time, non-represented employees:

Years of Continuous Service	Annual Accrual
Less than 5 years	96 hours
At least 5 and less than 10 years	120 hours
At least 10 and less than 15 years	144 hours
At least 15 years	144 hours plus 8 hours for each year of service beyond 15 years

Regular part-time employees will receive pro-rated vacation benefits. Vacation shall not accrue during an unpaid leave of absence.

iii) Maximum Accrual Balance

An employee with less than 15 years of continuous service may accrue a maximum balance of up to 190 hours of vacation leave. An employee with 15 years or more continuous service may accrue a maximum balance of up to 230 hours of vacation. Once an employee has accrued the maximum amount of vacation leave, the employee will cease to accrue additional leave. The employee will begin to accrue vacation leave once the amount of accrued vacation falls below the maximum amount.

iv) Scheduling Vacations

Vacations must be scheduled and approved in advance by the employee's Department Head, or by the City Manager in the case of Department Head's absence, in accordance with Department and/or work area policy.

v) Holidays Occurring During Scheduled Vacations

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day if eligible for such pay and will not be charged for vacation benefits for the day.

vi) Vacation During First Six Months of Employment

New employees shall accumulate vacation leave from the date of hire but will not be eligible to take vacation time off during the first six months of employment.

vii) Vacation Leave Donation and Use

The purpose of donated vacation leave is to assist any eligible employees with additional leave through the donations of eligible co-workers. All full-time regular employees are eligible to request or donate vacation time in cases deemed as "hardship" by the City Manager or designee. All donations will be kept confidential and donors will remain anonymous. To qualify for a leave donation, an employee must meet the eligibility requirements of the Family Medical Leave Act and/or the Oregon Family Leave Act. An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance, or other supplemental income is not eligible to receive donated leave.

Donated leave may not be used to extend employment beyond the point it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

The Requesting Employee (Recipient) Must:

- Provide documentation for a non-work related seriously disabling illness or injury, as certified by a physician;
- Have first exhausted all accrued sick leave, compensatory time, floating and vacation leave;
- Have worked one full year at the City and have received satisfactory performance evaluations; and
- Submit a request for donated leave to their Department Head or designee indicating reason and anticipated amount of lost work time.

The Donating Employee

- Must complete and submit to the City Manager or designee, a designated form with Department Head approval, indicating the desire to donate; and
- May donate up to a maximum of 40 hours of vacation time per calendar year but must retain a minimum of 40 hours vacation leave.

Any decision by the City Manager or designee regarding Vacation Leave Donation will be binding. Donated time is calculated using the number of hours donated, the donator's hourly wage, and the recipient's hourly wage.

b) Management Leave for Exempt Employees

The City recognizes exempt employees commit substantial hours to City service in order to fulfill their responsibilities and meet periodic job demands. Therefore, the City has elected to grant these employees paid management leave for the extra hours of service worked for the City, as specified below.

Effective July 1 of each fiscal year, exempt positions will receive 10 days (80 hrs.) paid management leave in addition to vacation and holidays.

An employee hired after July 1 will receive administrative leave for the remainder of the fiscal year on a pro-rated basis. Management leave must be taken by June 30th of each year. Unused management leave days will not be cashed out and will not accrue from year to year and shall be forfeited if not used. ~~Personnel who sever employment in the middle of the fiscal year and use more days than the proportional amount for their employment period may have the excess use deducted from the final paycheck based on an hourly rate, as permitted by applicable law.~~ Management leave shall be approved by the Department Head or City Manager. Department Heads shall regulate the use of management leave within their departments.

c) Holidays and Floating Holidays

Regular full-time employees will receive a day off with pay on each of these recognized holidays and Regular part-time employees will receive recognized holidays pro-rated based upon hours worked:

New Year's Day	President's Day
Memorial Day	Independence Day (July 4)
Labor Day	Thanksgiving Day
The day after Thanksgiving	Christmas Day
Veterans Day	Personal Holiday (hours to equal 2 shifts)

When a scheduled holiday falls on a Sunday it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

If a non-exempt employee is required to work on any holiday observed by the City, the employee shall either be paid or given compensatory time off for all hours worked at the rate of one and one-half times the regular rate of pay.

Employees who are off work on an unpaid leave of absence shall not receive holiday pay. Employees who are off work due to sick leave or vacation shall be paid for the holiday in lieu of receiving vacation or sick leave pay.

Each Regular full-time employee will receive 2 Personal Holidays (hours to equal 2 shifts)

d) Family Medical Leave

i) FMLA/OFLA Policy

The following is a summary of Family and Medical Leave policy and procedures under the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave of absence for the reasons identified below. Federal and state law prohibit retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used Family and Medical Leave. In all cases, applicable Oregon and federal laws, rules, policies and collective bargaining agreements govern the employee's and the City rights and obligations, not this policy.

Employees seeking further information should contact the City Manager's office. Also refer to the "Employee Rights and Responsibilities under the Family Medical Leave Act" and "Oregon Family Leave Act" notices posted in the employee break areas which are incorporated here by reference.

1. Definitions

Child/Son or Daughter: For purposes of OFLA, "child" includes a biological, adopted, foster or stepchild, the child of a registered same-sex domestic partner or a child with whom the employee is in a relationship of in loco parentis. For purposes of OFLA Serious Health Condition Leave, the "child" can be any age; for all other types of leave under OFLA, the "child" must be under the age of 18 or over 18 if incapable of self-care.

A "son or daughter" is defined by FMLA as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence. FMLA also provides separate definitions of "son or daughter" for FMLA military family leave that are not restricted by age – see below.

Family Member: For purposes of FMLA, "family member" is defined as a spouse, parent or a "son" or "daughter" (defined above).

For purposes of OFLA, "family member" includes the definitions found under FMLA and also includes adult children (for "serious health condition" leave only), a parent-in-law, grandparent, grandchild, registered same-sex domestic partner, and parent or child of a registered same-sex domestic partner.

Eligible Employee: OFLA – To qualify for OFLA leave for a Serious Health Condition or Sick Child Leave, an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week. To qualify for Parental Leave under OFLA, an employee must have been employed for at least 180 days (no per-week hourly minimum is required).

OMFLA – For purposes of Oregon Military Family Leave Act leave, the employee need have only worked 20 hours per week (no minimum length of employment required). A different

calculation method applies for reemployed service members under USERRA who seek OMFLA leave; see the City Manager for more information.

FMLA – Employees are eligible for FMLA leave if they have worked for a covered employer for at least one year (which may be based on separate stints of employment) and for 1,250 hours during the 12 months preceding the date leave is to begin. They must also be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Leave under Oregon and federal law will run concurrently when permitted.

Serious Health Condition: “Serious health condition” is defined under FMLA and OFLA as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Other conditions may meet the definition of a “serious health condition”; see the City Manager’s office for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as serious health conditions.

2. Reasons for Taking Leave

Family Medical Leave may be taken under any of the following circumstances:

- **Call to Active Duty Leave:** Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the regular Armed Forces, National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain “qualifying exigencies.” “Qualifying exigencies” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. This type of leave is available under FMLA only; however, under OFLA, specifically under the Oregon Military Family Leave Act, during a period of military conflict, as defined by the statute, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces of the U.S. and who has been notified of an impending call or order to active duty, or who has been deployed, is entitled to a total of 14 days of unpaid leave per deployment after the military spouse or registered same-sex domestic partner has

been notified of an impending call or order to active duty and before deployment and when the military person is on leave from deployment.

- **Employee's Serious Health Condition Leave:** To recover from or seek treatment for an employee's serious health condition, including pregnancy-related conditions and prenatal care.
- **Family Member's Serious Health Condition Leave:** To care for a family member with a serious health condition.
- **Parental Leave:** For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
- **Pregnancy Disability Leave:** For incapacity due to pregnancy, prenatal medical care or birth.
- **Servicemember Family Leave:** Eligible employees may take up to 26 weeks of leave to care for a "covered servicemember" during a single 12-month period. A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Under some circumstances, a veteran will be considered a "covered servicemember." This type of leave is available under FMLA only.
- **Sick Child Leave:** To care for a child who suffers from an illness or injury that does not qualify as a serious health condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick child leave is not available if another family member is able and willing to care for the child. This type of leave is available only to employees who are eligible under OFLA.
- **Bereavement Leave.** This type of leave is addressed under OFLA; see the Bereavement Leave Policy for more information.

3. Length of Leave

In any One-Year Calculation Period, eligible employees may take up to twelve (12) weeks of Parental Leave, Serious Health Condition Leave (employee's own or family member), Sick Child Leave, or Call to Active Duty Leave.

- In some cases, an additional twelve (12) weeks of leave may be available to an eligible employee for an illness, injury or condition related to pregnancy or childbirth that disables the employee; and
- In some cases, employees who take the entire twelve (12) weeks of OFLA Parental Leave will be entitled to an additional twelve (12) weeks of Sick Child Leave.

When leave is taken for Servicemember Family Leave, an eligible employee may take up to 26 weeks of leave during the One-Year Calculation Period to care for the servicemember. During the One-Year Calculation Period in which Servicemember Family Leave is taken, an eligible

employee is entitled to a combined total of 26 weeks of FMLA Leave (some of which may include other types of FMLA-specific leaves of absence).

The “12-month period” during which leave is available (also referred to as the “One-Year Calculation Period”) is 12 months starting with the first day family leave is taken by the employee (12-month "looking forward" method).

Intermittent or reduced schedule leave may be taken during a period of Family Member or Employee Serious Health Condition Leave or Servicemember Family Leave. Additionally, Call to Active Duty Leave may be taken on an intermittent or reduced leave schedule basis. An employee may be temporarily reassigned to a position that better accommodates an intermittent or reduced schedule; employees covered by OFLA will not be reassigned without their express consent and agreement. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of the City’s operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the City and the employee. Intermittent leave for Parental Leave is not available.

4. Employee Notice Requirements

Employees must provide at least 30 days’ advance notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned treatment for a serious injury or illness of a covered servicemember (Servicemember Family Leave). If 30 days’ notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

For Call to Active Duty Leave, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee must let City Manager know as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify City Manager within three business days, or as soon as possible. Further, employees must provide written notice within three days of returning to work.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the City’s normal call-in procedures. Employees who fail to comply with the City’s leave procedures may be denied leave, subject to discipline, or the start date of the employee’s Family Medical Leave may be delayed.

5. Certification

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA or OFLA protection and the anticipated timing and duration of the leave. Sufficient

information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for either Call to Active Duty or Servicemember Family Leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Additionally, employees requesting serious health condition leave for themselves or to care for a covered family member will be required to provide certification from the health care provider of the employee or the covered family member to support the request. Employees requesting child leave under OFLA may be required to submit, at a minimum, a note from a doctor if the employee has requested to use more than three days (i.e., one three-day occurrence or three separate instances) of sick child leave within a one-year period.

Employees must furnish the City's requested medical certification information within 15 calendar days after such information is requested by the City. In some cases (except for leave to care for a sick child), the City may require a second or third opinion, at the City's expense. Employees also may be required to submit subsequent medical verification. Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a FMLA/OFLA medical certification. If Family Medical Leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification (fitness-for-duty certification) from their health care provider stating that the employee is able to resume work.

6. Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave, including vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence on Family Medical Leave. Use of accrued paid leaves will run concurrently with Family Medical Leave. Represented employees may reserve accrued leave and compensatory time if provided by their collective bargaining agreement. If the employee has no accrued paid leave, vacation, compensatory time or sick leave available to use during a Family Medical Leave, the leave will be unpaid.

7. Holiday Pay While on Leave

Employees receiving short- or long-term disability will not qualify for holiday pay. Employees using vacation pay or sick pay during a portion of approved Family Medical Leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

8. On-the-Job Injury or Illness

Periods of employee disability resulting from a compensable on-the-job injury or illness will qualify for FMLA Leave if the injury or illness is a "serious health condition" as defined by applicable law.

OFLA leave will not be reduced by and will not run concurrently with any period the employee is unable to work because of a disabling compensable on-the-job injury; however, if the injury or illness is a "serious health condition" as defined by Oregon law and the employee has refused a bona fide offer of light-duty or modified employment, OFLA leave will commence.

If the employee's serious health condition is the result of an on-the-job injury or illness, the employee may qualify for workers' compensation time-loss benefits.

9. Benefits While on Paid Leave

If an employee is on approved FMLA or OFLA Leave, the city will continue the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.

10. Benefits While on Unpaid Leave

Employees wishing to maintain health insurance during a period of approved FMLA or OFLA leave will be responsible for bearing the cost of the employee portion of coverage. Retirement benefits will not continue while an employee is out on unpaid leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in City benefit plans.

11. Job Protection

Employees returning to work from Family Medical Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Family Medical Leave have been resolved, even if leave was originally approved for a longer period. With the exception of employees on leave as the result of an on-the-job injury or illness or otherwise required by law, reinstatement shall not be considered if the leave period exceeds the maximum allowed.

The use of Family Medical Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employees who work for other employers during a "serious health condition" leave may be subject to discipline up to and including termination. Additionally, all employees who use Family Medical Leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

e) Bereavement Leave

Employees who have worked for City for 180 calendar days, and averaged at least 25 hours per week, may take up to two weeks of bereavement leave including **35** days off with pay per death of a family member. Bereavement leave may be used to attend the funeral or alternative to a funeral of the family member, **and/or** to make arrangements necessitated by the death of the family member, **or to grieve the death of the family member.** The two weeks of bereavement leave must be taken in the 60-day period following notice of death of a family member and will be deducted from the employee's available leave time under OFLA. For purposes of this policy, "Family Member" is defined to include the employee's spouse, same-sex domestic partner

(registered), child, parent, parent-in-law, grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse.

Employees who wish to take bereavement leave must inform the City as soon as possible after receiving notification of a Family Member's death. Although prior notice is not required, oral notice must be provided within 24 hours of beginning leave. Written notice must be provided to the employer within three days of returning to work. Employees are required to use any available sick leave during the period of bereavement leave; vacation time will be used if the employee has no available sick leave.

f) Jury and Witness Duty

i) Jury Duty

The City will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's supervisor to verify the need for such leave. Jurors will turn over payments the employee receives for jury duty (except mileage when using personal vehicle) to the City, and the employee will be paid their regular wages for a period not to exceed two weeks. After two weeks of paid leave the employee will be granted additional unpaid leave. The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor informed about the amount of time required for jury duty.

ii) Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to the Finance Director upon receipt.

Except for employee absences covered under the City's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

g) Religious Observances Leave and Accommodation Policy

The City respects the religious beliefs and practices of all employees. The City will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's business. Employees may use

vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with the City Manager.

h) Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

“Immediate family member” includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- i. Use any accrued, but unused vacation/sick leave during the leave period;
- ii. Provide as much advance notice as is practicable of his/her intention to take leave unless giving advance notice is not feasible); and
- iii. Submit a request for the leave in writing to the City Manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney’s office, police report, a protective order issued by a court, or similarly reliable sources.

i) Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

Reasons for taking leave include the employee’s (or the employee’s dependent’s) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to the City Manager, as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City. Please contact the City Manager immediately with requests for reasonable safety accommodations.

j) Military Leave

Employees who wish to serve in the military and take military leave should contact the City Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

k) Sick Leave

The City provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact the City Manager's office. Also refer to the Oregon Sick Leave Law poster that is posted in employee break areas and is incorporated here by reference.

i) Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees. Sick leave runs concurrently with Oregon Family Medical Leave, federal Family and Medical Leave and other leave where allowed by law.

Employees begin to accrue paid sick leave on the first day of employment, paid sick leave may be used as it is accrued.

Paid sick leave shall accrue at the rate of eight (8) hours for every month worked. Paid sick leave shall be taken in six-minute increments.

Paid sick leave will be paid at the employee's current regular rate of pay. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

The following benefit applies to the first 960 hours in an Employee's sick leave bank (any additional unused sick leave hours are lost):

Upon an Employee's death: Fifty percent (50%) of unused sick leave shall be paid to the employee's estate.

Upon an Employee's retirement: Sick Leave shall be paid to the Employee at retirement, unless the Employee is facing discharge, at the following rates below. To be eligible for this retirement benefit, the employee shall have met the continuous service requirement listed below or age 55, whichever is less.

- Completion of 20 years – 30%
- Completion of 25 years – 40%
- Completion of 30 years – 50%

If an employee leaves employment and is rehired within 180 days, the employee's remaining sick leave balance will be restored.

ii) Use of Sick Leave

Sick leave is intended as a safety net to provide you with income during periods of illness. Use your sick leave appropriately so you will have it available when needed. Accrued paid sick leave may be used for the following reasons:

- For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care for the employee or qualified family member;
- "Qualified family member" means the eligible employee's grandparent, grandchild, spouse, or registered same-gender domestic partner, and the domestic partner's child or parent; the employee's stepchild, parent-in-law or a person with whom the employee was or is in a relationship of in loco parentis; and the employee's biological, adoptive or foster parent or child;

- For any purpose allowed under the Oregon Family Leave Act, including bereavement leave;
- If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272); or
- In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

iii) Employee Notice of Need for Sick Leave

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner minimally disruptive to the organization and operations, the City may deny the use and legal protections of sick leave.

1. *Foreseeable Sick Leave*

If the need for sick leave is foreseeable, employees must notify their supervisor as soon as practicable before the leave using the City's call-in/notification procedures. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

2. *Unforeseeable Sick Leave*

~~Generally, an employee should notify their immediate supervisor of unforeseeable sick leave at least three hours prior to the beginning of their shift. If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable and comply generally with the City's call-in procedures. Generally, an employee should notify their immediate supervisor of unforeseeable sick leave at least ninety minutes prior to the beginning of their shift, or as specified in department policy, unless physically unable to do so, at which time notice should be given as soon as possible.~~

An employee must contact their supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform their supervisor of any change in the duration of sick leave as soon as practicable.

iv) Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, City may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

v) Sick Leave Abuse

If the City suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the City may require documentation from a healthcare provider on a more frequent basis. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

2)5) Employee Benefits

a. Retirement Benefits

The City participates in the Public Employees Retirement System (PERS) for all sworn police officers and ICMA-RC for all other qualifying employees. For PERS Employees, your designation as a Tier I, Tier II or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS.

For employees eligible for ICMA-RC the first, a 401(a) plan includes a city contribution and an employee contribution. Employees may also elect to contribute to a 457 deferred compensation plan. For more information about the City's contributions to employee retirement plans, please see the City Manager's office.

4)6) General Causes for Disciplinary Action

a. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the City's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City records;
- Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's);
- Theft or the deliberate or careless damage or destruction of any City property, or the property of any other employee, citizen, vendor or third party;
- Unauthorized use of City equipment, materials or facilities;
- Provoking a fight or fighting during work hours or on City property;
- Engaging in criminal conduct while at work;
- Causing, creating or participating in a significant or substantial disruption of work during working hours on City property;
- Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City employee, customer or vendor;
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so;
- Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you;
- Sleeping or malingering on the job;
- Excessive personal telephone calls during working hours;
- Unprofessional appearance during normal business hours;
- Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City;
- Misrepresentation of City policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City. Employees may not use the City's name, logo, likeness, facilities, assets or other resources of the City for personal gain or private interests;
- Violations of the Ethics Policy or Oregon's Ethics laws;
- Violation of any safety, health, security or City policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City or outside regulatory or legislative bodies;
or

- Harassment or discrimination that violates City policy.

This statement of prohibited conduct does not alter the City's policy of at-will employment. With the exception of employees subject to a collective bargaining agreement or contract of employment, the City remains free to terminate the employment relationship at any time, with or without cause or notice.

b. Corrective Action/Discipline Policy

Employees are always expected to perform to the best of their abilities. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an inappropriate act. When performance or conduct does not meet City standards, the City will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating employment of an employee for serious violations of City policies, procedures and rules and for other inappropriate behavior or conduct, the City may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The City may also choose to send the employee to training or an education opportunity.

In all cases, the City retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, the City reserves the right to proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when deemed appropriate. The City retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

c. Workplace Inspections

This policy applies to inspections and investigations conducted by the City pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. *Employees are strongly discouraged from storing personal items in the desks, lockers,*

work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City; these areas are not private.

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

d. Video Surveillance Policy

The City maintains and monitors security cameras in certain areas of its facilities to provide a secure environment for employees and visitors. The City agrees it will not monitor the security tapes or other information produced by its security cameras for the purpose of monitoring employee activity and/or for the sole purpose of initiating employee discipline. However, the City reserves the right to use security tapes and other available information documented by its security systems to support employee discipline, up to and including suspension or discharge, as it may deem appropriate. Specifically, the City may review security tapes and/or other information documented by its security systems when it has independent reason to believe an employee has engaged in wrongdoing documented on the security tapes or other information documented by its security system and may use any such information it finds in support of discipline, up to and including suspension or discharge. In addition, if the City is monitoring security tapes for an unrelated reason, and in so doing discovers employee wrongdoing, it may use the security tapes or other information documented by the security system to support employee discipline, up to and including suspension or discharge.

5)7) Leaving the City

a.e. Retirement or Resignation

If an employee chooses to resign or retire, it is anticipated the City will be given as much notice as possible – preferably a minimum of two weeks. When giving your two weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two weeks' notice of your intent to leave the City, you will not be eligible for re-employment at a later date.

If the employee's decision to resign is based on a correctable situation, the employee is encouraged to discuss it with the Department Head before making a final decision.

Employees must return all City property, including phones, computers, identification cards, credit cards, keys, and manuals, to the Department Head on or before their last day of work.

b.f. References

All requests for references or recommendations must be directed to the City Manager. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

6)8) Employee Acknowledgement

Acknowledgment of Receipt of 2019 Personnel Policies Manual

I acknowledge that I have received and will read a copy of City's 2019 Personnel Policies Manual. I also understand that a copy of the Personnel Policies is available to me at any time to review in the City Manager's office and the City of Sweet Home's webpage at www.ci.sweet-home.or.us.

I understand that City has adopted the 2019 Personnel Policies Manual only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in City's sole discretion. I also understand that the 2019 Personnel Policies Manual control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the 2019 Personnel Policies Manual is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review the City's policies regarding equal employment opportunity and provides a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to my Department Head or designee, or to the City Manager.

During my employment with the City, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new polices as issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

RESOLUTION NO. 20 FOR 2018

A RESOLUTION ADOPTING REVISED PERSONNEL POLICIES FOR EMPLOYEES, INTERNS AND VOLUNTEERS OF THE CITY OF SWEET HOME.

WHEREAS, it is in the best interest of the citizens of the City of Sweet Home and the employees of the City of Sweet Home that certain policies relating to employment by the City of Sweet Home be clearly set forth; and

WHEREAS, the City Manager of the City of Sweet Home, has prepared and presented to the City Council a manual of personnel policies for City employees, interns and volunteers; and

WHEREAS, the adoption of these policies appear to be in the best interest of the City of Sweet Home and its employees, interns and volunteers, and as authorized by Sweet Home Municipal Code Chapter 2.48 - PERSONNEL SYSTEM;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SWEET HOME:

That the personnel policies presented to the City Council by the City Manager of the City of Sweet Home effective January 1, 2019 are hereby approved and adopted as the policies for all employees, interns and volunteers of the City of Sweet Home, Oregon.

This Resolution supersedes and replaces Resolution No. 19 for 2011 and shall become effective immediately upon passage by the City Council and signature of the Mayor.

PASSED by the Council and approved by the Mayor this 11th day of December 2018.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder



City of Sweet Home Employee Handbook

PERSONNEL POLICIES MANUAL /Effective January 1, 2019

Contents

1) Introduction and Employment Policies.....	1
a) Introduction.....	1
b) Applicability to Employees.....	1
c) Personnel Administration	2
d) Violation of Provisions	2
e) Equal Employment Opportunity (EEO).....	2
i) Disability Accommodation Policy.....	3
ii) Accommodations	3
iii) Requesting an Accommodation	3
f) Employment Eligibility	3
i) Employment of Relatives	4
ii) Pre-Employment Testing	4
g) Veteran Hiring Preference	4
i) Qualifying Veterans	4
h) Personnel Files.....	5
i) Change of Employee Information.....	5
j) Confidential Information	5
k) The Work Week.....	5
l) Alternative Work Schedules	6
m) Meal Periods and Rest Periods.....	6
i) Rest Breaks for Expression of Breast Milk	7
n) Required Education/Training	8
o) Travel Policy.....	9
i) Mileage.....	9
ii) Advances for Travel Expenses.....	9
iii) Meals.....	10
iv) Reimbursement Request	10
v) Fines and Fees.....	10
vi) Travel Time.....	10
2) Code of Conduct on the Job.....	11
a) Code of Conduct and Work Ethics	11
b) No-Harassment Policy.....	11
i) Sexual Harassment	11
ii) Other Forms of Prohibited Harassment.....	12

iii)	Bullying.....	12
iv)	Reporting/Investigation Procedure.....	13
c)	Reporting Improper or Unlawful Conduct – No Retaliation.....	13
i)	Employee Reporting Options.....	14
ii)	Additional Protection for Reporting Employees.....	14
d)	Open-Door Policy.....	15
e)	Attendance, Punctuality and Reporting Absences.....	15
f)	Emergency and Inclement Weather.....	15
i)	Emergency Response Duties.....	16
g)	Workplace Violence.....	16
h)	Workplace Safety.....	17
i)	UNSAFE CONDITIONS.....	17
i)	Ethics Policy.....	18
i)	Gifts and Gratuities.....	18
j)	Substance Abuse.....	19
i)	Prohibited Conduct.....	19
ii)	Mandatory Testing.....	19
iii)	Searches.....	20
iv)	Safeguards.....	20
v)	Rehabilitation.....	20
vi)	Level of Discipline to be Imposed.....	21
vii)	Definitions.....	21
viii)	Medical Marijuana.....	22
k)	Reports of Drug Conviction.....	22
l)	Criminal Arrests and Convictions.....	22
m)	Smoke-Free Workplace.....	23
n)	Political Activity.....	23
o)	Use of City Email and Electronic Equipment, Facilities and Services.....	23
i)	Ownership.....	24
ii)	Use.....	24
iii)	Inspection and Monitoring.....	24
iv)	Personal Hardware and Software.....	25
v)	Unauthorized Access.....	25
vi)	Security.....	25
vii)	Inappropriate Web Sites.....	25
p)	Social Media.....	25
i)	Prohibited Postings.....	25
ii)	Encouraged Conduct.....	26
iii)	Request for Employee Social Media Passwords.....	26
q)	Cellular Devices Policy.....	26

i)	Cell Phones and Cellular Devices in General	27
ii)	Employee Use of City-Provided Cell Phones/Cellular Devices	27
iii)	Employee Use of Cell Phones/Cellular Devices with Cameras	27
iv)	Cell Phones/Cellular Devices and Public Records	28
v)	Cell Phone/Cellular Device Use While Driving	28
r)	Driving While on Business.....	28
3)	Classification, Compensation and Benefits	29
a)	Probationary Period.....	29
b)	Employee Classification	29
c)	Salary Eligibility Date.....	30
d)	Duration of Employment.....	30
e)	Job Sharing	30
f)	Performance Reviews	30
g)	Payroll Policies	31
i)	Pay Period.....	31
ii)	Overtime.....	31
iii)	Timekeeping Requirements	32
iv)	Payday	32
v)	Payroll Advance.....	32
vi)	Optional Deductions.....	32
vii)	Deferred Compensation.....	32
viii)	Additional Compensation	32
ix)	City Vehicles.....	33
x)	Applicable Laws.....	33
xi)	Pay Upon Leaving City Employment.....	33
xii)	Reporting Changes to an Employee's Personal Data.....	33
h)	Healthcare Benefits	34
i)	Summary Plan Description.....	34
ii)	Continuation Coverage under COBRA.....	34
i)	Workers' Compensation and Safety on the Job	34
i)	Steps to Take if You Are Injured on the Job	34
ii)	Return to Work.....	34
iii)	Early Return-to-Work Program	35
iv)	Overlap with Other Laws.....	35
4)	Time Off and Leaves of Absence	36
a)	Vacation Benefits for Employees.....	36
i)	Vacation Policy	36
ii)	Vacation Accruals.....	36
iii)	Maximum Accrual Balance.....	36
iv)	Scheduling Vacations	36
v)	Holidays Occurring During Scheduled Vacations	36

vi)	Vacation During First Six Months of Employment.....	37
vii)	Vacation Leave Donation and Use.....	37
b)	Management Leave for Exempt Employees.....	38
c)	Holidays and Floating Holidays	38
d)	Family Medical Leave.....	39
i)	FMLA/OFLA Policy	39
1.	Definitions	39
2.	Reasons for Taking Leave	40
3.	Length of Leave.....	41
4.	Employee Notice Requirements.....	42
5.	Certification.....	42
6.	Substitution of Paid Leave for Unpaid Leave.....	43
7.	Holiday Pay While on Leave	43
8.	On-the-Job Injury or Illness	43
9.	Benefits While on Paid Leave	44
10.	Benefits While on Unpaid Leave	44
11.	Job Protection.....	44
e)	Bereavement Leave	44
f)	Jury and Witness Duty	45
i)	Jury Duty	45
ii)	Witness Duty	45
g)	Religious Observances Leave and Accommodation Policy.....	45
h)	Crime Victim Leave Policy.....	46
i)	Domestic Violence Leave and Accommodation Policy.....	46
j)	Military Leave	47
k)	Sick Leave.....	47
i)	Eligibility and Accrual of Paid Sick Leave.....	48
ii)	Use of Sick Leave.....	48
iii)	Employee Notice of Need for Sick Leave	49
1.	Foreseeable Sick Leave.....	49
2.	Unforeseeable Sick Leave	49
iv)	Sick Leave Documentation	49
v)	Sick Leave Abuse.....	50
5)	Employee Benefits	51
a.	Retirement Benefits.....	51
6)	General Causes for Disciplinary Action	52
a.	Workplace Rules and Prohibited Conduct.....	52
b.	Corrective Action/Discipline Policy	53
c.	Workplace Inspections	53
d.	Video Surveillance Policy	54
7)	Leaving the City	55
e.	Retirement or Resignation.....	55

f. References.....	55
8) Employee Acknowledgement.....	56

This page is intentionally left blank.

1) Introduction and Employment Policies

a) Introduction

Welcome to the City of Sweet Home. We are glad to have you on our team. In Sweet Home, we believe our employees are our most valuable asset. In fact, we attribute our success as an organization in significant part to our ability to recruit, hire, and maintain a motivated and productive workforce. We know that during your employment with the City of Sweet Home, you will become a productive and successful member of our team.

This employee handbook describes, in summary, the personnel policies and procedures which govern the employment relationship between the City and its employees, other than those found in applicable collective bargaining agreements. The policies stated in this handbook are subject to change at any time at the sole discretion of the City with or without prior notice. This handbook supersedes any prior handbooks or written policies of the City inconsistent with its provisions. It does not, however, supersede collective bargaining agreement provisions. To the extent that a provision in a valid collective bargaining agreement may contradict or be inconsistent with this handbook, the collective bargaining agreement provision prevails.

This handbook does not create a contract of employment between the City of Sweet Home and its employees. With the exception of employees subject to a collective bargaining agreement, all employment at the City is “at will.” This means either you or the City may terminate this relationship at any time, for any reason, with or without cause or notice (barring a written contract of employment). No supervisor, manager, or representative of the City other than the City Manager has the authority to enter into any agreement with you regarding the terms of your employment that changes our at-will relationship or deviates from the provisions in this handbook, unless the change or deviation is outlined in writing and signed by the City Manager (or is included in a collective bargaining agreement).

You may receive updated information concerning changes in policy from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, or any policies issued after the handbook, please ask the City Manager.

b) Applicability to Employees

These policies and procedures shall apply to all employees, interns and volunteers of the City of Sweet Home. The City-provided benefits described in this handbook varies by classification as spelled out in this policy and applies only to regular employees and not to casual, seasonal, temporary, interns or volunteers.

c) Personnel Administration

Council Responsibility. The Mayor and City Council shall have authority over all matters of personnel administration through adoption and implementation of the City budget, pay plans, collective bargaining agreements, ordinances, and resolutions adopting and/or amending the personnel policies.

City Manager Responsibility. The City Manager is charged with responsibility for the interpretation and administration of the City's personnel policies. The City Manager may delegate, in writing, authority for the enforcement and administration of personnel policies.

The City Manager shall be responsible for ensuring the effective implementation of these policies and may further establish, amend, or otherwise modify administrative policies, rules and regulations pursuant to City Council policies and shall advise the City Council of any changes concerning these policies. The Council delegates to the City Manager broad discretion in all aspects of personnel and labor relations, subject to the advice and concurrence of the Council.

Variances. The City Manager shall have the authority to vary or modify any City personnel policy, in writing, on a case-by-case basis, if it is found that strict interpretation of the policy will result in practical difficulties or unnecessary hardships. Exceptions granted in any instance will not be binding in the future. No other employee or representative of the City has the authority to enter into an agreement for employment or to make any agreement contrary to these policies.

Amendments. Amendments to these personnel policies must be adopted by the Council, by resolution, with or without prior notice to employees.

d) Violation of Provisions

If you violate any provision of these policies and procedures, you may be subject to discipline up to and including termination.

e) Equal Employment Opportunity (EEO)

The City of Sweet Home is committed to the principles of equality and honoring diversity. In accordance with this commitment, the City has adopted policies, procedures and ordinances aimed at protecting the civil rights of the employees and residents of Sweet Home. The Affirmative Action Plan for the City of Sweet Home is available to all employees, applicants and members of the community and can be found on the City's website.

Employees are recruited, selected and promoted on the basis of abilities and performance; consideration is given to factors such as education, training, experience, ethical conduct, judgment, communication, problem solving, demonstrated commitment to diversity, commitment

to sustainability, veteran status, disabled veteran status and customer service skills. All terms, conditions, benefits and privileges of employment with the City apply to all employees regardless of race, color, national origin, citizenship status, religion, religious observance, sex, sexual orientation, gender identity or expression, age, source or level of income, political affiliation, physical or mental disability, medical condition, pregnancy, veteran or military status, marital status, non-supervisory family relationships, association with members of a protected class, injured worker status, union participation or any other protected class.

i) Disability Accommodation Policy

The City is committed to complying fully with the Americans with Disabilities Act (ADA), as amended, and Oregon's disability accommodation and anti-discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

ii) Accommodations

The City will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the operation of the City.

iii) Requesting an Accommodation

A reasonable accommodation is any change or adjustment to a job or work environment that does not cause an undue hardship on the department or unit (or, in some cases, the City) and that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary to enable the employee to perform the essential duties of a position. All requests for accommodation should be made with the Department Head and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. In most cases, an employee will need to secure medical verification of the need for a reasonable accommodation.

f) Employment Eligibility

All employees must be legally authorized to work in the United States. As a new employee you must complete and sign an I-9 form on your first day of employment and provide proof of identity and work authorization as required by law.

i) **Employment of Relatives**

The City may hire relatives of employees only if individuals concerned do not work in a direct supervisory relationship. "Relatives" are defined the same as "family member" under the Bereavement Leave Policy. Present employees who marry will be permitted to continue to work if they do not work in a direct supervisory relationship with one another. Employees may be allowed to accept a transfer to an available and suitable position, for which the employee is qualified, to avoid direct supervision by a relative. If this cannot be accomplished, the least senior employee may be terminated.

ii) **Pre-Employment Testing**

All positions with the City require a background check which may include a criminal history, sex offender registry, verification of validity of social security number if provided by the applicant, education and employment verification. Police candidates go through a more extensive pre-employment background process as determined by the Chief of Police. A candidate who possesses an unfavorable background, after determining job-relatedness, will not be considered for employment in the specific position in accordance with the requirements set forth in the Fair Credit Reporting Act.

Physical and medical evaluations and driving record checks may be required for some positions.

g) Veteran Hiring Preference

i) **Qualifying Veterans**

The City of Sweet Home provides qualifying veterans and disabled veterans preference in promotional and employment opportunities. For the preference to be applied, veterans must have received an honorable discharge from military service, successfully complete the initial application screening and meet the minimum qualifications of the applied-for position. Preference is not intended to help an applicant pass minimum requirements but only to provide greater consideration or weight for positions for which the veteran is qualified. To qualify for veterans' preference, applicants must submit proof of veteran status (DD214/DD215) *and*, if applicable, proof of the veteran's disability rating from the Department of Veterans Affairs at the time the application is submitted.

For selection processes, the City will provide preference to eligible veterans. The details of how the City will apply the preference will vary based on the type of process used to select a candidate for the position.

h) Personnel Files

Each employee has one official personnel file kept in the Executive Department. Your file is available for review by yourself, your supervisor, or others whom you have given written authorization and as required under the Oregon Public Records Law or for documented internal investigation or law enforcement purposes. Medical records and background check information are not considered to be part of this personnel file and will be released only as required by federal and state law.

Records pertaining to I-9 verification, medical records, results of drug tests and victims of domestic violence documentation are considered confidential and shall be maintained by the Executive Department in confidential files separate from the personnel file.

i) Change of Employee Information

If you change your name, address, telephone or emergency contact information, you are required to provide written notice of those changes to the City Manager's office, Payroll and your supervisor.

j) Confidential Information

Your position may give you access to sensitive and confidential information. You must always maintain confidentiality and exercise discretion and judgment when dealing with sensitive or confidential information. You may not discuss confidential information concerning the property, government, personnel or affairs of the City without the express approval of the City Manager. You may not disclose any matter subject to litigation, either pending or likely to be filed, without the approval of the City Manager. Furthermore, you may not use such information to advance your financial or other private interests.

Citizen requests for public records are processed according to the City's Request for Information Policy. Consult the City Manager before releasing City records. Generally, information about your employment such as salary, benefits and job descriptions are considered to be a public record and will be disclosed when requested.

k) The Work Week

Work weeks are recognized as beginning at midnight Sunday morning. The work week is defined as a fixed and regularly reoccurring period of 7 consecutive 24-hour periods. Work schedules are the work days, days off and hours of work identified within the work week. Within the work week, the standard work schedule for regular full-time employees is 40 hours

hours of work for most City employees are 8:00 a.m. to 5:00 p.m., Monday through Friday. However, with City Manager approval, Department Directors may adjust, change or set work hours as departmental conditions dictate with regard to the efficient completion of work and to conveniently serve the needs of the citizens of Sweet Home. Some employees may work rotating or irregular shifts. However, the City makes no guarantee of a 40-hour work schedule, and nothing in this handbook is intended as a guarantee of hours worked per day or per week. If you are a represented employee, consult your collective bargaining agreement for specific provisions.

l) Alternative Work Schedules

Every department may, upon approval of their Department Director, provide alternative work schedules to employees. Participation in the City's Alternative Work Schedules Program is at the sole discretion of the City and is not an employee entitlement. Each participating department shall determine which alternative work schedules, if any, are available. Such determinations shall be made based upon the business needs, staffing requirements, coverage requirements and hours of operation. Any alternative work schedule must further the City's commitment to excellence in public service and meet the business needs of the department. All alternative work schedules must have written department approval, and a copy must be sent to the City Manager's office.

m) Meal Periods and Rest Periods

Nonexempt employees are required to take a paid, uninterrupted 15-minute rest break for every four-hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment.

Nonexempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to remain on duty or to perform any tasks during the meal period, the employee must inform his or her supervisor before the end of the shift so the City may pay the employee for that work.

Meal periods and rest breaks are mandatory not optional. An employee's meal period and rest break(s) may not be taken together as one break. Meal periods and rest breaks may not be "skipped" in order to come in late or leave early. An employee who fails to abide by this policy and applicable laws may be subjected to discipline, up to and including termination.

Sample rest and meal break schedules are listed below. Employees with questions about the rest or meal breaks available to him or her should contact their Department Head or designee.

<u>Length of Work Period</u>	<u>Requirement</u>	
	<u>Rest Breaks</u>	<u>Meal Periods</u>
2 hours or less	0	0
2 hrs. & 1 min – 5 hrs. & 59 min	1	0
6 hrs.	1	1
6 hrs. & 1 min – 10 hrs.	2	1
10 hrs. & 1 min – 13 hrs. & 59 min	3	1

i) Rest Breaks for Expression of Breast Milk

The City will provide reasonable rest periods to accommodate an employee who needs to express milk for her child eighteen (18) months of age or younger. If possible, the employee will take the rest periods to express milk at the same time as the rest breaks or meal periods otherwise provided to the employee. If not possible, the employee is entitled to take reasonable time as needed to express breast milk.

The City will treat the rest breaks used by the employee for expressing milk as paid rest breaks up to the amount of time the City is required to provide as paid rest breaks and/or meal periods under applicable personnel rules or collective bargaining agreements. Additional time needed beyond the paid rest breaks and/or meal periods may be taken as unpaid time.

If an employee takes unpaid rest breaks, the City may, at the discretion of the employee's supervisor, allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid rest periods. The City will allow, but not require, an employee to substitute paid leave time for unpaid rest periods taken in accordance with this rule.

The City will make a reasonable effort to provide the employee with a private location within close proximity to the employee's work area to express milk. For purposes of this policy, "close proximity" means within walking distance from the employee's work area that does not appreciably shorten the rest or meal period. A "private location" is a place, other than a public restroom or toilet stall, in close proximity to the employee's work area for the employee to express milk concealed from view and without intrusion by other employees or the public.

If a private location is not within close proximity to the employee's work area, the City will identify a private location the employee can travel to. The travel time to and from the private location will not be counted as a part of the employee's break period.

Notice: An employee who intends to express milk during work hours must give the Department Head or designee reasonable oral or written notice of her intention to do so in order to allow the City time to make any preparations necessary for compliance with this rule.

Storage: Employees are responsible for storing expressed milk. Employees may bring a cooler or other insulated food container to work for storing the expressed milk. If an office provides access to refrigeration for personal use, an employee who expresses milk during work hours may use the available refrigeration.

n) Required Education/Training

The City supports and advocates continued education and training for every employee in order to enhance job performance. The City will continue to encourage and provide training and education for its employees based on the availability of funds and operational necessity. Education and training opportunities shall be addressed below or as provided by applicable City and departmental policies. All travel and training must be pre-approved on a Travel/Training reimbursement form.

All costs of initially acquiring required credentials of a job classification shall be borne by the employee.

All associated costs with required and pre-approved education, training, and testing to renew or maintain required credentials of the job classification occupied by the employee will be paid by the City, including the Employee's wages and travel costs.

Travel time to and from an approved required education or training in excess of the regular workday (8- or 10-hours) shall be flexed on an hour for hour basis, whenever possible.

In-service Training. The City encourages "In-service" training by utilizing the training skills and resources of its employees to train employees in other departments and by providing outside trainers, video/audio tapes, and other resources available.

Professional Conferences. The City will pay for the registration, meals, lodging and related expenses for an employee to attend conferences during work hours when the conference or training program is directly related to the employee's job duties, funds are available and budgeted, and it is approved in advance by the Department Head.

Higher Education Opportunities. The City encourages employees to take advantage of continuing education that is beneficial to the delivery of service and that enhances an employee's knowledge and productivity. Therefore, upon City approval of a specific course of study proposed or agreed to by an employee, the City will provide reimbursement for college level courses, up to a maximum of 6 credits per term, offered by institutions of higher education in the State of Oregon.

For approved courses or training opportunities listed above, the City will reimburse an employee for the amount of registration or tuition for courses within budgetary restraints as determined solely by the City, seminars and conferences directly related to the employee's work and conducted outside the employee's regular working hours when:

- A. The Department Head has recommended, and the City Manager approved the reimbursement for the class prior to enrollment or participation.
- B. The funds for such expenditure are available in the current budget.
- C. The employee submits a reimbursement request including satisfactory evidence of completion of the course with a passing grade of "C" or better.
- D. The employee is not receiving reimbursement for tuition from any other source.
- E. The cost of textbooks and technical publications required for such courses shall be the responsibility of the employee, unless the purchase of the textbook has been approved by the employee's supervisor and it becomes the property of the City. The City will not pay for any higher educational courses or training in advance.

Education / Training outside current job description. The City encourages employees to take advantage of continuing education, conferences and training activities outside of the City, which may be beneficial to the employee and his/her career development, job knowledge, and productivity, and not otherwise identified in this section. Therefore, the City may provide reimbursement upon consideration of employee's written application which must include the following: the type of training, classes or seminar; The location of the training, classes, or seminars; The cost of tuition; and Sponsoring entity of the training, classes, or seminars

o) Travel Policy

Occasionally, an employee will be required to travel out of town on official, work-related business. All employees of the City are expected to use good judgment regarding the expenditure of the funds for travel expenses. All travel expenses must be pre-approved by an employee's department head, or designee, prior to traveling.

i) Mileage

If an employee is required to use his/her vehicle (because a City vehicle is not available) for job related travel, mileage reimbursement will be paid at the current IRS reimbursement rate. Online mapping is required for mileage reimbursement. The City credit card is not to be used for the purchase of fuel for privately owned vehicles.

ii) Advances for Travel Expenses

Reasonable lodging, meals and other expenses may be paid in advance by the City. Prior to a trip, an employee should submit a completed REQUEST FOR EXPENSES form, approved by the Department Head, in order to obtain an advance of funds.

iii) Meals

Meals are not to be purchased on the City's credit card. If meals are provided in the registration fee, there will be no reimbursement for separate meals. Meals will be reimbursed according to the following schedule:

Breakfast	\$10.00	if gone from City before 6:00 a.m.
Lunch	\$12.00	if gone from City between 11:00 a.m. and 3:00 p.m.
Dinner	\$20.00	if gone from City after 6:00 p.m.

Meal reimbursements are taxable unless an employee is away from their tax home overnight on official city business in accordance with IRC Section 162(a)(2).

iv) Reimbursement Request

Within one week after the travel has been completed, the employee must submit receipts for lodging and other expenses (excluding meals), which are reimbursed on an actual basis. Meals will be reimbursed in accordance with the schedule above. Employees who obtained pre-travel funds must pay back any unused funds, as determined by travel receipts, within one week of travel.

v) Fines and Fees

Any traffic citations, including parking tickets incurred during the conduct of City business either in a City or personal vehicle, are the responsibility of the employee and will not be reimbursed by the City.

vi) Travel Time

Travel time is paid in accordance with state and federal laws and collective bargaining agreements. Home-to-work and work-to-home travel is unpaid time. Travel time that occurs during the course of a work shift will be paid. On overnight trips, travel time that falls within your regular work hours on days off is considered hours worked.

For more information, see the BOLI website <http://www.oregon.gov/BOLI/Pages/index.aspx>.

2) Code of Conduct on the Job

The following policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce these policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these policies with the City Manager at any time if they have questions relating to the issues of harassment, discrimination or bullying.

a) Code of Conduct and Work Ethics

It is the policy of the City of Sweet Home that all employees, customers, contractors and visitors to the City's worksites enjoy a positive, respectful and productive work environment free from behavior, actions or language constituting workplace disrespect. The following values are expected from City of Sweet Home Employees:

- Loyalty
- Subordination
- Competence
- Attendance
- Productivity
- Adaptability
- Responsibility
- Respectfulness

b) No-Harassment Policy

The City prohibits harassment of any kind in the workplace, or harassment outside of the workplace which violates its employees' right to work in a harassment-free workplace.

This policy applies to and prohibits sexual or other forms of harassment during working hours, City related or sponsored trips (such as conferences or work-related travel), and off-hours when that off-duty conduct creates an unlawful hostile work environment for any of the City's employees. ***Such harassment is prohibited whether committed by City employees or by non-employees, such as elected officials, members of the community, and vendors.***

i) Sexual Harassment

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature (regardless of whether such conduct is "welcome"), when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of conduct which may give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or deficiency; leering, whistling, touching, assault, sexually suggestive, insulting, or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; or discriminatory treatment based on sex. This is not a complete list.

ii) Other Forms of Prohibited Harassment

City policy also prohibits harassment against an individual based on the individual's race, color, religion, national origin, age, sexual orientation, marital status, disability, protected activity, and any other status protected by applicable law.

Such harassment may include verbal, written or physical conduct denigrating or showing hostility towards an individual because of any protected status, and can include:

- Jokes, pictures (including drawings), epithets, or slurs;
- Negative stereotyping;
- Threatening, intimidating, or hostile acts that relate to a protected class; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of the protected status.

iii) Bullying

The City strives to promote a positive, professional work environment free of physical or verbal harassment, "bullying," or discriminatory conduct of any kind. The City, therefore, prohibits employees from bullying one another or engaging in any conduct that is disrespectful, insubordinate, or that creates a hostile work environment for another employee for any reason. For purposes of this policy, "bullying" refers to repeated, unreasonable actions of individuals (or a group) directed towards an individual or a group of employees, which is intended to intimidate and creates a risk to the health and safety of the employee(s). Examples of bullying include:

1. Verbal Bullying: Slandering, ridiculing or maligning a person or their family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
2. Physical Bullying: Pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property.
3. Gesture Bullying: Non-verbal threatening gestures, glances that can convey threatening messages.

4. **Exclusion Bullying:** Socially or physically excluding or disregarding a person in work-related activities. In some cases, failing to be cooperative and working well with co-workers may be viewed as bullying.
5. **Cyber Bullying:** Bullying that takes place using electronic technology, which includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include transmitting or showing mean-spirited text messages, emails, embarrassing pictures, videos or graphics, rumors sent by email or posted on social networking sites, or creating fake profiles on web sites for co-workers, managers or supervisors or elected officials.

iv) Reporting/Investigation Procedure

All Employees are responsible for respecting the rights of other employees and should give careful consideration to what constitutes harassment and discrimination. Anyone needing assistance with terms or charges that could be brought against another person should consult Human Resources, or the City Manager for clarification purposes. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or the City Manager, at any time if they have questions relating to the issues of discrimination, harassment, or bullying. In addition, any employee who observes any conduct that he or she believes constitutes harassment, discrimination, or bullying, or who receives information about these types of incidents that may have occurred, must immediately report the matter to the City Manager.

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the City's need to investigate the complaint and address the situation. Employees are required to fully cooperate in all workplace investigations deemed necessary by the City. Full cooperation entails complete disclosure to the City's investigator or all relevant information. Failure to cooperate, or any attempt to sabotage an investigation, is grounds for disciplinary action up to and including termination. The City respects the right/responsibility of its employees to raise harassment concerns and participate in investigations. If conduct in violation of this policy is found to have occurred, the City will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

c) Reporting Improper or Unlawful Conduct – No Retaliation

Employees may report reasonable concerns about the City's compliance with any law, regulation or policy, using one of the methods identified in this policy. The City will not retaliate against employees who disclose information the employee reasonably believes is evidence of:

- A violation of any federal, Oregon, or local law, rules or regulations by the City;
- Mismanagement, gross waste of funds, abuse of authority, or substantial and specific danger to public health resulting from action of the City;

- A substantial and specific danger to public health and safety resulting from actions of the City; or
- The fact that a recipient of government services is subject to a felony or misdemeanor arrest warrant.

Further, in accordance with Oregon law, the City will not prohibit an employee from discussing the activities of a public body or a person authorized to act on behalf of a public body with a member of the Legislative Assembly, legislative committee staff acting under the direction of a member of the Legislative Assembly, any member of the elected governing body of a political subdivision, or an elected auditor of a city, county or metropolitan service district.

i) Employee Reporting Options

In addition to the City's Open-Door Policy (see below), employees who wish to report potential improper or unlawful conduct should first talk to their supervisor. If you are not comfortable speaking with your supervisor, or you are not satisfied with your supervisor's response, you are encouraged to speak with the City Manager. Supervisors and managers are required to inform the City Manager about reports of improper or unlawful conduct.

Complaints against the City Manager should be reported to the City Attorney or Mayor who will collaborate to determine the validity of the complaint. Once determined, the Mayor will communicate to the complainant, in a timely manner, the course of action.

Reports of unlawful or improper conduct will be kept confidential to the extent allowed by law and consistent with the need to conduct an impartial and efficient investigation.

If the City were to prohibit, discipline, or threaten to discipline an employee for engaging in an activity described above, the employee may file a complaint with the Oregon Bureau of Labor and Industries or bring a civil action in court to secure all remedies provided for under Oregon law.

ii) Additional Protection for Reporting Employees

Oregon law provides in some circumstances, an employee who discloses a good faith and objectively reasonable belief of the City's violation of law will have an "affirmative defense" to any civil or criminal charges related to the disclosure. For this defense to apply, the disclosure must relate to the conduct of a coworker or supervisor acting within the course and scope of their employment. The disclosure must have been made to either:

- 1) A state or federal regulatory agency;
 - 2) A law enforcement agency;
 - 3) A manager with the City; or
 - 4) An Oregon-licensed attorney who represents the employee making the report/disclosure.
- The defense also only applies in situations where the information disclosed was lawfully accessed by the reporting employee.

d) Open-Door Policy

The City's Open-Door Policy is based on our belief that open, honest communication between managers and employees should be a common business practice. The City's managers and supervisors are responsible for creating a work environment where employee input is welcomed, and where issues are surfaced early and shared without the fear of retaliation (when the employee provides the input in good faith). If you have a complaint, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in the City, raise them first with your Department Head or designee. If you are not satisfied with the response from your immediate supervisor, or if your issue involves your immediate supervisor, request to have the facts/situation reviewed by the City Manager.

e) Attendance, Punctuality and Reporting Absences

Punctual and regular attendance is an essential responsibility of every City employee. Employees are expected to report to work as scheduled, on time and fully prepared to start work at the beginning of their shift. Employees are also expected to remain at work for their entire work schedule, except for unpaid break periods or when required to leave on authorized City business, and perform the work assigned to or requested of them. Late arrivals, early departures, or other absences from scheduled hours are disruptive and must be avoided.

Employees who are absent from work for any reason must inform their supervisor via a telephone call at least ninety minutes prior to the start of their shift or as specified in department policy. Employees who will not show up for work on time, must inform their supervisor via a telephone call as soon as possible. Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Unless excused by applicable law, a no call/no show lasting three days is considered job abandonment and may be deemed an employee's voluntary resignation of employment.

f) Emergency and Inclement Weather

Except for regularly scheduled holidays, the City of Sweet Home will be open for business Monday – Friday during normal business hours. The City recognizes there may be circumstances beyond its control, such as inclement weather, national crisis, or other emergencies making one or more of the City work locations inaccessible. On such occasions, one or more of the City work locations may be closed for all or part of a regularly scheduled work day. In such an event, the City Manager or designee will make a decision and will endeavor to notify all managers for the purpose of contacting employees; you may also contact your immediate Department supervisor.

In the event of extreme inclement weather conditions, each staff member's ability to safely reach their work location may be different. Staff who cannot report to work in such circumstances should contact their Department supervisor and notify them of their inability to report to work. Employees unable to report to work due to inclement weather shall use eligible accrued leave (excluding sick leave) and or compensatory time to account for time off.

i) Emergency Response Duties

All City employees may be considered essential emergency staff. As a City employee, you may be called upon to return to, or remain at work during an emergency situation (inclement weather, earthquake, etc.) and to perform duties not normally part of your job. Each Department Director shall determine which staff is essential. Emergency and/or disaster situations may alter the normal job-related activities of departments. Some job-related activities may temporarily become non-essential, and others may become critical. Employees may temporarily be reassigned to support critical activities. During an emergency, your work schedule may change, as necessary (including without prior notice), from your normal hours and/or normal shift.

For emergency purposes, the City will endeavor to provide a means for contacting spouses, domestic partners, children at school or in daycare situations, and next of kin to the extent that employees have provided current and accurate contact information including as appropriate: addresses, regular phone, cell phone, pager, fax numbers and/or e-mail addresses. To the extent allowable by law, such information will be held confidential by the City Manager's office. Further information regarding emergency response will be available in the City of Sweet Home Emergency Response Plan.

g) Workplace Violence

The City recognizes the importance of a safe workplace for employees, customers, vendors, contractors, and the public. A safe and comfortable work environment enhances employee satisfaction as well as productivity. Therefore, threats and acts of violence made by an employee or member of the public against another person's life, health, well-being, family, or property will be dealt with in a zero-tolerance manner.

All employees have an obligation to report any incidents pose a real or potential risk of harm to employees or others associated with the City, or that threaten the safety, security or financial interests of the City. Employees should make such reports directly to City Manager.

The City also may conduct an investigation of a current employee where the employee's behavior raises concern about work performance, reliability, honesty, or potentially threatens the safety of co-workers or others. See policy on "Workplace Inspections."

h) Workplace Safety

Nothing is of greater concern to the City than the safety of its employees and of the public. For the employee's protection, job-related injuries or illnesses must be reported immediately in accordance with the City's safety and accident policy and with the requirements of our Workers' Compensation Insurance carrier. Employees are expected to use common sense and good judgment in work habits, to follow safe work practices, and to bring any unsafe condition to the immediate attention of a supervisor.

Safe work practice includes, but is not limited to:

- Use the safety equipment, which has been provided for use.
- Do not operate equipment while under the influence of drugs, alcohol or while using any medication, which may impair the employee's ability to safely perform job duties.
- Only operate equipment for which training or orientation has been received.
- Warn co-workers of unsafe conditions or practices. Accept with appreciation the warning of a co-worker as an expression of concern for your well-being.
- Immediately report dangerous or unsafe conditions that you observe at work.
- Refrain from horseplay at all times.

i) UNSAFE CONDITIONS

Employee Responsibility. Every employee is responsible for safety. To achieve the City's goal of providing a safe work place, everyone must be safety conscious. Employees should immediately report any unsafe or hazardous condition directly to a supervisor, if the problem cannot be corrected independently by the employee. Every effort must be made to remedy safety problems quickly.

Management Responsibility. Each department shall consider the need for adopting safety practices, policies and procedures as warranted by the hazards its employees encounter. Consideration shall be ongoing. Each accident is cause for review. A copy of such policies shall be delivered to all department employees. Department Heads are encouraged to involve employees and union representatives in the process. The need for periodic training should be considered and arranged when appropriate in the judgment of the Department Head.

Managing Unsafe Conditions. It is every employee's responsibility to identify conditions, which could pose a hazard to employees or to the general public. After identifying the problem, employees at the scene are expected to follow departmental safety procedures or emergency response plan(s), which may include, but are not limited to, the following actions:

- Eliminate the hazard or obtain whatever assistance is necessary.
- Control the hazard by enclosure or guard.
- Employ avoidance procedures.
- Use personal protective equipment as appropriate.

Risk Management. The City shall work with its insurance providers to develop a Risk Management Program for all departments. The goal of the Risk Management Program is to eliminate hazards, lower the City's risks of injury or damage, and create a safer work environment for all employees and the public. The City Manager currently serves as the City's Risk Manager.

i) Ethics Policy

At the City, we believe in treating people with respect and adhering to ethical and fair business practices. We expect employees to avoid situations which compromise their reputation or integrity, or might cause their personal interests to conflict with the interests of the City or the City's citizens.

We at the City are public employees, and as such, are also subject to the State of Oregon's ethics laws. In some cases, these laws provide additional limitations on employees, such as prohibitions on gifts and strict definitions of conflict of interest. If you are coming to the City from work in the private sector, you may find some common business practices in the private sector are prohibited in the public sector. Information on these laws is available at the Oregon Government Ethics Commission website: <http://www.oregon.gov/OGEC>.

If you have questions about whether an activity meets the City's or Oregon's ethical standards, please talk with your Department Head or designee. Employees who violate the Ethics Policy, or who violate Oregon ethics laws, may be subject to disciplinary action up to and including termination.

i) Gifts and Gratuities

Occasionally City employees are offered personal gifts, discounts or gratuities in connection with their City employment. While such offers may be made in good faith, it is important everyone representing the City avoid any appearance of impropriety or conflict of interest. You are expected to exercise good judgment and politely refuse such personal gifts, discounts or gratuities offered in connection with your employment with the City. Exceptions would be acceptance of gifts of insignificant value of less than \$50, such as pens, pencils, calendars, etc. offered on infrequent occasions in the ordinary course of business.

Gifts, gratuities, loans, fees or any other items of significant value may not be solicited by City of Sweet Home employees, agents or volunteers or accepted either directly or indirectly if the acceptance could be considered to influence directly or indirectly the actions of said personnel or any other person in any matter of City business. Significant value is any gift with a market value of \$50 or more. Under no circumstances may gifts exceed \$50 per calendar year from any one source.

j) Substance Abuse

The City of Sweet Home has a strong commitment to providing a safe workplace for its employees, and to establish programs promoting high standards of employee productivity. Consistent with that commitment, the City and Union have agreed to this Drug and Alcohol Policy to establish and maintain a safe and productive work environment. "Drugs" refers to all controlled substances as defined by law. Employees who engage in any prohibited conduct will be subject to discipline, including discharge.

i) Prohibited Conduct

The following conduct is strictly prohibited:

1. Buying, selling, transporting, distributing, or possessing drugs (excluding the possession of the employee's prescription medication in accordance with this policy) or alcohol while on City property or while off City property performing work duties. "City property" includes all property owned, rented, leased or controlled by the City, including parking lots. It also extends to City equipment and vehicles on or off City property.
2. Reporting for work or returning to duty under the influence of alcohol or drugs, excluding prescribed medications. An employee is considered to be "under the influence" if a prohibited substance is present in his/her body or, for substances measured by volume, is present beyond the agreed upon threshold limits set for in the Department of Transportation "DOT" regulations.
3. Failing to promptly report convictions and/or plea-bargains for an alcohol or drug related criminal offense to the extent it impacts the employee's ability to perform his/her job. All drug and alcohol related convictions and plea bargaining agreements must be promptly reported to the City Manager. This obligation to disclose applies to all convictions or plea bargains, which occur after the effective date of this Agreement.
4. Failing to comply with City directives regarding enforcement of this policy, including but not limited to refusing to promptly submit to required testing.
5. Giving false, diluted, or altered urine samples and failure to comply with rehabilitation conditions imposed by the City or rehabilitation counselors.
6. Failing to comply with DOT or other applicable laws or regulations for those employees covered by such laws and regulations

ii) Mandatory Testing

The City may require an employee to immediately submit to blood, urine, or Breathalyzer testing to detect drugs or alcohol where:

1. The City has reasonable suspicion to believe that an employee has reported to work or returned to duty with alcohol and/or drugs present in his/her body.
2. Reasonable suspicion shall be defined as suspicion based on observations that the City can describe concerning the appearance, unusual behavior, speech, breath odor, body symptoms or other reliable indicators that an employee has consumed drugs and/or

alcohol in violation of this policy. The City will prepare an incident report describing the circumstances that prompted the request for an alcohol and/or drug test, which will be made available to the employee and/or the Union upon request. In the event the City requires an employee to be tested in accordance with the reasonable suspicion testing rule, and the employee tests positive for any amount of drugs or alcohol present in his/her body, the test results shall be deemed conclusive evidence that a reasonable suspicion existed for the City to require the employee to submit to the test.

3. An employee involved in any work related accident which results in death or bodily injury to the employee, a coworker or another person or which results in any property damage beyond damage which is determined by the City to be de minimis. In the event an employee is injured and is therefore unable to promptly consent to testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in his/her system at the time of the accident.
4. Required by DOT or other applicable laws or regulations.
5. Required pursuant to a rehabilitation agreement imposed by the City.

iii) Searches

The City reserves the right to conduct searches of its vehicles, property or equipment at any time. The City reserves the right to require an employee to submit to a search of his/her possessions carried into the workplace or brought onto City property, if the City has reason to believe the employee is concealing drugs and/or alcohol in the item(s) being searched. If the employee desires, he/she may request that a union representative be present during a search of the employee's personal belongings. The City will not request or require any employee to submit to a search of his/her body.

iv) Safeguards

All testing will be done by a laboratory designated by the City, which is certified in accordance with the standards disseminated by the National Institute of Drug Abuse and the Department of Transportation. Positive drug test results will be reported to the City Manager. All positive drug test results will be confirmed using GCMS methodology. Drug test results will be considered medical records and treated as confidential to the extent required by law. The City will pay for the cost of any required testing and any required evaluation for drug and/or alcohol dependencies, which are not covered by the group insurance policy. Employees who question the validity of the controlled substances test may request in writing a retest or a split sample test within seventy-two (72) hours of the results of the original test.

v) Rehabilitation

The City encourages employees who have drug and/or alcohol dependencies or think they may have such dependencies to seek assistance voluntarily. When an employee voluntarily reports a drug or alcohol dependency and seeks assistance, that employee will be placed on a leave of absence or adjusted working hours to allow for inpatient rehabilitation treatment as recommended by the rehabilitation counselors.

The employee will not be permitted to work until such time as a competent medical authority, approved by the City, has certified that the employee has controlled the problem and is able to safely perform his/her job duties. However, if an employee claims drug or alcohol dependencies after violating this policy, the employee will be subject to immediate discharge, irrespective of such dependencies.

The time an employee is off work undergoing rehabilitation is unpaid. However, employees may draw their unused, accumulated sick leave and/or vacation pay. Also, employees who are receiving health insurance coverage will be eligible for continuation of health insurance benefits with standard City contributions as required by the Family and Medical Leave Act.

In order to continue working for the City, an employee seeking assistance must agree to all treatment, rehabilitation, after-care and follow-up testing as set forth in a written rehabilitation and return to work agreement required by the City.

vi) Level of Discipline to be Imposed

Any employee who is found to be in violation of this policy, or who refuses to submit to testing as required, or who refuses to cooperate or attempts to subvert the testing process will be subject to disciplinary action which could include immediate termination of employment. The City also reserves the right to involve law enforcement officials for any conduct that it believes might be in violation of state or federal law.

As a result of disciplinary action arising from a drug or alcohol problem, an employee may be required to participate in a drug or alcohol treatment program. An employee who is so required will normally be evaluated for drug and alcohol use by a professional in this field. Where such an evaluation is scheduled and required by the City, the City will pay the cost and the employee must cooperate. An employee may also be required to participate in follow-up care as part of a comprehensive alcohol and drug treatment program. Depending upon the nature of the conduct which led to the employee's mandated participation in an alcohol and drug treatment program, the employee may be required to submit to random or unannounced screening for alcohol and/or drugs for a specified period of time and to meet various performance standards which are imposed as a condition of continuing employment.

vii) Definitions

For the purpose of this policy the following definition of terms is provided:

Reasonable suspicion is specific, describable observations by a supervisory employee concerning the work performance, appearance (including noticeable odor of an alcoholic beverage), behavior, or speech of the employee. Any accident or incident involving physical injury to any person may be considered as constituting reasonable suspicion for discovery testing for drugs and alcohol where human factors contribute to the incident and a question of sobriety short of reasonable suspicion exists.

Under the influence is defined as any detectable level of alcohol and/or drugs (in excess of trace amounts which can be attributable only to secondary exposure) in

an employee's blood or urine or any noticeable or perceptible impairment of the employee's mental or physical faculties.

Controlled substances are defined as all forms of narcotics, depressants, stimulants, hallucinogens, and cannabis, the sale, purchase, transfer, use or possession of which 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 capable of impairing the judgment of an employee to safely perform his or her duties.

Prescription drugs are defined as those drugs which are used in the course of medical treatment and have been prescribed and authorized for use by a licensed practitioner/physician or dentist.

viii) Medical Marijuana

In addition to the above Substance Abuse Policy agreed upon by AFSCME and the City, as used in this policy "drugs" includes marijuana that is otherwise lawful to use under Oregon, Washington or any other state's law. Employees who use medical marijuana in connection with a disability should discuss with their supervisor other means of accommodating the disability in the workplace, as the City will not allow an employee to use medical marijuana as an accommodation.

k) Reports of Drug Conviction

Each employee must report facts and circumstances to the Department Head no later than five (5) days after conviction for violating any criminal drug statute. Any employee failing to comply with this provision, whenever discovered by the City, will face immediate discharge.

l) Criminal Arrests and Convictions

Employees must promptly and fully disclose to their supervisor on the next working day:

- All drug- or alcohol-related arrests, citations, convictions, guilty pleas, no contest pleas or diversions that result from conduct which occurred while on duty, on City property, or in a City vehicle (see "Alcohol/Drug Use, Abuse and Testing" policy above);
- All arrests, citations, convictions, guilty pleas or no contest pleas that result from crimes involving the theft or misappropriation of property, including money; or
- If you are arrested, cited or convicted of a violation of any law that will prevent you from performing the essential functions of your position.

Reporting an arrest or conviction will not automatically result in termination of employment. Situations will be evaluated on a case-by-case basis.

Employees who are unavailable to report for work because they have been sent to jail or prison may not use sick leave or any paid leave to cover the absence, and may be subject to disciplinary action, including termination.

m) Smoke-Free Workplace

The City provides a tobacco-free environment for all employees and visitors. For purposes of this policy, “tobacco” includes the smoking of any tobacco-based product, smoking in any form (including, without limitation, cigars and e-cigarettes), and the use of oral tobacco products or “chew/spit” tobacco. This policy applies to employees, volunteers, and any visitors to City property, vehicles or facilities/buildings.

The use of tobacco products is prohibited at all time indoors and on the campuses or property of the designated City worksites. This includes doorways, front porches or outdoor foyers, and parking lots.

n) Political Activity

Employees may engage in political activity except to the extent prohibited by Oregon law when on the job during working hours. This means employees cannot:

- Be required to give money or services to aid any political committee or any political campaign;
- Solicit money or services (including signatures) to aid or oppose any political committee, nomination or election of a candidate, ballot measure or referendum, or political campaign while on the job during working hours (this is not intended to restrict the right of City employees to express their personal political views.); or
- Be disciplined or rewarded in any manner for either giving or withholding money or services for any political committee or campaign.

o) Use of City Email and Electronic Equipment, Facilities and Services

The City uses multiple types of electronic equipment, facilities and services for producing documents, research and communication including, but not limited to, computers, software, email, copiers, telephones, voicemail, fax machines, online services, cell phones (including text messaging), the Internet and any new technologies used in the future. This policy governs the use of such City property.

i) Ownership

All information and communications in any format, stored by any means on or received via the City's electronic equipment, facilities or services is the sole property of the City.

ii) Use

All of the City's electronic equipment, facilities and services are provided and intended for City business purposes only and not for personal matters, communications or entertainment. This means, for example, employees may not use the City-provided Internet, or City electronic equipment, facilities and services to:

- Display or store any sexually explicit images or documents, or any images or documents that would violate the City's no-harassment, non-discrimination or bullying policies;
- Play games (including social media games) or to use apps of any kind;
- Engage in any activity that violates the rights of any person or company protected by copyright, trade secrets, patent or other intellectual property (or similar laws or regulations);
- Engage in any activity that violates the rights to privacy of protected healthcare information or other City-specific confidential information;
- Engage in any activity that would introduce malicious software purposefully into a workstation or network (e.g., viruses, worms, Trojan horses); or
- Download or view streaming video for personal use. This includes, without limitation, YouTube videos, movies, and TV shows. Streaming audio is allowed, providing it does not contain explicit material, adversely affect network speed, or interfere with others' ability to work.

Further, employees may not use City-provided email addresses to create or manage personal accounts (e.g., shopping websites, personal bank accounts, and social media accounts). City email addresses for professional-based social media accounts such as LinkedIn may be allowed with the approval of the City Manager.

iii) Inspection and Monitoring

Employee communications, both business and personal, made using City electronic equipment, facilities, and services are not private. Any data created, received or transmitted using City equipment, facilities or services are the property of the City and usually can be recovered, even though deleted by the user.

All information and communications in any format, stored by any means on the City's electronic equipment, facilities or services, are subject to inspection at any time without notice. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City's ownership of the electronic information, electronic equipment, facilities, or services, or the City's right to inspect such information. The City reserves the right to access and review electronic files, documents, archived material, messages, email, voicemail and other such material to monitor the use of all of the City's electronic equipment, facilities and services, including all communications and internet usage and resources visited. The City will override all personal passwords if it becomes necessary to do so for any reason.

iv) Personal Hardware and Software

Employees may not install personal hardware or software on the City's computer systems without approval from the Finance/IT Department. All software installed on the City's computer systems must be licensed. Copying or transferring of City-owned software may be done only with the written authorization of the IT Department.

v) Unauthorized Access

Employees are not permitted unauthorized access to the electronic communications of other employees or third parties unless directed to do so by City management. No employee can examine, change or use another person's files, output or user name unless they have explicit authorization from City to do so.

vi) Security

Many forms of electronic communication are not secure. Employees who use cell phones, cordless phones, fax communications or email sent over the Internet should be aware that such forms of communication are subject to interception, and these methods of communicating should not be used for privileged, confidential, or sensitive information unless appropriate encryption measures are implemented.

vii) Inappropriate Web Sites

The City's electronic equipment, facilities or services must not be used to visit Internet sites that contain obscene, hateful or other objectionable materials, or that would otherwise violate the City's policies on harassment and discrimination.

p) Social Media

For purposes of this policy, "social media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the involved risks and rewards. Keep in mind any of your conduct that adversely affecting your job performance, the performance of co-workers, or otherwise adversely affects our citizens or people who work on behalf of the City or the City's legitimate business interests may result in disciplinary action up to and including termination.

i) Prohibited Postings

Employees will be subject to discipline, up to and including termination, if they create and post any text, images or other media that violate the City's no-harassment and non-discrimination policies and that include discriminatory remarks, harassment, or threats of violence or similar inappropriate or unlawful conduct.

Do not create a link from your blog, website or other social networking site to a City-owned or -maintained website without identifying yourself as a City employee.

Express only your personal opinions. Never represent yourself as a spokesperson for the City. If the City is a subject of the content you are creating, be clear and open about the fact you are a City employee and make it clear your views do not represent those of the City or its employees or elected officials.

ii) Encouraged Conduct

Always be fair and courteous to co-workers, the citizens we serve, the City's employees and elected officials, and suppliers or other third parties who do business with the City. Also, keep in mind you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage citizens, co-workers, City employees or elected officials, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.

Maintain the confidentiality of the City's confidential information. Do not post internal reports, policies, procedures or other internal, City-related confidential communications or information. (See "Confidential City Information" policy above.)

iii) Request for Employee Social Media Passwords

The City's supervisors and managers are prohibited by law from requiring or requesting an employee or an applicant for employment to disclose or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and password that would otherwise allow a supervisor/manager to access a private email account not provided by the City.

Nothing in this policy prohibits City from requiring an employee to produce content from his or her social media or internet account in connection with a City -sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.

q) Cellular Devices Policy

This policy applies to employee use of cell phones, smart phones (including iPhones and similar devices), tablets and similar devices, all of which are referred to as "cellular devices" in the Cellular Devices Policy.

i) Cell Phones and Cellular Devices in General

Employees are allowed to bring personal cell phones and cellular devices to work with them. During working hours, however, employees should refrain from using them except in an emergency or during a meal period or rest break.

Employees who use personal or City-provided cell phones/cellular devices may not violate the City's policies against harassment and discrimination. Thus, employees who use a personal or City-provided cell phone/cellular device to send a text or instant message to another employee (or to a citizen or someone not employed by the City) in violation of the City's no-harassment and non-discrimination policies will be subject to discipline, up to and including termination.

Nonexempt employees may not use their personal or City-provided cell phone/cellular device for work purposes outside of their normal work schedule without advance written authorization from the City Manager. This includes, but is not limited to, reviewing, sending and responding to emails or text messages, and responding to calls or making calls. Employees who violate this policy may be subject to discipline, up to and including termination.

ii) Employee Use of City-Provided Cell Phones/Cellular Devices

Cell phones/cellular devices are made available to City employees on a limited basis to conduct the City's business. Determinations as to which employees receive City-provided cell phones will be made on a case-by-case basis; employees are not guaranteed a cell phone or cellular device. In some cases, the City may provide a monthly cellular telephone allowance to employees who regularly make calls on behalf of the City away from the office (see City Manager for more information).

Employees who receive a cell phone or cellular device from the City must agree to not use the cell phone/cellular device for personal use except in emergency situations and must abide by all aspects of the Cellular Device Policy. Further, employees who receive a cell phone or cellular device from the City must acknowledge and understand that because the cell phone/cellular device is paid for and provided by the City, or subsidized by the City, any communications (including text messages) received by or sent from the cell phone/cellular device may be subject to inspection and review if the City has reasonable grounds to believe that the employee's use of the cell phone violates any aspect of the Cellular Device Policy or any other City policy. An employee who refuses to provide the City access to his/her personal cell phone/cellular device in connection with an investigation and after reasonable notice may be subject to discipline, up to and including termination.

Employees may not use the City-provided cell phones or cellular devices to call 1-900, 1-976 or similar "pay per minute" services. Further, family and friends may not use an employee's City-provided cell phone/cellular device.

iii) Employee Use of Cell Phones/Cellular Devices with Cameras

Cameras of any type, including cell phones with built-in cameras and video photography devices, may not be used during working hours or at any City-sponsored function unless authorized to do so by the Department Head or designee.

iv) Cell Phones/Cellular Devices and Public Records

City-related business conducted on City-provided or personal cell phones/cellular devices are subject to disclosure under Oregon's Public Records laws.

v) Cell Phone/Cellular Device Use While Driving

Oregon law prohibits the use of handheld cell phones while driving. This policy is meant to ensure the safe operation of City vehicles and the operation of private vehicles while an employee is on work time. It applies equally to the usage of employee-owned cell phones and phones provided or subsidized by the City.

Employees are prohibited from using handheld cell phones for any purpose while driving on City-authorized or City-related business. This policy also prohibits employees from using a cell phone or other device to send or receive text or "instant" messages while driving on City business (other than those employees engaged in law enforcement work). Should an employee need to make a business call while driving, the employee must locate a lawfully designated area to park and make the call, unless the employee uses a hands-free device for the call.. Violation of this policy will subject the employee to discipline, up to and including termination.

r) Driving While on Business

Employees using a private vehicle to conduct City's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized City business use should make any necessary arrangements with their insurance carriers.

The City may verify the validity of your driver's license and/or your driving record at the time of hire and at any point during your employment. Once you are employed with City, we will receive automated reports from the Department of Motor Vehicles (DMV). The reports notify the City when there are transactions on your driving record such as speeding tickets and citations.

While on City business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy, above.

3) Classification, Compensation and Benefits

a) Probationary Period

Every new employee hired shall serve a probationary period of six (6) months. The City may terminate probationary employees for any reason, with or without cause.

In lieu of termination at six (6) months, the City may extend an employee's probationary period in writing, which summarizes the City's concerns about the employee's performance and suggests ways for the employee to improve. The extension of the probationary period shall not exceed ninety (90) days, absent mutual consent between the City and employee. This extension may be revoked by the City at any time if, in its sole opinion, the employee is unable or unwilling to meet the requirements of the position.

b) Employee Classification

The City classifies employees as follows:

- **Regular Full-time:** Employment in an established position requiring 40 hours or more of work per week. Generally, full-time employees are eligible to participate in the City's benefit programs.
- **Regular Part-time:** Employment requiring less than 40 hours, of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 40 hours will not constitute a change in status from part-time to full-time. Regular, Part-time employees are not eligible for benefits except those mandated by applicable law or as otherwise noted in this policy
- **Temporary:** Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Temporary employment can either be full-time or part-time. Temporary employees are not eligible for benefits other than those mandated by applicable law.

Additionally, all employees are defined by federal and Oregon law as either "exempt" or "nonexempt," which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all City rules and procedures.

c) Salary Eligibility Date

The salary eligibility date (SED) is used to determine benefit accrual and merit increases of an employee. Employees will be assigned a SED equal to the first of the month immediately following hire date, position reclassification or promotion.

d) Duration of Employment

All employees, except temporary employees, are hired for an unspecified duration. None of the classifications guarantee employment for any specific length of time.

e) Job Sharing

Job Share Definition. A job sharing position is a regular full-time or part-time position that is held by two individuals on an interdependent, shared-time basis. The duties and responsibilities of the single position will be divided so as to provide complete and coordinated coverage by the two partners. The partners will normally divide the required working hours, not to exceed a total of 40 hours per week, within a pay period.

Each partner in a job sharing position must have, or be capable of having, all the knowledge, skills, and abilities necessary to perform the job. In addition, partners must communicate with one another to ensure that their efforts are coordinated effectively. Each job share partner must be willing to cover the absences of the other.

Benefits. Job share partner's benefits are determined as if each were a part-time employee; however, the City shall not be required to contribute to either more than half cost of health insurance for a full family. Vacation, sick leave and holiday benefits will be pro-rated on the basis of hours worked.

Approval and Termination of Job Share Positions. Job sharing shall be implemented, continued or terminated at the discretion of the City based on operational efficiency. Specific scheduling arrangements shall be determined by the Department Head and should be a function of the needs of the department, the nature of the job and the desires of the job share partners.

f) Performance Reviews

All permanent City employees will receive periodic performance reviews. Performance reviews serve as one factor in decisions related to employment, such as training, merit pay increases, job assignments, employee development, promotions, retention and discipline/termination. Any

employee who fails to satisfactorily perform the duties of their position is subject to disciplinary action (including termination).

The City's goal is to provide an employee with the first formal performance evaluation within six months after hire or promotion. After the initial evaluation, the City will strive to provide a formal performance review on an annual basis. Supervisors and managers are encouraged to provide employees with informal evaluations of their employees' work on an as-needed basis.

Reviews will generally include the following:

- An evaluation of the employee's quality and quantity of work;
- A review of exceptional employee accomplishments;
- Establishment of goals for career development and job enrichment;
- A review of areas needing improvement; and
- Setting of performance goals for the employee for the following year.

Employees who disagree with a performance evaluation may submit a written response with reasons for disagreement. The employee's response shall be filed with the employee's performance evaluation in the employee's personnel file. Such response must be filed not later than 30 days following the date the performance evaluation was received.

g) Payroll Policies

i) Pay Period

The pay period begins on the 16th of the month and ends on the 15th of the following month.

ii) Overtime

- Time-and-a-Half: The City pays one and one-half times a non-exempt employee's regular rate of pay for all hours worked over 40 in any workweek. See "Employee Classification" above.
- Limitation on Overtime Pay: Paid hours not actually worked (for example, sick, vacation, holidays, and family leave) will not be counted toward the 40 hours worked per workweek required to receive overtime pay.
- Assignment of Overtime Work: On occasion, where the City's workload makes it necessary, non-exempt employees may be required to work overtime.
- Supervisor Authorization: No overtime may be worked by non-exempt employees unless specifically authorized in writing by the Department Head or designee. Employees who work unauthorized overtime may be subject to discipline up to and including termination.
- Compensatory (Comp) Time: Overtime hours can be paid or, at the employee's option with City approval, accumulated at time and one-half up to a maximum of 80 hours and taken as comp time off. Overtime worked after the employee has

accrued 80 hours of comp time will be compensated as overtime pay. Employees are encouraged to work with their manager/supervisor to schedule and use comp time within 60 days of when it is accrued. At the discretion of an employee's manager/supervisor, employees who have accrued less than 80 comp hours may be able to choose whether to have the accrued comp time cashed out at the rate earned by the employee at the time the employee receives the payment. The City may elect to cash out accumulated comp time at any time.

- Exempt Employees: Exempt employees are not eligible to receive overtime pay or compensatory time off from work.

iii) Timekeeping Requirements

Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period. Employees also must record their time whenever they leave the building for any reason other than City business. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline up to and including termination. An employee who fails to record all of his or her time worked may be subjected to discipline as well.

iv) Payday

Paychecks will be distributed on the last business day of the month. The City will electronically deposit paychecks (direct deposit) upon written request of the employee.

v) Payroll Advance

A pay advance is a temporary loan to an employee. You may not receive a pay advance unless you have an emergency or an unusual, unforeseen event that causes severe financial hardship. Employees are limited to two (2) advances in a given fiscal year and may receive an advance only for monies already earned during the month (up to 40% of your base monthly wages). Your pay advance request must be approved by the Department Director, Finance Director and the City Manager. Advances will be processed within two days of receipt of request.

vi) Optional Deductions

Employees may authorize deductions from their pay (by written request) for items such as local gym dues, donations, etc. Authorized optional deductions must be of general interest to five (5) or more employees and approved by the Finance Director.

vii) Deferred Compensation

Eligible City employees may elect to enroll in the deferred compensation plan(s) approved by the City. Deferred compensation accounts will be established on behalf of any employee who is willing to make contributions to the plan in accordance with plan requirements.

viii) Additional Compensation

From time to time the City may provide meals, light snacks, hors d'oeuvres and/or beverages (non-alcoholic) such as tea, coffee and/or soda for staff and/or the public during training and other special occasions.

ix) City Vehicles

The City may provide a City vehicle to designated employees who respond to after hours emergencies.

x) Applicable Laws

The City makes all efforts to comply with applicable Oregon and federal wage and hour laws. In the event you believe that the City has made any improper deductions, has failed to pay you for all hours worked or for overtime, or has failed to properly calculate your wages in any way, you must immediately report the error to your Department Head or designee. The City will investigate all reports of improper pay practices and will reimburse employees for any improper deductions or omissions. No employee will suffer retaliation or discrimination because he or she has reported any errors or complaints regarding the City's pay practices.

xi) Pay Upon Leaving City Employment

An employee terminating employment with the City who gives the City at least 48 hours' notice will be paid on the date of separation any earned and unpaid wages then due plus any accumulated and unused vacation pay and compensatory time. Work hours, vacation and compensatory time shall be paid at the employee's hourly rate at the date of separation. If the employee gives less than 48 hours' advance notice prior to quitting City employment, the employee shall be paid within five (5) business days of the separation date or on the next regularly scheduled payday, whichever occurs first. Terminated employees will receive final pay no later than the end of the first business day after termination.

xii) Reporting Changes to an Employee's Personal Data

Because personnel records are used to administer pay and benefits, and other employment decisions, employees are responsible for keeping information current regarding changes in name, address, phone number, exemptions, dependents, beneficiary, etc. Keeping your personnel records current can be important to you with regard to pay, deductions, benefits and other matters. If you have changes in any of the following items, please notify the Finance Director to ensure that the proper updates/paperwork are completed as quickly as possible:

- Name;
- Marital status/Domestic Partnership (for purposes of benefit eligibility determination only);
- Address or telephone number;
- Dependents;
- Person to be notified in case of emergency;
- Other information having a bearing on your employment; and
- Tax withholding.

Employees may not intentionally withhold information from the City about the items listed above in order to continue to receive benefits or anything of value for themselves or anyone else. Upon request, the City may require employees to provide proof of marital status/domestic partnership

status. Employees who violate this policy may be subject to discipline, up to and including termination.

h) Healthcare Benefits

The City currently offers group medical, vision, dental, long-term disability and life insurance plans for eligible employees. Coverage begins on the first day of the month following the employee's completion of thirty (30) days of employment. For example, an employee hired on January 15 would have coverage beginning March 1.

i) Summary Plan Description

The group insurance policy and the summary plan description issued to employees set out the terms and conditions of the health insurance plan offered by the City. These documents govern all issues relating to employee health insurance.

ii) Continuation Coverage under COBRA

Information regarding specific benefits or continuation of coverage is available from the Finance Director.

i) Workers' Compensation and Safety on the Job

You are protected by workers' compensation insurance under Oregon law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits. Employees are expected to work safely and in a safe environment.

i) Steps to Take if You Are Injured on the Job

To ensure you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

- Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, and no later than 24 hours after injury;
- Seek medical treatment and follow-up care if required; and
- Promptly complete a written Employee's Claim Form (Form 801) and return it to the City Manager's office.

Failure to timely follow these steps may negatively affect your ability to receive benefits.

ii) Return to Work

If you require workers' compensation leave, you will, under most circumstances, be reinstated to the same position you held at the time your leave began, or to an equivalent position, if

available. However, you must first submit an approved medical certificate demonstrating your ability to return to work.

When returning from workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples and all reinstatement/reemployment decisions are subject to the terms of any applicable collective bargaining agreement. The City does not discriminate against employees who suffer a workplace injury or illness.

iii) Early Return-to-Work Program

Our Return-to-Work program provides guidelines for returning you to work at the earliest possible time after you have suffered an on-the-job injury or illness that results in time loss. This program is not intended as a substitute for reasonable accommodation when an injured employee also qualifies as an individual with a disability. The Return-to-Work Program is intended to be transitional work, to enable you to return to your regular job in a reasonable period of time.

The Return-to-Work program for job-related injuries consists of a team effort by the City, injured employees and their treating physicians, and our workers' compensation insurance carrier claims staff. The goal is to return our employees to full employment at the earliest possible date that is consistent with their medical condition and the advice of the treating physician.

If your doctor determines you are able to perform modified work, the City will attempt to provide you with a temporary job assignment for a reasonable period of time until you can resume your regular duties (except where provided as an accommodation for a disability). If, due to a work-related injury, you are offered a modified position that has been medically approved, failure to phone in or report at the designated time and place may affect your compensation and employment with the City. While you are on modified or transitional work, you are still subject to all other the City rules and procedures.

iv) Overlap with Other Laws

The City will account for other leave and disability laws that might also apply to your situation, such as the Americans with Disabilities Act (ADA), as amended, and FMLA or OFLA. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by the ADA and/or applicable Oregon laws covering disabilities in the workplace.

4) Time Off and Leaves of Absence

a) Vacation Benefits for Employees

i) Vacation Policy

Vacation benefits are intended to provide eligible employees with a period of rest and relaxation away from work with pay. Accordingly, employees are encouraged to schedule vacations with their Department Head each year and to use all vested vacation benefits.

ii) Vacation Accruals

The City provides vacation benefits to its regular full-time and regular part-time employees. Vacation credits will accrue and be posted monthly as follows for full-time, non-represented employees:

Years of Continuous Service	Annual Accrual
Less than 5 years	96 hours
At least 5 and less than 10 years	120 hours
At least 10 and less than 15 years	144 hours
At least 15 years	144 hours plus 8 hours for each year of service beyond 15 years

Regular part-time employees will receive pro-rated vacation benefits. Vacation shall not accrue during an unpaid leave of absence.

iii) Maximum Accrual Balance

An employee with less than 15 years of continuous service may accrue a maximum balance of up to 190 hours of vacation leave. An employee with 15 years or more continuous service may accrue a maximum balance of up to 230 hours of vacation. Once an employee has accrued the maximum amount of vacation leave, the employee will cease to accrue additional leave. The employee will begin to accrue vacation leave once the amount of accrued vacation falls below the maximum amount.

iv) Scheduling Vacations

Vacations must be scheduled and approved in advance by the employee's Department Head, or by the City Manager in the case of Department Head's absence, in accordance with Department and/or work area policy.

v) Holidays Occurring During Scheduled Vacations

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day if eligible for such pay and will not be charged for vacation benefits for the day.

vi) Vacation During First Six Months of Employment

New employees shall accumulate vacation leave from the date of hire but will not be eligible to take vacation time off during the first six months of employment.

vii) Vacation Leave Donation and Use

The purpose of donated vacation leave is to assist any eligible employees with additional leave through the donations of eligible co-workers. All full-time regular employees are eligible to request or donate vacation time in cases deemed as “hardship” by the City Manager or designee. All donations will be kept confidential and donors will remain anonymous. To qualify for a leave donation, an employee must meet the eligibility requirements of the Family Medical Leave Act and/or the Oregon Family Leave Act. An employee who is receiving, or is eligible to receive, any type of retirement disability, short-term or long-term disability insurance, or other supplemental income is not eligible to receive donated leave.

Donated leave may not be used to extend employment beyond the point it would otherwise end by operation of law, rule, policy, or regulation. For example, if an employee would have otherwise been terminated due to layoff or other reasons, donated leave may not be used to extend employment.

The Requesting Employee (Recipient) Must:

- Provide documentation for a non-work related seriously disabling illness or injury, as certified by a physician;
- Have first exhausted all accrued sick leave, compensatory time, floating and vacation leave;
- Have worked one full year at the City and have received satisfactory performance evaluations; and
- Submit a request for donated leave to their Department Head or designee indicating reason and anticipated amount of lost work time.

The Donating Employee

- Must complete and submit to the City Manager or designee, a designated form with Department Head approval, indicating the desire to donate; and
- May donate up to a maximum of 40 hours of vacation time per calendar year but must retain a minimum of 40 hours vacation leave.

Any decision by the City Manager or designee regarding Vacation Leave Donation will be binding. Donated time is calculated using the number of hours donated, the donator’s hourly wage, and the recipient’s hourly wage.

b) Management Leave for Exempt Employees

The City recognizes exempt employees commit substantial hours to City service in order to fulfill their responsibilities and meet periodic job demands. Therefore, the City has elected to grant these employees paid management leave for the extra hours of service worked for the City, as specified below.

Effective July 1 of each fiscal year, exempt positions will receive 10 days (80 hrs.) paid management leave in addition to vacation and holidays.

An employee hired after July 1 will receive administrative leave for the remainder of the fiscal year on a pro-rated basis. Management leave must be taken by June 30th of each year. Unused management leave days will not be cashed out and will not accrue from year to year and shall be forfeited if not used. Management leave shall be approved by the Department Head or City Manager. Department Heads shall regulate the use of management leave within their departments.

c) Holidays and Floating Holidays

Regular full-time employees will receive a day off with pay on each of these recognized holidays and Regular part-time employees will receive recognized holidays pro-rated based upon hours worked:

New Year's Day	President's Day
Memorial Day	Independence Day (July 4)
Labor Day	Thanksgiving Day
The day after Thanksgiving	Christmas Day
Veterans Day	

When a scheduled holiday falls on a Sunday it will be observed on the following Monday. When a scheduled holiday falls on a Saturday, it will be observed on the preceding Friday.

If a non-exempt employee is required to work on any holiday observed by the City, the employee shall either be paid or given compensatory time off for all hours worked at the rate of one and one-half times the regular rate of pay.

Employees who are off work on an unpaid leave of absence shall not receive holiday pay. Employees who are off work due to sick leave or vacation shall be paid for the holiday in lieu of receiving vacation or sick leave pay.

Each Regular full-time employee will receive 2 Personal Holidays (hours to equal 2 shifts)

d) Family Medical Leave

i) FMLA/OFLA Policy

The following is a summary of Family and Medical Leave policy and procedures under the federal Family Medical Leave Act (FMLA) and the Oregon Family Leave Act (OFLA). Generally, and as will be discussed, eligible employees are entitled to 12 weeks of unpaid leave of absence for the reasons identified below. Federal and state law prohibit retaliation against an employee with respect to hiring or any other term or condition of employment because the employee asked about, requested or used Family and Medical Leave. In all cases, applicable Oregon and federal laws, rules, policies and collective bargaining agreements govern the employee's and the City rights and obligations, not this policy.

Employees seeking further information should contact the City Manager's office. Also refer to the "Employee Rights and Responsibilities under the Family Medical Leave Act" and "Oregon Family Leave Act" notices posted in the employee break areas which are incorporated here by reference.

1. Definitions

Child/Son or Daughter: For purposes of OFLA, "child" includes a biological, adopted, foster or stepchild, the child of a registered same-sex domestic partner or a child with whom the employee is in a relationship of in loco parentis. For purposes of OFLA Serious Health Condition Leave, the "child" can be any age; for all other types of leave under OFLA, the "child" must be under the age of 18 or over 18 if incapable of self-care.

A "son or daughter" is defined by FMLA as a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is either under 18 years of age or is 18 years of age or older and "incapable of self-care because of a mental or physical disability" at the time FMLA leave is to commence. FMLA also provides separate definitions of "son or daughter" for FMLA military family leave that are not restricted by age – see below.

Family Member: For purposes of FMLA, "family member" is defined as a spouse, parent or a "son" or "daughter" (defined above).

For purposes of OFLA, "family member" includes the definitions found under FMLA and also includes adult children (for "serious health condition" leave only), a parent-in-law, grandparent, grandchild, registered same-sex domestic partner, and parent or child of a registered same-sex domestic partner.

Eligible Employee: OFLA – To qualify for OFLA leave for a Serious Health Condition or Sick Child Leave, an employee must have been employed for at least 180 days and worked an average of at least 25 hours per week. To qualify for Parental Leave under OFLA, an employee must have been employed for at least 180 days (no per-week hourly minimum is required).

OMFLA – For purposes of Oregon Military Family Leave Act leave, the employee need have only worked 20 hours per week (no minimum length of employment required). A different

calculation method applies for reemployed service members under USERRA who seek OMFLA leave; see the City Manager for more information.

FMLA – Employees are eligible for FMLA leave if they have worked for a covered employer for at least one year (which may be based on separate stints of employment) and for 1,250 hours during the 12 months preceding the date leave is to begin. They must also be employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite.

Leave under Oregon and federal law will run concurrently when permitted.

Serious Health Condition: “Serious health condition” is defined under FMLA and OFLA as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

Other conditions may meet the definition of a “serious health condition”; see the City Manager’s office for more information. The common cold, flu, earaches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, and cosmetic treatments (without complications), are examples of conditions that are not generally defined as serious health conditions.

2. Reasons for Taking Leave

Family Medical Leave may be taken under any of the following circumstances:

- **Call to Active Duty Leave:** Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the regular Armed Forces, National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain “qualifying exigencies.” “Qualifying exigencies” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. This type of leave is available under FMLA only; however, under OFLA, specifically under the Oregon Military Family Leave Act, during a period of military conflict, as defined by the statute, eligible employees with a spouse or registered same-sex domestic partner who is a member of the Armed Forces, National Guard, or military reserve forces of the U.S. and who has been notified of an impending call or order to active duty, or who has been deployed, is entitled to a total of 14 days of unpaid leave per deployment after the military spouse or registered same-sex domestic partner has

been notified of an impending call or order to active duty and before deployment and when the military person is on leave from deployment.

- **Employee's Serious Health Condition Leave:** To recover from or seek treatment for an employee's serious health condition, including pregnancy-related conditions and prenatal care.
- **Family Member's Serious Health Condition Leave:** To care for a family member with a serious health condition.
- **Parental Leave:** For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care. Parental leave must be completed within 12 months of the birth of a newborn or placement of an adopted or foster child.
- **Pregnancy Disability Leave:** For incapacity due to pregnancy, prenatal medical care or birth.
- **Servicemember Family Leave:** Eligible employees may take up to 26 weeks of leave to care for a "covered servicemember" during a single 12-month period. A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. Under some circumstances, a veteran will be considered a "covered servicemember." This type of leave is available under FMLA only.
- **Sick Child Leave:** To care for a child who suffers from an illness or injury that does not qualify as a serious health condition but that requires home care. This type of leave does not provide for routine medical and dental appointments or issues surrounding the availability of childcare when the child is not ill or injured. Sick child leave is not available if another family member is able and willing to care for the child. This type of leave is available only to employees who are eligible under OFLA.
- **Bereavement Leave.** This type of leave is addressed under OFLA; see the Bereavement Leave Policy for more information.

3. Length of Leave

In any One-Year Calculation Period, eligible employees may take up to twelve (12) weeks of Parental Leave, Serious Health Condition Leave (employee's own or family member), Sick Child Leave, or Call to Active Duty Leave.

- In some cases, an additional twelve (12) weeks of leave may be available to an eligible employee for an illness, injury or condition related to pregnancy or childbirth that disables the employee; and
- In some cases, employees who take the entire twelve (12) weeks of OFLA Parental Leave will be entitled to an additional twelve (12) weeks of Sick Child Leave.

When leave is taken for Servicemember Family Leave, an eligible employee may take up to 26 weeks of leave during the One-Year Calculation Period to care for the servicemember. During the One-Year Calculation Period in which Servicemember Family Leave is taken, an eligible

employee is entitled to a combined total of 26 weeks of FMLA Leave (some of which may include other types of FMLA-specific leaves of absence).

The “12-month period” during which leave is available (also referred to as the “One-Year Calculation Period”) is 12 months starting with the first day family leave is taken by the employee (12-month "looking forward" method).

Intermittent or reduced schedule leave may be taken during a period of Family Member or Employee Serious Health Condition Leave or Servicemember Family Leave. Additionally, Call to Active Duty Leave may be taken on an intermittent or reduced leave schedule basis. An employee may be temporarily reassigned to a position that better accommodates an intermittent or reduced schedule; employees covered by OFLA will not be reassigned without their express consent and agreement. Employees must make reasonable efforts to schedule planned medical treatments to minimize disruption of the City’s operations, including consulting management prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the City and the employee. Intermittent leave for Parental Leave is not available.

4. Employee Notice Requirements

Employees must provide at least 30 days’ advance notice before Family Medical Leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, planned medical treatment for a serious health condition of the employee or of a family member, or the planned treatment for a serious injury or illness of a covered servicemember (Servicemember Family Leave). If 30 days’ notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

For Call to Active Duty Leave, notice must be provided as soon as practicable, regardless of how far in advance such leave is foreseeable.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but the employee must let City Manager know as soon as practicable if dates of scheduled leave change or are extended or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, the employee must notify City Manager within three business days, or as soon as possible. Further, employees must provide written notice within three days of returning to work.

Regardless of the reason for leave, or whether the need for leave is foreseeable, employees will be expected to comply with the City’s normal call-in procedures. Employees who fail to comply with the City’s leave procedures may be denied leave, subject to discipline, or the start date of the employee’s Family Medical Leave may be delayed.

5. Certification

Employees must provide sufficient information for the City to determine if the leave may qualify for FMLA or OFLA protection and the anticipated timing and duration of the leave. Sufficient

information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for either Call to Active Duty or Servicemember Family Leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Additionally, employees requesting serious health condition leave for themselves or to care for a covered family member will be required to provide certification from the health care provider of the employee or the covered family member to support the request. Employees requesting child leave under OFLA may be required to submit, at a minimum, a note from a doctor if the employee has requested to use more than three days (i.e., one three-day occurrence or three separate instances) of sick child leave within a one-year period.

Employees must furnish the City's requested medical certification information within 15 calendar days after such information is requested by the City. In some cases (except for leave to care for a sick child), the City may require a second or third opinion, at the City's expense. Employees also may be required to submit subsequent medical verification. Employees will not be asked for, and they should not provide, any genetic information about themselves or a family member in connection with a FMLA/OFLA medical certification. If Family Medical Leave is for the employee's own serious health condition, the employee must furnish, prior to returning to work, medical certification (fitness-for-duty certification) from their health care provider stating that the employee is able to resume work.

6. Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave, including vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence on Family Medical Leave. Use of accrued paid leaves will run concurrently with Family Medical Leave. Represented employees may reserve accrued leave and compensatory time if provided by their collective bargaining agreement. If the employee has no accrued paid leave, vacation, compensatory time or sick leave available to use during a Family Medical Leave, the leave will be unpaid.

7. Holiday Pay While on Leave

Employees receiving short- or long-term disability will not qualify for holiday pay. Employees using vacation pay or sick pay during a portion of approved Family Medical Leave in which a holiday occurs will qualify to receive holiday pay. Employees who are on unpaid leave during a holiday will not qualify to receive holiday pay.

8. On-the-Job Injury or Illness

Periods of employee disability resulting from a compensable on-the-job injury or illness will qualify for FMLA Leave if the injury or illness is a "serious health condition" as defined by applicable law.

OFLA leave will not be reduced by and will not run concurrently with any period the employee is unable to work because of a disabling compensable on-the-job injury; however, if the injury or illness is a "serious health condition" as defined by Oregon law and the employee has refused a bona fide offer of light-duty or modified employment, OFLA leave will commence.

If the employee's serious health condition is the result of an on-the-job injury or illness, the employee may qualify for workers' compensation time-loss benefits.

9. Benefits While on Paid Leave

If an employee is on approved FMLA or OFLA Leave, the city will continue the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work.

10. Benefits While on Unpaid Leave

Employees wishing to maintain health insurance during a period of approved FMLA or OFLA leave will be responsible for bearing the cost of the employee portion of coverage. Retirement benefits will not continue while an employee is out on unpaid leave. The leave period, however, will be treated as continuous service (i.e., no break in service) for purposes of vesting and eligibility to participate in City benefit plans.

11. Job Protection

Employees returning to work from Family Medical Leave will be reinstated to their former position. If the position has been eliminated, the employee may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

Employees are expected to promptly return to work when the circumstances requiring Family Medical Leave have been resolved, even if leave was originally approved for a longer period. With the exception of employees on leave as the result of an on-the-job injury or illness or otherwise required by law, reinstatement shall not be considered if the leave period exceeds the maximum allowed.

The use of Family Medical Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employees who work for other employers during a "serious health condition" leave may be subject to discipline up to and including termination. Additionally, all employees who use Family Medical Leave for reasons other than the reason for which leave had been granted may be subject to discipline up to and including termination.

e) Bereavement Leave

Employees who have worked for City for 180 calendar days, and averaged at least 25 hours per week, may take up to two weeks of bereavement leave including 3 days off with pay per death of a family member. Bereavement leave may be used to attend the funeral or alternative to a funeral of the family member, and/or to make arrangements necessitated by the death of the family member. The two weeks of bereavement leave must be taken in the 60-day period following notice of death of a family member and will be deducted from the employee's available leave time under OFLA. For purposes of this policy, "Family Member" is defined to include the employee's spouse, same-sex domestic partner (registered), child, parent, parent-in-law,

grandparent, or grandchild, or the same relations of an employee's same-sex domestic partner (registered) or spouse.

Employees who wish to take bereavement leave must inform the City as soon as possible after receiving notification of a Family Member's death. Although prior notice is not required, oral notice must be provided within 24 hours of beginning leave. Written notice must be provided to the employer within three days of returning to work. Employees are required to use any available sick leave during the period of bereavement leave; vacation time will be used if the employee has no available sick leave.

f) Jury and Witness Duty

i) Jury Duty

The City will grant employees time off for mandatory jury duty and/or jury duty orientation. A copy of the court notice must be submitted to the employee's supervisor to verify the need for such leave. Jurors will turn over payments the employee receives for jury duty (except mileage when using personal vehicle) to the City, and the employee will be paid their regular wages for a period not to exceed two weeks. After two weeks of paid leave the employee will be granted additional unpaid leave. The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor informed about the amount of time required for jury duty.

ii) Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to the Finance Director upon receipt.

Except for employee absences covered under the City's "Crime Victim Leave Policy" or "Domestic Violence Leave and Accommodation Policy," employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation time to cover their absence from work. If the employee does not have any available vacation time, the employee's absences may be unexcused and may subject the employee to discipline, up to and including termination. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than 24 hours after being served.

g) Religious Observances Leave and Accommodation Policy

The City respects the religious beliefs and practices of all employees. The City will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the City's business. Employees may use

vacation or unpaid time for religious holy days or to participate in a religious observance or practice; if accrued leave is not available, then an employee may request to take unpaid leave. Requests for religious leave or accommodation should be made with the City Manager.

h) Crime Victim Leave Policy

Any employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or his or her immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

“Immediate family member” includes a spouse, registered same-sex domestic partner, father, mother, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- i. Use any accrued, but unused vacation/sick leave during the leave period;
- ii. Provide as much advance notice as is practicable of his/her intention to take leave unless giving advance notice is not feasible); and
- iii. Submit a request for the leave in writing to the City Manager as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, the City may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney’s office, police report, a protective order issued by a court, or similarly reliable sources.

i) Domestic Violence Leave and Accommodation Policy

All employees are eligible for reasonable unpaid leave to address domestic violence, harassment, sexual assault, or stalking of the employee or his or her minor dependents.

Reasons for taking leave include the employee’s (or the employee’s dependent’s) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

Leave is generally unpaid, but the employee may use any accrued vacation or sick leave while on this type of leave.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of his or her intention to take leave, unless giving advance notice is not feasible.

Notice of need to take leave should be provided by submitting a request for leave in writing to the City Manager, as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. The City will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give the City notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on the City. Please contact the City Manager immediately with requests for reasonable safety accommodations.

j) Military Leave

Employees who wish to serve in the military and take military leave should contact the City Manager for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

k) Sick Leave

The City provides eligible employees with sick leave in accordance with Oregon's Paid Sick Leave Law. This policy will be updated as necessary to reflect changes in and to ensure compliance with Oregon law.

Employees with questions about this policy may contact the City Manager's office. Also refer to the Oregon Sick Leave Law poster that is posted in employee break areas and is incorporated here by reference.

i) Eligibility and Accrual of Paid Sick Leave

Under Oregon's Paid Sick Leave Law and this policy, "employee" includes part-time, full-time, hourly, salaried, exempt and non-exempt employees. Sick leave runs concurrently with Oregon Family Medical Leave, federal Family and Medical Leave and other leave where allowed by law.

Employees begin to accrue paid sick leave on the first day of employment, paid sick leave may be used as it is accrued.

Paid sick leave shall accrue at the rate of eight (8) hours for every month worked. Paid sick leave shall be taken in six-minute increments.

Paid sick leave will be paid at the employee's current regular rate of pay. Generally, sick leave pay will be included in the paycheck for the next payroll period after sick leave is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined in the "Use of Sick Leave" section below.

The following benefit applies to the first 960 hours in an Employee's sick leave bank (any additional unused sick leave hours are lost):

Upon an Employee's death: Fifty percent (50%) of unused sick leave shall be paid to the employee's estate.

Upon an Employee's retirement: Sick Leave shall be paid to the Employee at retirement, unless the Employee is facing discharge, at the following rates below. To be eligible for this retirement benefit, the employee shall have met the continuous service requirement listed below or age 55, whichever is less.

- Completion of 20 years – 30%
- Completion of 25 years – 40%
- Completion of 30 years – 50%

If an employee leaves employment and is rehired within 180 days, the employee's remaining sick leave balance will be restored.

ii) Use of Sick Leave

Sick leave is intended as a safety net to provide you with income during periods of illness. Use your sick leave appropriately so you will have it available when needed. Accrued paid sick leave may be used for the following reasons:

- For the diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care for the employee or qualified family member;
- "Qualified family member" means the eligible employee's grandparent, grandchild, spouse, or registered same-gender domestic partner, and the domestic partner's child or parent; the employee's stepchild, parent-in-law or a person with whom the employee was or is in a relationship of in loco parentis; and the employee's biological, adoptive or foster parent or child;

- For any purpose allowed under the Oregon Family Leave Act, including bereavement leave;
- If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law and requires leave for any of the purposes under Oregon's domestic violence leave law (ORS 659A.272); or
- In the event of certain public health emergencies or other reasons specified under Oregon's sick leave law.

Employees absent from work for a qualifying reason must use accrued sick time hours for that reason and on each subsequent day of absence.

iii) Employee Notice of Need for Sick Leave

If an employee fails to provide proper notice or make a reasonable effort to schedule leave in a manner minimally disruptive to the organization and operations, the City may deny the use and legal protections of sick leave.

1. *Foreseeable Sick Leave*

If the need for sick leave is foreseeable, employees must notify their supervisor as soon as practicable before the leave using the City's call-in/notification procedures. Generally, an employee must provide at least 10 days' notice for foreseeable sick leave. The request shall include the anticipated duration of the sick leave, if possible. Employees must make a reasonable effort to schedule foreseeable sick time in a manner that minimally disrupts the operations of City. Employees must notify their supervisor of any change in the expected duration of sick leave as soon as is practicable.

2. *Unforeseeable Sick Leave*

If the need for sick leave is unforeseeable, the employee must notify their supervisor as soon as practicable and comply generally with the City's call-in procedures. Generally, an employee should notify their immediate supervisor of unforeseeable sick leave at least ninety minutes prior to the beginning of their shift, or as specified in department policy, unless physically unable to do so, at which time notice should be given as soon as possible.

An employee must contact their supervisor daily while on sick leave, unless an extended period of sick leave has been prearranged with the supervisor or when off work on protected leave. The employee shall inform their supervisor of any change in the duration of sick leave as soon as practicable.

iv) Sick Leave Documentation

If an employee takes more than three consecutive scheduled workdays as sick leave, City may require reasonable documentation showing that the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking.

v) Sick Leave Abuse

If the City suspects sick leave abuse, including but not limited to repeated use of unscheduled sick leave or repeated use of sick leave adjacent to weekends, holidays, vacations and paydays, the City may require documentation from a healthcare provider on a more frequent basis. Employees found to have abused sick leave as described here may also be subject to discipline, up to and including termination.

5) Employee Benefits

a. Retirement Benefits

The City participates in the Public Employees Retirement System (PERS) for all sworn police officers and ICMA-RC for all other qualifying employees. For PERS Employees, your designation as a Tier I, Tier II or Oregon Public Service Retirement Plan (OPSRP) member will depend on your prior PERS service and PERS rules. An employee's designation and eligibility for participation in PERS or the OPSRP are determined by law. For more information about these plans, please contact PERS at 1-888-320-7377 or visit their website at www.oregon.gov/PERS.

For employees eligible for ICMA-RC the first, a 401(a) plan includes a city contribution and an employee contribution. Employees may also elect to contribute to a 457 deferred compensation plan. For more information about the City's contributions to employee retirement plans, please see the City Manager's office.

6) General Causes for Disciplinary Action

a. Workplace Rules and Prohibited Conduct

Any violation of the rules or prohibited conduct in this policy may result in discipline, up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and the City's operations, some of which are described elsewhere in this Handbook, may also be grounds for discipline, up to and including termination.

- Falsification of employment or other City records;
 - Recording of work time of another employee or allowing any other employee to record your work time or allowing falsification of any time sheets (your own or another employee's);
 - Theft or the deliberate or careless damage or destruction of any City property, or the property of any other employee, citizen, vendor or third party;
 - Unauthorized use of City equipment, materials or facilities;
 - Provoking a fight or fighting during work hours or on City property;
 - Engaging in criminal conduct while at work;
 - Causing, creating or participating in a significant or substantial disruption of work during working hours on City property;
 - Insubordination, including but not limited to failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another City employee, customer or vendor;
 - Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so;
 - Failure to observe work schedules, including rest breaks and meal periods. You are expected to be at work on time, remain until your workday ends, and perform the work assigned to or requested of you;
 - Sleeping or malingering on the job;
 - Excessive personal telephone calls during working hours;
 - Unprofessional appearance during normal business hours;
 - Failing to attend scheduled work sessions and related activities at conferences, workshops, or educational events that are paid for by the City;
 - Misrepresentation of City policies, practices, procedures, or your status or authority to enter into agreements on behalf of the City. Employees may not use the City's name, logo, likeness, facilities, assets or other resources of the City for personal gain or private interests;
 - Violations of the Ethics Policy or Oregon's Ethics laws;
 - Violation of any safety, health, security or City policy, rule or procedure. Employees are expected to act in accordance with all appropriate codes, laws, regulations, and policies, regardless of whether they are set by the City or outside regulatory or legislative bodies;
- or

- Harassment or discrimination that violates City policy.

This statement of prohibited conduct does not alter the City's policy of at-will employment. With the exception of employees subject to a collective bargaining agreement or contract of employment, the City remains free to terminate the employment relationship at any time, with or without cause or notice.

b. Corrective Action/Discipline Policy

Employees are always expected to perform to the best of their abilities. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy or law, or commit an inappropriate act. When performance or conduct does not meet City standards, the City will determine whether it will terminate the employee's employment or provide the employee a reasonable opportunity to correct the deficiency through progressive discipline (such as, in no particular order, verbal warnings, written warnings, suspensions without pay, and demotions). The corrective action process will not always commence with a verbal counseling or include a sequence or steps. Some acts, particularly those that are intentional or serious, warrant more severe action (including termination) on the first or subsequent offense.

In lieu of terminating employment of an employee for serious violations of City policies, procedures and rules and for other inappropriate behavior or conduct, the City may choose to provide the employee a final opportunity to continue employment in the form of a last-chance agreement. The City may also choose to send the employee to training or an education opportunity.

In all cases, the City retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, the City reserves the right to proceed directly to a written warning, demotion, last chance agreement, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when deemed appropriate. The City retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action (other than those employees who are subject to a collective bargaining agreement or contract of employment).

c. Workplace Inspections

This policy applies to inspections and investigations conducted by the City pursuant to policy or law unless otherwise modified by a different policy in this Handbook.

An employee investigation may include, but is not limited to, investigation of criminal records; it may also include a search of desks, work areas, file cabinets, voicemail systems and computer systems. *Employees are strongly discouraged from storing personal items in the desks, lockers,*

work areas, file cabinets and other office equipment or furniture, as well as voicemail and computer systems assigned to them by the City; these areas are not private.

All information related to reports generated from inspections and investigations, including the name of the reporting employee(s), will be kept as confidential as possible under the circumstances.

d. Video Surveillance Policy

The City maintains and monitors security cameras in certain areas of its facilities to provide a secure environment for employees and visitors. The City agrees it will not monitor the security tapes or other information produced by its security cameras for the purpose of monitoring employee activity and/or for the sole purpose of initiating employee discipline. However, the City reserves the right to use security tapes and other available information documented by its security systems to support employee discipline, up to and including suspension or discharge, as it may deem appropriate. Specifically, the City may review security tapes and/or other information documented by its security systems when it has independent reason to believe an employee has engaged in wrongdoing documented on the security tapes or other information documented by its security system and may use any such information it finds in support of discipline, up to and including suspension or discharge. In addition, if the City is monitoring security tapes for an unrelated reason, and in so doing discovers employee wrongdoing, it may use the security tapes or other information documented by the security system to support employee discipline, up to and including suspension or discharge.

7) Leaving the City

e. Retirement or Resignation

If an employee chooses to resign or retire, it is anticipated the City will be given as much notice as possible – preferably a minimum of two weeks. When giving your two weeks' notice, vacation, personal, or sick days should not be used in lieu of notice. If you do not give two weeks' notice of your intent to leave the City, you will not be eligible for re-employment at a later date.

If the employee's decision to resign is based on a correctable situation, the employee is encouraged to discuss it with the Department Head before making a final decision.

Employees must return all City property, including phones, computers, identification cards, credit cards, keys, and manuals, to the Department Head on or before their last day of work.

f. References

All requests for references or recommendations must be directed to the City Manager. No manager, supervisor or employee is authorized to release references for current or former employees. Managers and supervisors are expressly prohibited from providing LinkedIn "recommendations" or using a website on the internet to discuss a current or former employee's performance or termination of employment.

By policy, the City discloses only the dates of employment and position(s) held of former employees. Former employees who authorize additional disclosures must make a request to do so in writing.

8) Employee Acknowledgement

Acknowledgment of Receipt of 2019 Personnel Policies Manual

I acknowledge that I have received and will read a copy of City's 2019 Personnel Policies Manual. I also understand that a copy of the Personnel Policies is available to me at any time to review in the City Manager's office and the City of Sweet Home's webpage at www.ci.sweet-home.or.us.

I understand that City has adopted the 2019 Personnel Policies Manual only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in City's sole discretion. I also understand that the 2019 Personnel Policies Manual control over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the 2019 Personnel Policies Manual is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without advance notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review the City's policies regarding equal employment opportunity and provides a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to my Department Head or designee, or to the City Manager.

During my employment with the City, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new polices as issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

REQUEST FOR COUNCIL ACTION

PREFERRED AGENDA: December 11, 2018	TITLE: Canvassing of Election Results	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION <input type="checkbox"/> MOTION <input checked="" type="checkbox"/> OTHER
SUBMITTED BY: Julie Fisher, Admin Assistant	ATTACHMENTS: Proclamation –	
REVIEWED: Ray Towry, City Manager	Canvassing of Election Results, Official Election Abstracts	

PURPOSE OF THIS MEMO: Canvassing of Election Results

BACKGROUND/CONTEXT:

Seven candidates contended for four vacancies on the Sweet Home City Council. The three with the highest number of votes will obtain four-year positions, the candidate with the next highest votes will gain the two-year position.

On the Ballot for the November 6, 2018 Election were:

- Susan M.C. Coleman
- Diane E. Gerson
- Greg Mahler
- Bob Briana
- Greg Korn
- Larry Angland
- Cortney S. Nash

THE CHALLENGE/PROBLEM: After an election, Council is required to review the results and declare the winning candidates and City Ballot Measures. The City is then required to post the proclamations.

STAKEHOLDERS:

City of Sweet Home Citizens:

ISSUES & FINANCIAL IMPACTS:

1. None Known

ELEMENTS OF A STABLE SOLUTION: Formal recognition of voting results by City Council for compliance with election requirements.

OPTIONS:

Make a Motion to accept the November 6, 2018 General Election results that Greg Mahler, Susan M.C. Coleman and Diane E.Gerson won the 4-year seats on the Sweet Home City Council with terms to expire December 31, 2022 and Cortney S. Nash won the 2-year seat on the Sweet Home City Council with a term to expire December 31, 2020.

RECOMMENDATION:

It is recommended that the City Council, by Motion, accept the November 6, 2018 General Election results that Greg Mahler, Susan M.C. Coleman and Diane E.Gerson won the 4-year seats on the Sweet Home City Council with terms to expire December

31, 2022 and Cortney S. Nash won the 2-year seat on the Sweet Home City Council with a term to expire December 31, 2020.



PROCLAMATION

WHEREAS, there has been put to the voters of the City of Sweet Home, petitions to fill vacancies on the City Council; and

WHEREAS, petitions were voted upon November 6, 2018; and

WHEREAS, the results of said election have been counted, canvassed and returned;

NOW, THEREFORE, I, Greg Mahler, Mayor of the City of Sweet Home, do proclaim as follows:

The outcome of the voting on the Council positions described above was:

Susan M.C. Coleman	1626
Diane E. Gerson	1378
Greg Mahler	1524
Bob Briana	730
Greg Korn	941
Larry Angland	1157
Cortney S. Nash	1291
Write – In	143
Over Votes	40
Under Votes	5166

Greg A. Mahler, Susan M.C. Coleman, and Diane E. Gerson will fill the four-year terms to expire December 31, 2022.

Cortney S. Nash will fill the two-year term to expire December 31, 2020.

PROCLAIMED this 11th day of December 2018.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

**FINAL & OFFICIAL
WRITE-IN TALLY
GENERAL ELECTION
NOVEMBER 6, 2018
LINN COUNTY, OREGON
PAGE 6**

CITY OF SODAVILLE, MAYOR

OTHER 7

CITY OF SODAVILLE, COUNCIL MEMBERS

RAY JACKMAN 12*
GARY BENNETT 3
CALEB GAY 1
ARLYN GROSHONG 1
BRIAN LEWIS 1
SCOTT A. LOGAN 1
KEN VORDERSTRASSE 1

CITY OF SWEET HOME, COUNCIL MEMBERS

OTHER 143

CITY OF TANGENT, MAYOR

OTHER 22

CITY OF TANGENT, COUNCIL MEMBERS, POSITION 3

BRAD TEDROW 10*
MELVIN BRUSH 5
JEREMY THORPE 3
GREGORY JONES 3
TIMOTHY WHITEIS 3
ROBERT DENNEY 2
ANTHONY DEVYLDERE 2
HEIDI DRINKWINE 2
THOMAS FRENCH 2
ANITA NEAL 2
DEENA PAMTAG 2
JUDITH KRISTINE PRIBYL 2
JEFFERY SHERMAN 2
PETER DARTER 1
LORI DUVAL 1
CALEB FERGUSON 1
BRIAN GASH 1
MICHELLE GLASER 1
TONJA HEGNEY 1
KYRA HEHR 1
JAMIE HENDERSON 1
JEFFRY JONES 1
PATRICIA LAWYER 1
DREW LUNGREN 1
SKYLAR S. MCCOLLAUM 1
PAUL MFADOWBROOK 1

I hereby certify this copy to be a true,
full and correct copy of this original now
on record in my office.
STEVE DRUCKENMILLER

 County Clerk
November 23, 2018
Deputy

Office Report
 Linn County
 General Election November 06, 2018
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes
 Final and Official

Total Ballots Cast: 55621, Registered Voters: 87362, Overall Turnout: 63.67%
 90 precincts reported out of 90 total

City of Sweet Home Council Members (Vote for 4)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Write-in		Write-in		Over Votes	Under Votes
Precinct 025	727	1321	1840	5	0.27%	0	0.00%	4	1064
Precinct 059	433	777	1025	1	0.10%	0	0.00%	4	703
Precinct 061	331	540	836	1	0.12%	1	0.12%	4	484
Precinct 062	730	1567	1806	2	0.11%	2	0.11%	12	1102
Precinct 080	924	1559	2362	7	0.30%	6	0.25%	16	1318
Precinct 082	354	664	921	0	0.00%	0	0.00%	0	495
Total	3499	664	8790	16	0.18%	9	0.10%	40	5166

I hereby certify this copy to be a true, full and correct copy of the original now on record in my office.
 STEVE DRUCKENMILLER

[Signature]
 County Clerk
 November 23, 2018
 Deputy


Office Report
Linn County
General Election November 06, 2018
All Precincts, All Districts, All ScanStations, All Contests, All Boxes
Final and Official

Total Ballots Cast: 55621, Registered Voters: 87362, Overall Turnout: 63.67%
90 precincts reported out of 90 total

City of Sweet Home Council Members (Vote for 4)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Larry Angland	Diane E Gerson	Greg Kom	Susan M C Coleman	Bob Briana	Cortney S Nash	Greg Mahler	Write-in	Write-in
Precinct 025	727	1321	1840	232 12.61%	295 16.03%	206 11.20%	329 17.88%	166 9.02%	273 14.84%	311 16.90%	16 0.87%	7 0.38%
Precinct 059	433	777	1025	138 13.46%	162 15.80%	100 9.76%	228 22.24%	72 7.02%	126 12.29%	183 17.85%	13 1.27%	2 0.20%
Precinct 061	331	540	836	92 11.00%	146 17.46%	88 10.53%	166 19.86%	62 7.42%	95 11.36%	180 21.53%	4 0.48%	1 0.12%
Precinct 062	730	1567	1806	235 13.01%	281 15.56%	182 10.08%	321 17.77%	152 8.42%	307 17.00%	297 16.45%	19 1.05%	8 0.44%
Precinct 080	924	1559	2362	325 13.76%	363 15.37%	260 11.01%	421 17.82%	213 9.02%	334 14.14%	398 16.85%	26 1.10%	9 0.38%
Precinct 082	354	664	921	135 14.66%	131 14.22%	105 11.40%	161 17.48%	65 7.06%	156 16.94%	155 16.83%	11 1.19%	2 0.22%
Total	3499	664	8790	1157 13.16%	1378 15.68%	941 10.71%	1626 18.50%	730 8.30%	1291 14.69%	1524 17.34%	89 1.01%	29 0.33%

I hereby certify this copy to be a true, full and correct copy of the original now on record in my office.
STEVE DRUCKENMILLER

 November 23, 2018
County Clerk
Deputy

ORDINANCE BILL NO. 5 FOR 2018

ORDINANCE NO. 1273

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP.

WHEREAS, the City of Sweet Home submitted application Zone Change ZC 18-03 and requested a zone change for an approximately 5.3-acre property from the Residential Low-Density (R-1) Zone to the Commercial Highway (C-2) Zone. The subject property is identified as 3225 Main Street, Sweet Home, OR 97386; and identified on the Linn County Assessor's Map as 13S01E33B Tax Lot 101; including adjacent right-of-way within Main Street (Highway 20); and

WHEREAS, the Planning Commission of the City of Sweet Home held a public hearing on October 15, 2018 with due notice of such public hearing having been given, and provided an opportunity for public comments and testimony. The Planning Commission deliberated at their October 15, 2018 meeting, and recommended that the City Council approve this application; and

WHEREAS, the City Council held a public hearing on this matter on October 23, 2018, with due notice of such public hearing having been given, and provided an opportunity for public comments and testimony. The City Council unanimously approved this application by motion at their October 23, 2018 meeting;

Now, Therefore,

THE CITY OF SWEET HOME DOES ORDAIN AS FOLLOWS:

Section 1: The City of Sweet Home adopts the findings of fact in support of zone change application ZC 18-03 included as Exhibit A.

Section 2: The City of Sweet Home amends the Official Zoning Map, identified in SHMC 17.20.020 as the City Zoning Map of 2003 including all subsequent amendments, for the approximately 5.3-acre property located at 3225 Main Street, Sweet Home, OR 97386; and identified on the Linn County Assessor's Map as 13S01E33B Tax Lot 101; including adjacent right-of-way within Main Street (Highway 20). The Official Zoning Map shall be amended from the Residential Low-Density (R-1) Zone to the Commercial Highway (C-2) Zone for the subject property as shown on Exhibit B.

Passed by the Council and approved by the Mayor this 11th day of December, 2018.

Mayor

ATTEST:

City Manager - Ex Officio City Recorder

Exhibit A

Findings of Fact in Support of Zone Change Application ZC 18-03

REVIEW AND DECISION CRITERIA

The review and decision criteria for a zone change are listed below in bold. Findings and analysis are provided under each review and decision criterion.

A. An amendment to the official zoning or comprehensive plan map may be authorized provided that the proposal satisfied all relevant requirements of this title and also provided that the applicant demonstrates the following: [SHMC 17.12.010]

a. The proposed amendment is consistent with the goals and policies of the comprehensive plan; [SHMC 17.12.025(A)]

Findings: The applicant is proposing to change the zoning of the subject property from R-1 to C-2. The Comprehensive Plan Map designation of the subject property is Highway Commercial. The current R-1 zoning designation is not consistent with the existing Comprehensive Plan Map designation of the subject property. The proposed zoning would implement the Highway Commercial Comprehensive Plan Map designation, and would therefore be consistent with the Sweet Home Comprehensive Plan.

The application complies with this criterion.

b. The proposed amendment is orderly and timely, considering the pattern of development in the area, surrounding land uses, and any changes which may have occurred in the neighborhood or community to warrant the proposed amendment; [SHMC 17.12.025(B)]

Findings: The subject property has historically been used as a government use facility. Prior to acquisition by the City, the property was used as a U.S. Forest Service facility. The City of Sweet Home does not have a zoning designation that is specifically designed to facilitate public use. The proposal in this application, in combination with Conditional Use Permit CU 18-12, would formally memorialize and authorize the historic government use of the subject property.

The application complies with this criterion.

c. Utilities and services can be efficiently provided to serve the proposed uses or other potential uses in the proposed zoning district; and [SHMC 17.12.025(C)]

Findings: The City of Sweet Home is planning to remodel the former U.S. Forest Service building in order to use the building as a new City Hall. The property is currently served by water, sewer, and franchised utilities. The subject property has existing access to Main Street (Highway 20). Staff anticipates that due to the nature of the proposed use of the property as City Hall, the property will be used for governmental use for the foreseeable planning future.

The application complies with this criterion.

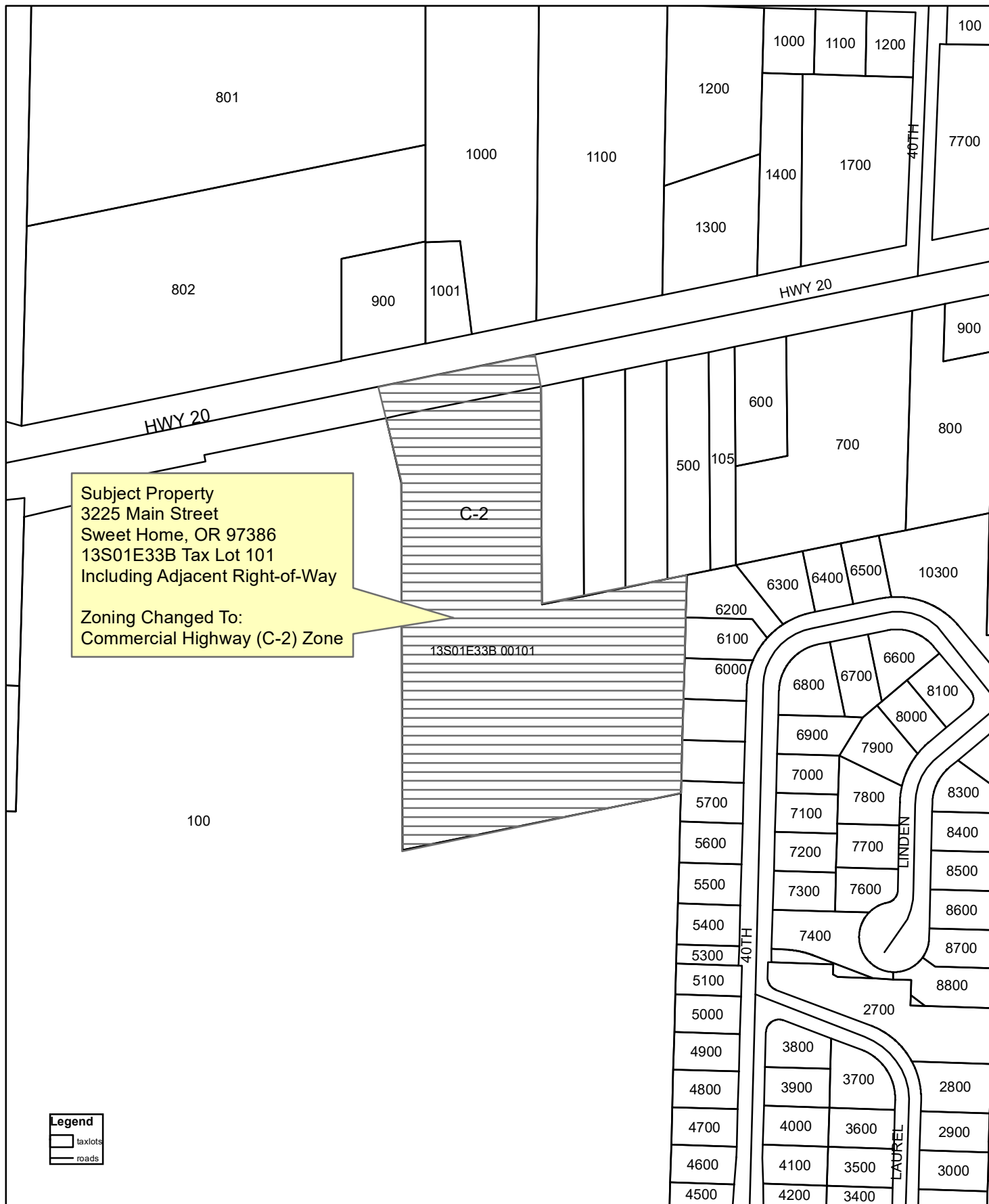
d. OAR 660-012-0060(1). If an amendment to a functional plan, an acknowledged comprehensive plan, or a land use regulation (including a zoning map) would significantly affect an existing or planned transportation facility, then the local government must put in place measures as provided in section (2) of this rule, unless the amendment is allowed under section (3), (9) or (10) of this rule. A plan or land use regulation amendment significantly affects a transportation facility if it would:

i. Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors in an adopted plan);

- ii. **Change standards implementing a functional classification system; or**
- iii. **Result in any of the effects listed in paragraphs (a) through (c) of this subsection based on projected conditions measured at the end of the planning period identified in the adopted TSP. As part of evaluating projected conditions, the amount of traffic projected to be generated within the area of the amendment may be reduced if the amendment includes an enforceable, ongoing requirement that would demonstrably limit traffic generation, including, but not limited to, transportation demand management. This reduction may diminish or completely eliminate the significant effect of the amendment.**
 - 1. **Types or levels of travel or access that are inconsistent with the functional classification of an existing or planned transportation facility;**
 - 2. **Degrade the performance of an existing or planned transportation facility such that it would not meet the performance standards identified in the TSP or comprehensive plan; or**
 - 3. **Degrade the performance of an existing or planned transportation facility that is otherwise projected to not meet the performance standards identified in the TSP or comprehensive plan. [OAR 660-012-0060(1)]**

Findings: The subject property has existing access to Main Street; which is Highway 20. The Oregon Department of Transportation (ODOT) was notified of this application and did not have concerns with use of the subject property as City Hall. The proposed use would be consistent with past use of the property as a U.S. Forest Service facility. Based on these findings, the proposed zone change would not significantly affect the existing transportation infrastructure in the neighborhood.

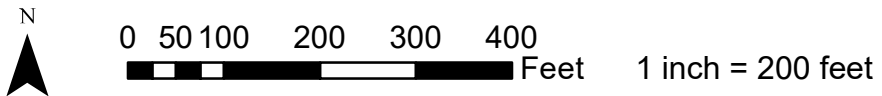
Exhibit B
Zone Change ZC 18-03



Subject Property
3225 Main Street
Sweet Home, OR 97386
13S01E33B Tax Lot 101
Including Adjacent Right-of-Way

Zoning Changed To:
Commercial Highway (C-2) Zone

Legend
 taxlots
 roads



3225 Main Street
Sweet Home, OR 97386



City of Sweet Home
1140 12th Avenue
Sweet Home, OR 97386
541-367-5128
Fax 541-367-5113
www.ci.sweet-home.or.us

Finance Department

To: City Council
Ray Towry, City Manager

From: Brandon Neish, Finance Director

Subject: Finance Department Monthly Report – November 2018

The Finance Department is responsible for the for the fiscal management of the City of Sweet Home. This includes accounts payable, payroll, general accounting, preparing the annual budget and the city's annual audit. This department also administers the city's assessment docket, coordinates employee's benefits and maintains financial records relating to grants and contracts. The following information represents the department's activities during the month of **November 2018**.

Accounts Payable:

The Finance Department maintains a weekly schedule for AP disbursements when possible. City departments submit documentation through Springbrook to request payment to vendors. Once the Finance Department has a completed purchase order and invoice/receipt, a check is printed and mailed within seven (7) business days.

For the month of November 2018, 192 checks were printed totaling \$879,075.25. A list of the checks is provided for your review. Below is a list of the checks that were equal to or exceeded \$5,000 and their purpose (if not clear on list).

Check No.	Vendor	Description	Amount
88072	Linn County Tax Collector	Taxes due for flex building	\$9,128.13
88112	Axis Electric	10 th Ave Reservoir electrical work	\$8,237.00
88118	Business Oregon	Sewer I&I Loan Payment	\$280,923.82
88158	The Bank of New York Mellon	Sewer I&I Loan Payment	\$220,292.10
88195	Waste Connections, Inc.	Code Enforcement Cleanup Day	\$5,015.62

Passports:

Since 2001, the city has been accepting passport applications for the United States Department of State. Travelers can call, stop by city hall or visit the city's website for information on application requirements.

For the month of November 2018, the city processed 24 passports and took 18 passport pictures.

Lien Searches:

The city has various liens that can be applied to properties in Sweet Home. The city can apply a lien for past due utility balances or a property owner can place a lien on their property for improvement assessments per ORS. An internet database maintains a list of these liens and is searchable by title companies for paying off outstanding balances during a sale. Each lien search generates \$25.00 for the city.

For the month of November 2018, 83 lien searches were completed.

Utility Billing:

In July 2017, utility billing became the responsibility of the Finance Department. Utility billing is responsible for the timely reading of water meters in the city and distribution of bills to residents and businesses. The revenue generated from the utility bills covers the costs associated with operating and maintaining the Water Treatment Plant and the Wastewater Treatment Plant as well as the maintenance of the city's distribution and collection systems.

For the month of November 2018, the city processed 172 service requests and saw 14 new customers open accounts in Sweet Home. In total, 41 accounts were opened and 42 were closed. The city processed 3,290 utility billing statements and 1,190 past due notices. **48 accounts were turned off for non-payment on November 14, 2018.**

Bank Reconciliation

Checks by Date

User: bneish
Printed: 12/05/2018 - 9:32AM
Cleared and Not Cleared Checks



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88068	11/5/2018	Amazon Capital Services, Inc.		AP		21.67
88069	11/5/2018	COMCAST		AP		166.59
88070	11/5/2018	TERESA CULLEY		AP		338.72
88071	11/5/2018	Linn County Road Department		AP		35.00
88072	11/5/2018	LINN COUNTY TAX COLLECTOR		AP		9,128.13
88073	11/5/2018	MOONLIGHT BPO, INC.		AP		2,172.09
88074	11/5/2018	NATIONAL BUSINESS SOLUTIONS		AP		49.90
88075	11/5/2018	NORTHWEST NATURAL		AP		16.86
88076	11/5/2018	O & M POINT S TIRE & AUTO SERV		AP		50.00
88077	11/5/2018	GERALD SORTE		AP		138.45
88078	11/5/2018	SUNSHINE INDUSTRIES UNLIMITE		AP		325.00
88079	11/5/2018	SWEET HOME RV CENTER		AP		15.00
88080	11/5/2018	THYSSENKRUPP ELEVATOR CORP.		AP		511.27
88081	11/5/2018	TYLER TECHNOLOGIES, INC.		AP		1,400.00
88082	11/5/2018	VERIZON WIRELESS		AP		1,518.10
88083	11/5/2018	WELLS FARGO VENDOR FIN SERV		AP		157.93
88084	11/9/2018	Stages Northwest, Inc.		AP		850.00
88085	11/13/2018	ALSCO		AP		250.15
88086	11/13/2018	DENNIS BARNHART		AP		150.00
88087	11/13/2018	BLACKSTONE PUBLISHING		AP		26.94
88088	11/13/2018	BUCK'S SANITARY SERVICE, INC.		AP		711.00
88089	11/13/2018	CASCADE COMPUTER MAINTENA		AP		2,000.00
88090	11/13/2018	Foster Lake RV Resort		AP		2,822.13
88091	11/13/2018	GROVE, MUELLER & SWANK, INC.		AP		10,000.00
88092	11/13/2018	INGRAM LIBRARY SERVICES		AP		860.31
88093	11/13/2018	LINN COUNTY RECORDER		AP		190.00
88094	11/13/2018	NET ASSETS		AP		436.00
88095	11/13/2018	NEW ERA		AP		415.10
88096	11/13/2018	OFFICE DEPOT		AP		116.09
88097	11/13/2018	PACIFIC POWER		AP		21,074.55
88098	11/13/2018	SENIOR CITIZENS OF SWEET HOM		AP		25,303.00
88099	11/13/2018	SIERRA SPRINGS		AP		58.62
88100	11/13/2018	SPRINGBROOK NATIONAL USER G		AP		175.00
88101	11/13/2018	SUNSHINE INDUSTRIES UNLIMITE		AP		325.00
88102	11/13/2018	TCMS, INC.		AP		1,331.00
88103	11/13/2018	TWGW, INC. NAPA AUTO PARTS		AP		26.98
88104	11/13/2018	WELLS FARGO FINANCIAL LEASIN		AP		76.27
88105	11/13/2018	WILCO		AP		28.99
0	11/15/2018	ASI-PAYROLL DEDUCTIONS		AP		11.25
0	11/15/2018	FEDERAL PAYROLL TAXES		AP		4,906.70
0	11/15/2018	ADVANCES		AP		13,900.00
0	11/15/2018	OREGON PAYROLL TAXES		AP		2,780.00
88106	11/15/2018	PEO Chapter FA		AP		250.00
88107	11/16/2018	US POSTMASTER		AP		150.00
0	11/19/2018	Cardmember Services		AP		12,168.15
0	11/19/2018	UMPQUA BANK - ACH		AP		3,705.92

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88108	11/19/2018	A-1 COUPLING & HOSE		AP		101.26
88109	11/19/2018	ACCELA, INC. #774375		AP		3,473.00
88110	11/19/2018	Amazon Capital Services, Inc.		AP		229.98
88111	11/19/2018	JAMES ANDREWS		AP		43.86
88112	11/19/2018	Axis Electric		AP		8,237.00
88113	11/19/2018	Johnny Baugus		AP		10.00
88114	11/19/2018	BLACKSTONE PUBLISHING		AP		28.55
88115	11/19/2018	JANET BLAIR		AP		100.00
88116	11/19/2018	ELIJAH R. L. BROWN		AP		565.00
88117	11/19/2018	BULLFROG ENTERPRISES		AP		155.59
88118	11/19/2018	BUSINESS OREGON		AP		280,923.82
88119	11/19/2018	CASCADE COMPUTER MAINTENA		AP		3,364.00
88120	11/19/2018	CENTER POINT LARGE PRINT		AP		175.56
88121	11/19/2018	CENTURYLINK		AP		1,371.21
88122	11/19/2018	COMCAST		AP		642.74
88123	11/19/2018	COMCAST BUSINESS		AP		865.07
88124	11/19/2018	DEPT. OF CONSUMER AND BUSINI		AP		3,738.31
88125	11/19/2018	DEMCO		AP		289.38
88126	11/19/2018	SARAH DERRICKSON		AP		97.84
88127	11/19/2018	Edge Analytical, Inc.		AP		756.00
88128	11/19/2018	Candice Elliott		AP		50.00
88129	11/19/2018	FASTENAL COMPANY		AP		35.96
88130	11/19/2018	FERGUSON WATERWORKS #3011 A		AP		2,851.80
88131	11/19/2018	GRAINGER		AP		90.61
88132	11/19/2018	H & H MACHINE, LLC		AP		193.46
88133	11/19/2018	RACHEL HILLSMAN		AP		161.63
88134	11/19/2018	GERALD HOWARD		AP		40.00
88135	11/19/2018	HUTCHINS WELDING AND REPAIR		AP		24.00
88136	11/19/2018	INTERTECH, INC.		AP		1,153.75
88137	11/19/2018	DAKOTA KEYS		AP		11.47
88138	11/19/2018	DEAN LEBRET		AP		7.98
88139	11/19/2018	LIBERTY ROCK PRODUCTS, INC.		AP		315.91
88140	11/19/2018	LINN BENTON TRACTOR CO.		AP		159.62
88141	11/19/2018	Linn County Road Department		AP		35.00
88142	11/19/2018	TALON LIVINGSTON		AP		37.01
88143	11/19/2018	KEVIN MAKINSON		AP		199.99
88144	11/19/2018	MOOSE CREEK MACHINE & REPAI		AP		2,790.00
88145	11/19/2018	MURRAYSMITH		AP		35,637.75
88146	11/19/2018	NATIONAL BUSINESS SOLUTIONS		AP		14.00
88147	11/19/2018	OREGON DEPT. OF REVENUE		AP		2,670.24
88148	11/19/2018	OREGON DEPT. OF STATE LANDS		AP		985.47
88149	11/19/2018	O'REILLY AUTOMOTIVE, INC.		AP		4.14
88150	11/19/2018	PETROCARD		AP		3,453.40
88151	11/19/2018	RENEWABLE RESOURCE GROUP, I		AP		504.00
88152	11/19/2018	RENEWED PROPERTIES, LLC		AP		129.50
88153	11/19/2018	PATRICIA RICE		AP		9.78
88154	11/19/2018	SAIF CORPORATION		AP		1,640.88
88155	11/19/2018	SOUTH FORK TRADING CO., INC.		AP		34.20
88156	11/19/2018	SURE-CLEAN NORTHWEST, INC.		AP		543.50
88157	11/19/2018	Tell & Sell / Sweet Home Printing		AP		133.43
88158	11/19/2018	THE BANK OF NEW YORK MELLO		AP		220,292.10
88159	11/19/2018	SEQUOIA THEIN		AP		46.94
88160	11/19/2018	WALKER HEATING & AC, INC.		AP		1,800.00
88161	11/19/2018	CHARLES & DENISE WHITLEY		AP		26.35
88162	11/19/2018	BRIAN WOMACK		AP		53.23
88163	11/19/2018	FERGUSON WATERWORKS #3011 A		AP		1,753.39

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88164	11/21/2018	AHA CONSULTING, INC.		AP		2,000.00
88165	11/21/2018	Amazon Capital Services, Inc.		AP		168.87
88166	11/21/2018	AMERICAN LEGAL PUBLISHING C		AP		679.80
88167	11/21/2018	CASCADE COMPUTER MAINTENA		AP		750.00
88168	11/21/2018	DAVID M. COREY Ph.D		AP		420.00
88169	11/21/2018	DRIVER AND MOTOR VEHICLE SEI		AP		6.00
88170	11/21/2018	ECLECTIC EDGE EVENTS, LLC		AP		100.00
88171	11/21/2018	Edge Analytical, Inc.		AP		680.00
88172	11/21/2018	FASTENAL COMPANY		AP		282.06
88173	11/21/2018	FERGUSON WATERWORKS #3011 -		AP		1,027.50
88174	11/21/2018	FERGUSON WATERWORKS #3011 A		AP		93.74
88175	11/21/2018	GATEWAY IMPRINTS, INC.		AP		453.50
88176	11/21/2018	GRAINGER		AP		555.01
88177	11/21/2018	HOME DEPOT CREDIT SERVICES		AP		101.70
88178	11/21/2018	HOY'S TRUE VALUE		AP		444.20
88179	11/21/2018	HUTCHINS WELDING AND REPAIR		AP		12.78
88180	11/21/2018	JOHN DEERE FINANCIAL		AP		391.91
88181	11/21/2018	MOONLIGHT BPO, INC.		AP		745.49
88182	11/21/2018	NEU FLO PLUMBING		AP		854.00
88183	11/21/2018	NEW ERA		AP		769.99
88184	11/21/2018	NORTHWEST CODE PROFESSIONA		AP		5,284.85
88185	11/21/2018	OFFICE DEPOT		AP		63.70
88186	11/21/2018	TIM RILEY		AP		13.00
88187	11/21/2018	SAIF CORPORATION		AP		75.00
88188	11/21/2018	SELECTEMP CORPORATION		AP		686.48
88189	11/21/2018	STAPLES ADVANTAGE		AP		476.95
88190	11/21/2018	SUNSHINE INDUSTRIES UNLIMITE		AP		650.00
88191	11/21/2018	RAY TOWRY		AP		19.98
88192	11/21/2018	TRAFFIC SAFETY SUPPLY CO., INC		AP		169.89
88193	11/21/2018	TWGW, INC. NAPA AUTO PARTS		AP		447.44
88194	11/21/2018	WALKER HEATING & AC, INC.		AP		1,187.50
88195	11/21/2018	Waste Connections, Inc.		AP		5,015.62
88196	11/21/2018	Amazon Capital Services, Inc.		AP		66.00
88197	11/21/2018	CH2M OM SERVICES		AP		88,439.17
88198	11/21/2018	Edge Analytical, Inc.		AP		2,106.00
88199	11/21/2018	LES SCHWAB WAREHOUSE CENTE		AP		554.64
88200	11/21/2018	NORM'S ELECTRIC, INC.		AP		142.50
88201	11/21/2018	O'REILLY AUTOMOTIVE, INC.		AP		24.79
88202	11/21/2018	PACWEST MACHINERY, LLC		AP		134.61
88203	11/21/2018	PRIMASING MOTORS, INC.		AP		1,008.74
88204	11/21/2018	SAMARITAN OCCUPATIONAL MED		AP		95.00
88205	11/21/2018	SELECTEMP CORPORATION		AP		466.29
88206	11/21/2018	TRAFFIC SAFETY SUPPLY CO., INC		AP		2,488.27
0	11/30/2018	Vantagepoint Trf. Agents 108524/10904		AP		578.59
0	11/30/2018	MEDICARE		AP		139.82
0	11/30/2018	FEDERAL PAYROLL TAXES		AP		502.38
0	11/30/2018	OREGON PAYROLL TAXES		AP		79.93
0	11/30/2018	FICA PAYROLL TAXES		AP		597.88
88207	11/30/2018	911 SUPPLY		AP		640.90
88208	11/30/2018	ALSCO		AP		242.98
88209	11/30/2018	ANDERSON ENTERPRISES		AP		88.80
88210	11/30/2018	BI-MART CORPORATION		AP		2,625.00
88211	11/30/2018	Rickie Birran		AP		225.00
88212	11/30/2018	Canon Financial Services, Inc.		AP		458.71
88213	11/30/2018	COMCAST		AP		166.59
88214	11/30/2018	COMCAST BUSINESS		AP		1,507.88

Check No	Check Date	Name	Comment	Module	Clear Date	Amount
88215	11/30/2018	DAN DEE SALES		AP		358.00
88216	11/30/2018	DAY MANAGEMENT CORPORATIO		AP		1,311.75
88217	11/30/2018	FERGUSON WATERWORKS #3011 A		AP		37.20
88218	11/30/2018	GAME TIME		AP		502.70
88219	11/30/2018	International Conference of Police Chap		AP		125.00
88220	11/30/2018	JUNIOR LIBRARY GUILD		AP		106.55
88221	11/30/2018	GORDON LAHRSON		AP		111.94
88222	11/30/2018	LEAGUE OF OREGON CITIES		AP		6,769.27
88223	11/30/2018	LES SCHWAB WAREHOUSE CENTE		AP		846.93
88224	11/30/2018	LITHIA MOTOR SUPPORT SERVICE		AP		67.08
88225	11/30/2018	DAVID LUND		AP		37.38
88226	11/30/2018	MAILFINANCE		AP		675.81
88227	11/30/2018	CHAYHOWA MCELHINNY		AP		35.00
88228	11/30/2018	METEREADERS, LLC		AP		1,977.57
88229	11/30/2018	MID-VALLEY NEWSPAPERS		AP		579.00
88230	11/30/2018	Myron Corportation		AP		108.06
88231	11/30/2018	NORTHWEST NATURAL		AP		1,200.51
88232	11/30/2018	O & M POINT S TIRE & AUTO SERV		AP		40.00
88233	11/30/2018	O'REILLY AUTOMOTIVE, INC.		AP		40.39
88234	11/30/2018	PACIFIC OFFICE AUTOMATION		AP		202.20
88235	11/30/2018	PACIFIC POWER		AP		21,121.61
88236	11/30/2018	PASTEGA COFFEE SERVICE		AP		150.88
88237	11/30/2018	PETROCARD		AP		3,007.20
88238	11/30/2018	PATRICIA RICE		AP		11.50
88239	11/30/2018	GINA RILEY		AP		69.94
88240	11/30/2018	KEITH ROHRBOUGH		AP		125.00
88241	11/30/2018	STAPLES ADVANTAGE		AP		739.75
88242	11/30/2018	SYNCB/AMAZON		AP		1,521.99
88243	11/30/2018	TCMS, INC.		AP		2,822.50
88244	11/30/2018	THYSSENKRUPP ELEVATOR CORP.		AP		511.27
88245	11/30/2018	TWGW, INC. NAPA AUTO PARTS		AP		317.33
88246	11/30/2018	WELLS FARGO FINANCIAL LEASIN		AP		1,296.85
88247	11/30/2018	LARRY WHITBY		AP		7.14
88248	11/30/2018	Roseanne Wirth		AP		30.00
Total Check Count:						192
Total Check Amount:						879,075.25



City of Sweet Home
Sweet Home Public Library
1101 – 13th Avenue
Sweet Home, OR 97386
541-367-5007

Sweet Home Public Library

November happenings at the Library!

Statistics

Patrons checked out 2,961 items and renewed 836 items.

Patrons placed 251 items on hold.

Staff issued 65 new library cards to patrons and 4 nonresident cards.

376 individuals signed on to use the computers in the library and printed 611 pages.

Resource sharing savings was \$2,298.05 for November.

Events

The library received a Siletz Tribal Charitable Contribution Fund grant in the amount of \$1,519.15. The library also received an Oregon Community Foundation grant in the amount of \$4,500.00.

We had 8 baby, toddler and preschool programs with 64 children and 48 adults in attendance.

Two second grade classes from Oak Height came to the Library after hour's event. We had 74 children and adults participate in the program.

We “popped up” at the Capitol Christmas tree event and read the story “Apples to Oregon”, had the children make Conestoga paper wagons and served delicious honeycrisp apples. We also presented Senator Wyden with a copy of the book, “Apples to Oregon” and a box of honeycrisp apples donated from Grandapa’s Farm.

Respectfully submitted by - Rose Peda, Library Services Director
December , 2018

**QUARTERLY CIRCULATION STATISTICS
BY ITEM TYPE**

2018	October	November	December
Auto Manuals	0	0	0
Books on CD	96	120	151
Children's Board Books	122	115	101
Children's Easy Readers	238	266	184
Children's Fiction	228	295	261
Children's Graphic Novels	96	105	56
Children's NonFiction	222	264	180
Children's Picture Books	530	632	596
Children's Ready to Read	108	101	74
DVDs	533	627	628
Fiction	330	351	398
Magazines	32	43	27
Music CD	43	3	6
Mystery	246	285	258
New Fiction	136	177	154
New NonFiction	68	65	60
New Mystery	97	140	147
New Science Fiction	4	6	13
NonFiction	231	284	242
Northwest	18	19	14
Paperback General	21	15	10
Paperback Mystery	43	37	36
Paperback Romance	41	40	35
Paperback Westerns	10	24	14
Paperback Science Fiction	4	10	7
Science Fiction / Fantasy	30	46	15
Teen Fiction	95	105	80
Teen Graphic Novel	16	3	11
Teen NonFiction	1	7	5
Westerns	28	25	31
Ukuleles	3	3	2
TOTALS	3689	4216	3797

Statistics for September, 2018		Statistics for October, 2018		Statistics for November, 2018	
PATRON ACTIVITY		PATRON ACTIVITY		PATRON ACTIVITY	
OPAC Logins	220	OPAC Logins	244	OPAC Logins	208
SIP2 Logins	362	SIP2 Logins	396	SIP2 Logins	359
CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS		CIRCULATION AND RENEWALS	
Checkouts	2898	Checkouts	3235	Checkouts	2961
Renewals by Staff	688	Renewals by Staff	621	Renewals by Staff	733
Renewals by OPAC	169	Renewals by OPAC	360	Renewals by OPAC	103
HOLDS REQUESTED		HOLDS REQUESTED		HOLDS REQUESTED	
Holds by Staff	98	Holds by Staff	139	Holds by Staff	158
Holds by OPAC	123	Holds by OPAC	131	Holds by OPAC	93
ACTIVE PATRONS	2484	ACTIVE PATRONS	2432	ACTIVE PATRONS	
NEW PATRONS		NEW PATRONS		NEW PATRONS	
Resident	35	Resident	48	Resident	65
NonResident	14	NonResident	3	NonResident	4
ITEM COUNTS	36182	ITEM COUNTS	36135	ITEM COUNTS	35921
PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS		PUBLIC ACCESS COMPUTERS	
Logins this month	337	Logins this month	450	Logins this month	376
Pages printed	556	Pages printed	1231	Pages printed	611
Resource Sharing Savings \$2,886		Resource Sharing Savings \$2,604.57		Resource Sharing Savings \$2,298.05	

Library Advisory Board Minutes
November 8, 2018
Meeting Time 4:30pm

Present at the meeting were Charlene Adams, Diane Gerson, Eva Journey and Don Hopkins and guest Ian Scofield.

Motion to approve the minutes from October 11, 2018 meeting. Motion was seconded. (Motion approved 4 ayes, 0 opposed, 1 absent)

By consensus, Kevin Hill's absence was excused for this meeting.

Ian Scofield introduced himself and explained that he was a new Master of Library Science student through Emporia State University. His class assignment was to shadow a librarian for a day and write a paper. Ian explained that he currently works in the library at Oregon State University and has been there 11 years.

There was discussion regarding the "detail" of the minutes. It was concluded that if a controversial topic was discussed then more provide detail on the resolutions or conclusions of the discussion.

The statistics and fiscal reports were reviewed. There were no questions from Board members.

The library's participation in the Capitol Christmas Tree program was discussed. The Library mailed apples, a map of the tree route and a poster. Diane Gerson donated the money for the mailing of the apples.

The library will be hosting the Christmas Carole in Prose by Rickie Birran of Man of Words Theater on December 13, at 6:30pm.

Rose reported that Diane Gerson accompanied her to Chinook Winds Casino to pick up the grant check in the amount of \$1,519.15 to purchase VOX books for the library.

Oregon Corrections has been contacted to provide a quote for a new circulation desk. Some of the issues they were asked to address was patron/staff interaction and workflow and height adjustment capabilities for desk.

The "pay for print" system with the photocopier from the Trust Management Grant still needs completion before the final report can be written.

Rose reported that Ray Towry asked for a capital campaign plan. Rose will have something to share at the Library Board meeting in December.

Don Hopkins informed the Board that he would not be attending the meeting in December.

The next Library Board meeting will be January 10, 2019 at 4:30pm.

MEMORANDUM



TO: City Council
Ray Towry, City Manager
Interested Parties

FROM: Jerry Sorte, Community and Economic Dev. Director

DATE: December 4, 2018

SUBJECT: Community and Economic Development Department Report for November 2018

The Community and Economic Development Department (CEDD) consists of the City's Building, Planning, Economic Development, Code Enforcement, and Parks and Recreation programs. The following is a summary of activities for the month of November 2018, as well as notes on current projects.

1. BUILDING

- Summary of Building Program Permits Issued (November 1, 2018 – November 30, 2018).

Construction Category	Number of Permits
Residential 1 and 2 Family Dwellings	2
Residential Manufactured Dwellings	2
Residential Structural	3
Residential Mechanical Permits	10
Residential Plumbing	1
Residential Demolition	0
Commercial Mechanical	0
Commercial Structural	3
Commercial Plumbing	0
Commercial Demolition	1
Commercial Site Development	1
Total Permits	23
Value Estimate of All Permits	\$643,340.00
Fees Collected	\$9,855.47

2. PLANNING

- Summary of Planning Division Permits Issued (November 1, 2018 – November 30, 2018).

Permit Type	Number of Permits
Conditional Use Permits	0
Variance	2
Partition	1
Property Line Adjustments	0

The Department is currently working on updates to the Sweet Home Municipal Code (SHMC). Staff has identified several amendments that are needed now in order to facilitate administration of the SHMC. The Planning Commission will hold a work session, which is tentatively scheduled for January 7, 2019, to consider these amendments. Staff is also working on the comprehensive code update project. The goal is to create a draft code by City staff and then solicit peer review from a contractor; likely John Morgan. Once the code is ready after staff and peer review, it would be presented to the Planning Commission for review. At that point, the code would go through a public review process as a text amendment to the SHMC. It will be important that there be an opportunity for robust review and public input in order to ensure that the code meets the needs of the City Council and Sweet Home community.

3. ECONOMIC DEVELOPMENT

I attended the Sweet Home Active Revitalization Effort (SHARE) meeting on November 7, 2018. We continued discussion on the concept of establishing an innovation hub that is modeled after the Corvallis Foundry (www.corvallisfoundry.com). An innovation hub is a physical location where entrepreneurs, remote workers, and new businesses could rent work space and connect. The innovation hub would act as business incubator. The location would be a central hub for providing resources to small business, and would be a location to hold business networking, resource and training events. I anticipate resuming these discussions and bringing a concept before the City Council during the first part of 2019.

4. CODE ENFORCEMENT

The City hosted a clean-up day at the Transfer Station on November 3, 2018. This was an opportunity for city residents to be able to dispose of garbage free of charge. The event collected approximately 38 tons of garbage. The City's Code Enforcement Officer responds to complaints submitted through the City's website, and actively patrols the City and works to resolve identified code violations.

5. PARKS

Staff is preparing for the December 19, 2018 Park and Tree Committee meeting. The agenda will include a review of a proposed capital improvement plan, a discussion on the City's recreation program, and discussion related to preparing a grant application to the Oregon Parks and Recreation Department (OPRD) under the Local Government Grant Program. An OPRD grant would present a significant opportunity for the City to develop a park. Under the Local Government Grant Program, the City would need to provide a 40% match for a park development project, and the grant could cover up to 60% of project costs. The City completed park planning efforts during the past several years for Sankey and Strawberry Parks. This grant could feasibly implement development plans at one of those parks.

Public Works staff has prepared Sankey Park to accommodate the new, pre-fabricated restroom facility. Staff reached out to CTX, who indicated that the restroom will likely be placed during the first week in January. The Department is also partnering with the Rotary Club to host the Sweetheart Run; which will take place on Saturday, February 9, 2019.

6. OTHER PROJECTS

Joe Graybill, Staff Engineer has acted as project manager for the new City Hall construction project. He anticipates the remodel to begin the week of December 10.

MEMORANDUM



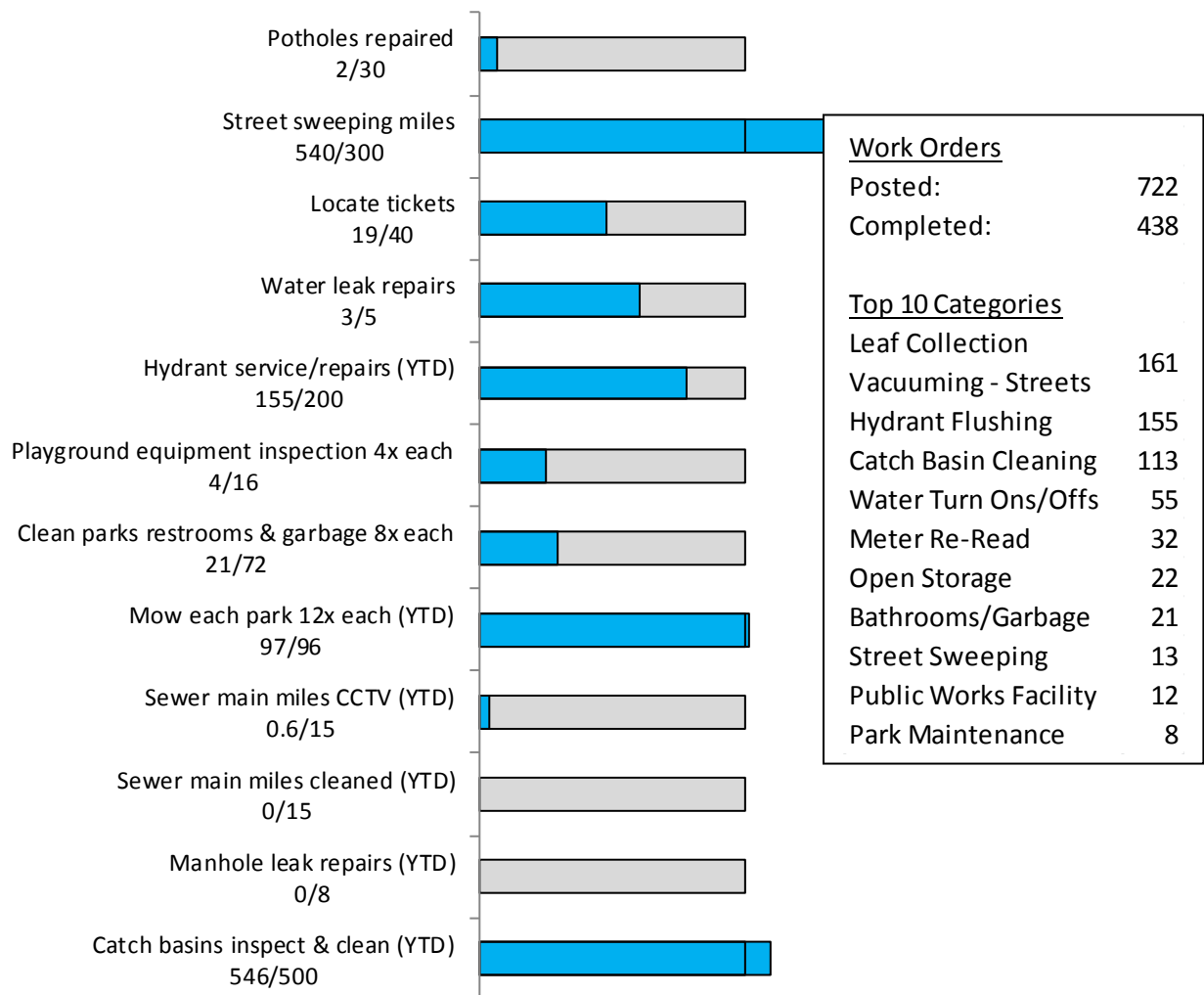
TO: Ray Towry, City Manager
 FROM: Greg Springman, Public Works Director
 DATE: December 3, 2018
 SUBJECT: Public Works Activities Report/November 2018

This memorandum provides a brief periodic update of specific projects and activities performed by the Public Works Department.

Key Performance Indicators (KPI's) Dashboard

This dashboard section summarizes work done on key maintenance activities. Goals will be adjusted over time as workloads shift to keep up with current requirements. Routine activities are tracked monthly. Seasonal activities are tracked on a year-to-date basis and may not reflect work done prior to implementing our new Dude Solutions work order system.

November 2018



Current & Upcoming Projects

Wastewater Treatment Plant Improvement Project

Scope: Upgrades to equipment & processes for DEQ Compliance.

Status: Project on schedule. Staff & design team conducted site visits to tour Florence WWTP Biosolids composing facility. Workshop will be schedule for the upcoming weeks.

Fall Leaf Collection Program

Scope: Develop program to remove leaves from the City right of ways.

Status: Staff sent information out to the community, asking residence to schedule leaf collection starting October 1st, through December 15, 2018. Residences can schedule by calling Public Works, or requesting pick up through pour Citizens Portal on the City website. Leaf collection Program is operational and having great reviews from the community.

Sankey Park Restroom Installation

Scope: Install new restroom facility in Sankey Park.

Status: Restroom has selected and ordered. Staff selected CXT as the manufacturer, delivery tentative scheduled for November, 2018. PW staff completed rough grading for restroom and for the parking lot improvements.

Parks Irrigation System Improvements

Scope: Inspect and repair existing irrigation systems in Sankey Park, Northside Park, and Ashbrook Park.

Status: Staff completed installation of new irrigation system at Ashbrook Park. Staff has ordered materials to install new irrigation system at Northside Park, east side of Clover Park, and remainder of lower Sankey Park. Staff has discovered an irrigation system installed in Strawberry Park. Staff to investigate costs for repair.

2018 Overlay Project

Scope: 2" pavement overlay on 18th Ave, Ames Creek Rd, 45th-46th-47th Aves, & Kalmia St.

Status: Project is in preliminary design and planning.

Weddle Bridge Inspection and Tuning

Scope: Inspect and maintain Weddle Bridge.

Status: Inspection of Weddle Bridge is required to certify structural integrity. Report will follow the inspection process with recommendations.

Public Works Facility Security Upgrades

Scope: Install security system at Public Works Facility

Status: Staff installed new security system at Public Works Facility. Staff is making camera adjustments as needed to ensure proper camera coverage of Public Works grounds. Staff is

in discussion with an alarm system vendor for the equipment yard.

DEQ - 18th Ave Groundwater Contamination Resolution

Scope: Support DEQ project to resolve neighborhood issue of contaminated groundwater east of 18th Ave and north of Tamarack St.

Status: Staff will proceed with LID for secure funding.

Air/Vacuum Valve Program

Scope: Locate air/vacuum relief valves on city water system and prioritize recommended maintenance, to resolve distribution issues caused by air pockets.

Status: New valve installed at Lake Pointe Pump Station. New valve installed at highway by Murphy Mill. Replaced existing dysfunctional valve at 44th Ave. Work will be ongoing.

Water Service Reconnection Program

Scope: On streets with redundant water mains, reconnect water services from old 2" mains to existing new larger mains and abandon redundant 2" mains.

Status: Plans for Elm Street water service reconnections are complete & ready for bid. City Council to review RFP for the water meter reconnection project in October, 2018. Staff completed bid process, but will add additional street repair work to the project, then re-bid the project.

10th Ave Reservoir Leak & SCADA Relocation

Scope: Resolve water loss issue from leaking 1938 reservoir and relocate SCADA equipment to newer reservoir.

Status: Staff located and isolated valve for this reservoir. Staff to determine water loss. The SCADA contractor completed the relocating of SCADA equipment onto the newest reservoir on 10th Ave., which will provide better level data at low storage levels and allow continuance of data connection while the old reservoir is isolated/evaluated. All work has been completed.

Linn Shuttle Bus Shelters

Scope: Support Linn Shuttle grant project to install bus shelters at highway locations.

Status: Linn Shuttle has retained a contractor for installation and has ordered the shelters. Staff assisted Linn Shuttle with the ODOT application.



August 26, 2018

Ray Towry
City of Sweet Home
City Manager
1140 12th Avenue
Sweet Home, OR 97386

Re: Xfinity TV Channel Updates

Dear Ray Towry,

We are committed to keeping you and our customers informed with Xfinity TV changes and enhancements. Below we share details regarding new programming that we are launching, the likely drop of Fuse from our line-up, and a general reminder about expiring programming contracts.

New Xfinity TV Channels

For our Digital Preferred customers, in December we will begin offering AFRO. AFRO, a channel from Afrotainment, is a 24-hour polycultural black network mainly broadcasting top-rated Nollywood and black movies, dramas, sitcoms, music, talk, and late night comedy shows. In January, we are launching CLEO TV as part of our Digital Preferred package. CLEO is a new channel from TV One and provides viewers with 24-hour lifestyle and entertainment programming, targeting Millennial and Gen X women of color.

Also starting in December, we are launching i24NEWS for our Digital Preferred customers with our X1 set-top boxes. i24NEWS is an Israeli international 24-hour news and current affairs television channel, which broadcasts in French, English, and Arabic.

We are also going to launch Newsmax TV starting in mid-December, which will be available on both our Digital Starter and Instant TV Sports & News genre pack. Newsmax TV is an American-based news and opinion network, currently reaching over 50 million homes.

Loss of Fuse Anticipated Effective January 1, 2019

We also wanted to remind you that Comcast's programming agreement with Fuse expires on December 31, 2018, and we will no longer be able to distribute Fuse's programming starting on January 1, 2019. We are communicating this likely change to our customers through a bill message.

General Reminder About Programming Contract Expirations

We regularly inform our customers in their bills and annual notices that we maintain an updated website (<https://my.xfinity.com/contractrenewals/>) and toll free number ((866) 216-8634) to reflect the programming contracts that are set to expire in the coming months and the channels we might lose the rights to continue carrying.

We are excited about the additions to our robust entertainment offerings and for the opportunity to continue enhancing our Xfinity TV product. Please feel free to contact me at (503) 605-6357 if you have any questions or issues.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Goodman". The signature is written in a cursive, flowing style with a long horizontal stroke extending to the left.

Tim Goodman
Director, Government & Regulatory Affairs